

## FEES

### **Introduction:**

Express statutory authority is required to charge any mandatory student fee; optional student fees or charges may, under certain circumstances, be charged under the authority of the “permissive code” as set forth in section 70902(a) of the Education Code. Under current law a student may only be required to pay a fee if a statute requires it (such as an enrollment fee), or if a statute specifically authorizes a district to require it (such as the health fee). The statutes establishing many of the mandatory fees provide for exemptions which must be granted to qualifying students. Districts lack the authority to charge mandatory fees to those students who are entitled to an exemption. All fees paid to the District will be equally applied to all incurred debts starting with oldest debts first. All fees are subject to the California Community College Student Fee Handbook. Information regarding fees is included in the District’s Schedule of Classes, the General Catalog and on the District’s Web site.

### **Required Fees:**

**A. Enrollment fee:** The basic enrollment fee is required pursuant to Education Code Section 76300 and is established by the California Community College Board of Governors. Students must be charged the enrollment fee at the time of enrollment. A district may defer collection of the enrollment fee (e.g., fee payment plan), and various waivers of the enrollment fee are authorized, as specified below:

1. Students who are recipients of the Board of Governors’ Grant (BOGG) fee waiver;
2. Dependents of certain deceased or disabled veterans and California National Guard members, and recipients of the Congressional Medal of Honor or certain children of recipients of the Congressional Medal of Honor upon certification of fee waiver eligibility by the California Department of Veterans Affairs or the National Guard Adjutant General;
3. The surviving spouse or the child, natural or adopted, of a deceased person who met all requirements of the Education Code Section 68120 regarding active law enforcement service or active fire suppression and prevention;
4. The dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if he/she meets the financial need requirements for the Cal Grant A Program, and either the dependent was a resident of California on September 11, 2001, or the individual killed in the attacks was a resident of California on September 11, 2001. This enrollment fee waiver continues until January 1, 2013, for a surviving spouse, and for a surviving child, the waiver continues until the person reaches the age of 30.

5. The District's governing board may exempt special part-time K-12 students who are enrolled for college credit from paying the enrollment fee; part-time concurrently enrolled high school students may enroll in up to six units of college credit at no cost; and
6. Students enrolled in specified credit contract education courses are exempted from the enrollment fee if the entire cost of the course, including administrative costs, is paid by the public or private agency, corporation, or association with which the District is contracting, and if these students are not included in the calculation of the FTES of the District.

**B. Non-Resident Tuition:** The District is required to charge a non-resident tuition fee if it chooses to admit non-residents. Non-resident students enrolled in distance education courses are not exempt from paying the non-resident fee. Districts may exempt all non-residents who take six or fewer units. Districts are also authorized to exempt, on an individual basis, and based on demonstrated financial need, non-residents who are both citizens and residents of foreign countries. No more than 10% of non-resident foreign students may be exempted.

Districts are required to exempt from non-resident tuition the following groups of students:

1. Students taking noncredit classes;
2. Apprentices taking classes of related and supplemental instruction;
3. Students who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes;
4. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces;
5. A parent who is a federal civil service employee and his or her natural or adopted dependent children if the parent moved to California as a result of military realignment action that involves the relocation of at least 100 employees;
6. Certain job transferees;
7. Non-resident minor students taking a class for high school credit only;
8. Students who attended a California high school for three or more years and graduated from a California high school or attained the equivalent (AB 540);
9. A dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center, Pentagon or the crash of United Airlines Flight 93; and
10. Students who audit a credit course.

**C. Non-resident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):**

1. All nonresident students enrolling for 6 or fewer units; or
2. A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
3. All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
  - a. high school attendance in California for three or more years;

- b. graduation from a California high school or attainment of the equivalent thereof;
- c. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
- d. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
- e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

### **Optional Authorized Fees:**

**D. Non-Credit Courses:** The District's governing board requires students to pay a fee for noncredit courses that are not eligible for state apportionment; the District does not charge a fee for noncredit courses that are eligible for state apportionment.

**E. Auditing of Courses:** The District charges the maximum allowable fee for auditing courses. Students enrolled in ten or more units may audit an additional three or fewer units without paying this fee if approved by the District.

**F. Instructional Materials:** The District charges a fee for materials provided by a division which are of continuing value to the student outside of the classroom setting. These materials are defined as "tangible personal property" that is owned or primarily controlled by the student, which includes textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment, and electronic data which the student may access during the class and store for personal use after the class. (See Administrative Procedure 5031 for details regarding definition, refund policy, and the process for requesting instructional material fees.)

**G. Health:** Pursuant to AB 982 (Laird), the District charges a health fee of all students, including BOGG recipients. Only students who depend exclusively upon prayer for healing in accordance with a bona fide religious sect, denomination or organization, or apprentices attending a community college under an approved program may have the fee waived. The District will increase the health fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services to qualify for mandated health cost reimbursement.

**H. Parking:** The District charges a per semester fee for parking, currently established per semester. Daily parking permits are available to students who choose not to purchase the semester parking permit. Short-term visitor parking is available at parking permit machines and parking is available at no charge to disabled students, disabled veterans and for persons providing transportation services to individuals with disabilities.

**I. Student Transportation Fee:** The student transit fee is to be charged for each semester including summer session. It is a mandatory fee voted in by the student body.

The fee is \$10.00 each semester for students taking 6 or more units and \$9.00 for student taking under 6 units.

**J. Student Representation:** The District charges the allowable \$1.00 per semester fee. Students may refuse to pay the fee for religious, political, financial or moral reasons.

**K. Student Center:** The District charges the allowable \$1.00 per unit, \$5.00 per semester fee. This fee cannot be charged to noncredit enrollees and recipients of Temporary Assistance to Needy Families (SSI/SSP), or general assistance.

**L. Transcript Requests:** The District provides two copies of official transcripts and enrollment verifications for free, and then charges \$6.00 for official transcripts. Enrollment verifications (only processed after the census date) are \$2.00 for three day processing and \$5.00 for rush verifications (same day). Duplicates of diplomas are \$6.00 and duplicates of certificates are \$5.00.

**M. Credit by Examination:** The District offers Credit by Examination based on a per unit fee commensurate with the current tuition fee charge plus a \$15 handling fee.

**N. Refund Processing:** The District charges a \$5.00 fee for refunds, which can be avoided by leaving the refund on account to be applied to the next semester.

**O. International Student Medical Insurance Fee:** The District offers students the opportunity to demonstrate they have their own medical insurance or may offer the student the option of paying for a medical plan.

**P. Activity/Benefits Fee:** A per semester (Fall and Spring) fee of \$15.00 is charged to all students, enrolled in six (6) or more units, for an Activity Benefits Fee Sticker. The sticker is placed on the student ID card. The first ID card is free. Replacement ID cards are \$5.00. This card serves as a picture identification card and the sticker provides the student with various benefits, including drawings and discounts on campus and in the community. Students may request a waiver of this fee in the Student Activities & Affairs office during the initial two weeks of the semester.

**Prohibited Fees:**

The District does not charge fees prohibited by the California Community College Chancellors' Office or the Board of Governors.

Reference: Education Code Sections 70902(b)(9), 76300, 76300.5, 66025.3; Title 5, Section 51012; Chancellor's Student Fee Handbook

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