

# Non 10+1

## ADMINISTRATIVE PROCEDURE

5030

SEQUOIAS CCD

Student Services

### 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

Adopted: February 12, 2008

Revised: July 1, 2012

Revised: December 12, 2016

# **Non 10+1**

## **BOARD POLICY**

SEQUOIAS CCD

5030

Student Services

### **FEES**

The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalog (EC 76300, et seq.). Student records may be withheld for individuals who have failed to pay their financial obligation to the college (BP 5035) and students may be dropped for non-payment of fees. The Board authorizes the following fees.

#### **ENROLLMENT FEE**

Each student shall be charged a fee for enrolling in credit courses as required by law (EC 76300).

#### **AUDITING FEES**

Persons auditing a course shall be charged the maximum fee authorized by law. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester (EC 76370).

#### **HEALTH FEE**

The District shall charge each student the maximum allowable fee as approved by the Chancellors' Office for health supervision and services (EC 76355). The Superintendent/President has the option to waive the health service fee for special groups and community organizations.

The Superintendent/President shall present to the board for approval a fee to be charged to each full-time student for student health services.

#### **PARKING FEE**

Students who wish to purchase a parking permit shall be required to pay a semester fee for parking services (EC 76360).

The Superintendent/President shall present to the board for approval a fee to be charged to each full time student for a parking permit.

#### **INSTRUCTIONAL MATERIALS**

Students may be required to purchase required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District (EC 76365; Title 5 - 59400, et. seq.).

### STUDENT ACTIVITY BENEFITS FEE

A per-primary semester (Fall and Spring) fee of \$15.00 is charged to all students enrolled in six (6) or more units for an Activity Benefit Fee Sticker. A waiver of this fee can be requested by the student in the Student Activities and Affairs Office in the first two weeks of the semester.

Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing (EC 76060.5).

### STUDENT CENTER FEE

The District's Student Body voted to levy a \$1.00 per unit (\$5.00 maximum per semester) Student Center fee. This fee, by California State Law, may only be used to finance, construct, enlarge, remodel, or refurbish and operate the District's Student Center.

### STUDENT TRANSPORTATION FEE

The student transit fee is to be charged for each semester including summer session. It is a mandatory fee voted on by the student body. The fee is \$10.00 each semester for students taking 6 or more units and \$9.00 for students taking under 6 units.

### TRANSCRIPT FEES

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record (EC 76223).

### INTERNATIONAL STUDENTS APPLICATION PROCESSING FEE

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment (EC 76223).

### REFUND POLICY FOR FEES

The refund policy for various student fees shall be in accordance with Section 58508 of Subchapter 6 of Chapter 9 of Division 6 of Title 5 of the California Code of Regulations, and Education Code Sections 66700, 70901, 72250, and 72252, and District Procedures which are incorporated into student class schedules.

Adopted: October 8, 2007

Revised: December 12, 2016

**LACTATION ACCOMMODATIONS****General**

The District shall provide reasonable accommodations [on its respective campuses] for a lactating student to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding whenever a student is required to be present on campus.

Reasonable accommodations include, but are not limited to, all of the following:

1. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child. The room shall have a comfortable place to sit and have a table or shelf to place equipment described in paragraph (3).
2. Permission to bring onto a college or university campus a breast pump and any other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.

Lactating students shall be provided a reasonable amount of time to accommodate their need to express breast milk or breast-feed an infant child.

Students shall not incur an academic penalty as a result of their use of the reasonable accommodations and shall be provided the opportunity to make up any work missed due to such use.

Approved:

# Non 10+1

## ADMINISTRATIVE PROCEDURE

5220

SEQUOIAS CCD

Administrative Services

### SHOWER FACILITIES USE FOR HOMELESS STUDENTS

#### **General Provisions – Use**

Shower facilities may be available for use by students of Sequoias Community College District when such use does not conflict with District programs and operations. Shower facility use shall be limited to places and times identified by the Superintendent/President's designee.

California Assembly Bill 1995 (Chapter 407, 2016) requires the governing board of a community college district with shower facilities for student use to grant access to those facilities to any homeless student who meets the following criteria:

- The student is enrolled in a minimum of 9 units of coursework
- The student has paid enrollment fees
- The student is in good standing with the community college district

Sequoias Community College District has student shower facilities on its Visalia and Hanford campuses.

Visalia campus showers are regularly open on **primary instruction days** ~~week-days~~:

- These showers are designated as available to homeless students for their use from 7 AM to 9 AM each **primary instruction day** ~~week-day~~.
- The hours of 7 AM to 9 AM do not conflict with the intercollegiate athletic program of the campus.
- If the hours of 7 AM to 9 AM will conflict with an intercollegiate athletic event due to special circumstances, the Athletic Director will post the change in available hours for student showers, on that day only, outside the shower entrances. The posting will make no reference to "homeless students".

Hanford campus showers are regularly open on weekdays:

- These showers are designated as available to homeless students for their use from 8 AM to 10 AM each **primary instruction day** ~~week-day~~.
- The hours of 8 AM to 10 AM do not conflict with the intercollegiate athletic program of the campus or Fire or Police Academy programs of the campus.
- If in the future, the hours of 8 AM to 10 AM will conflict with an intercollegiate athletic event or a safety academy event due to special circumstances, the Hanford Provost will post the change in available hours for student showers, on that day only, outside the shower entrances. The posting will make no reference to "homeless students".

The Tulare campus does not have shower facilities.

The Superintendent/President's designee is responsible for the coordination and implementation of these procedures.

### **~~Procedures for notifying homeless students of shower availability~~**

~~Assembly Bill 1995 defines homeless students based on the definition of "homeless children and youths" under federal law (42 U.S.C. ss 11434a(2)), but reflecting the age of the homeless student population at the community college campus, rather than "children". Homeless students for the purposes of this policy are those students enrolled in the District, but who lack a fixed, regular, and adequate nighttime residence. Examples include: Living in motels, hotels, trailer parks, camping grounds, emergency shelters, transitional shelters, cars, parks, public spaces, abandoned buildings, etc., and those awaiting foster care placement.~~

**A homeless student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.**

~~The Dean of Student Services is responsible for notifying identified homeless students of the shower facility availability on the Visalia or Hanford campus at the beginning of each semester.~~

~~Signage will be posted in the Student Health Center regarding the availability of shower facilities for homeless students.~~

Approved: March 16, 2017

## **Non 10+1**

### **ADMINISTRATIVE PROCEDURE**

**5700**

SEQUOIAS CCD

Student Services

#### **INTERCOLLEGIATE ATHLETICS**

The College of the Sequoias Community College District (District) sixteen intercollegiate sports: Women's sports are basketball, volleyball, softball, swimming, track & field, tennis, equestrian, cross country, and soccer. Men's sports are baseball, basketball, football, soccer, swimming, track & field, and cross country.

Student-athletes are required to **complete all eligibility forms as directed by the California Community College Athletic Association Constitution and Bylaws for eligibility.** ~~a Form 1, Student Eligibility Report, identifying whether this is their first or second season of competition in this sport or any sport, and if they have attended and participated in athletics at another college/university.~~ A Form 2, Athletic Eligibility Worksheet of each sport, is prepared by the Athletic Department secretary and the athletic counselor, Athletic Director, and Dean of Student Services (Administrative representative) evaluate each student-athlete relative to regulations governing athletic competition at the California Community College level. Once the initial eligibility process occurs, a weekly evaluation of units is conducted. Any student-athlete that is ineligible must correct the deficiency prior to the week's competition or they may not compete. At the conclusion of the season, when the roster is finalized, a Form 3, Team Eligibility, is completed and signed by the Eligibility Administrator (Dean of Student Services). All provisions of the [California Community College Athletic Association Constitution and Bylaws](#) regarding eligibility of student-athletes and participation in Intercollegiate Athletics are followed.

The teams are open to all students who have not exhausted their eligibility at the community college level. In addition to these requirements, transfer students who have competed at another California Community College (but have eligibility remaining) must also pass 12 units at the District before they are allowed to compete for the District. Weekly eligibility checks are conducted throughout all sports seasons.

A student-athlete orientation is held twice a year, one ~~in August~~ for Fall sports, and one ~~in January~~ for the Spring sports. Orientations are conducted to introduce department staff and faculty, walk student-athletes through the process of completing the needed verification forms, and have an open discussion on expectations as they pertain to COS rules, as well as rules that govern community college athletics by the California Community College Athletic Association (CCCAA).

In addition to the eligibility requirements as set forth by the California Community College Athletic Association, student athletes at the District must also adhere to the Student Athlete Code of Conduct (AP 5501). ~~This includes passing random drug screenings.~~ Failure to do so may lead to suspension or expulsion from the team for any team member not in compliance.

Reference: Title IX, Education Amendments of 1972; Educ. Code 66271.6, 66271.8,  
67360, et seq.; Commission on Athletics Handbook 2003-2004.  
Adopted: December 11, 2007  
Revised: December 12, 2016

## **Non 10+1**

### **BOARD POLICY**

**5700**

SEQUOIAS CCD

Student Services

#### **INTERCOLLEGIATE ATHLETICS**

The College of the Sequoias Community College District shall maintain an organized program for men and women in intercollegiate athletics. The College's Intercollegiate Athletic program will comply with Title IX regulations governing intercollegiate athletics.

The Superintendent/President shall ensure that the athletics program complies with state law, the California Community College Athletic Association Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Reference: Educ. Code Section 78223, 66271.6, 66271.8, 67360 et seq.  
Adopted: February 11, 2008  
Revised: December 12, 2016

# **Non 10+1**

## **ADMINISTRATIVE PROCEDURE**

**5800**

SEQUOIAS CCD

Student Services

### **PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS**

#### **I. The Purpose of the Identity Theft Prevention Program**

The purpose of this Identity Theft Prevention Program (ITPP) is to control reasonably foreseeable risks to students from identity theft, by providing for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft.

#### **II. Definitions**

“Identity theft” is a fraud attempted or committed using identifying information of another person without authority.

A “creditor” includes government entities that defer payment for goods (for example, payment plans for bookstore accounts or parking tickets), issued loans or issued student debit cards. Government entities that defer payment for services provided are not considered creditors for purposes of this ITPP.

“Deferring payments” refers to postponing payments to a future date and/or installment payments on fines or costs.

A “covered account” includes one that involves multiple payments or transactions.

“Person” means any individual who is receiving goods, receives a loan, and/or is issued a debit card from the District and is making payments on a deferred basis for said goods, loan, and/or debit card.

Detection or discovery of a “Red Flag” implicates the need to take action under this ITPP to help prevent, detect, and correct identity theft.

#### **III. Detecting “Red Flags” For Potential Identity Theft**

##### **A. Risk Factors for Identifying “Red Flags”**

The District will consider the following factors in identifying relevant “Red Flags:”

1. the types of covered accounts the District offers or maintains;
2. the methods the District provides to open the District’s covered accounts;
3. the methods the District provides to access the District’s covered accounts;  
and
4. the District’s previous experience(s) with identity theft.

B. Sources of “Red Flags”

The District will continue to incorporate relevant “Red Flags” into this ITPP from the following sources:

1. incidents of identity theft that the District has experienced;
2. methods of identity theft that the District identifies that reflects changes in identity theft risks; and
3. guidance from the District’s supervisors who identify changes in identity theft risks.

C. Categories of “Red Flags”

The following Red Flags have been identified for the District’s covered accounts:

**Alerts, Notifications, or Warnings from a Consumer Reporting Agency:**

1. A fraud or active duty alert is included with a consumer report the District receives as part of a background check.
2. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. A consumer reporting agency provides a notice of address discrepancy. An address discrepancy occurs when an address provided by a student substantially differs from the one the credit reporting agency has on file. See Section (V)(9) for specific steps that must be taken to address this situation.
4. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant, such as:
  - a. A recent and significant increase in the volume of inquiries;
  - b. An unusual number of recently established credit relationships;
  - c. A material change in the use of credit, especially with respect to recently established credit relationships; or
  - d. An account that was closed for cause or identified for abuse of account privileges by a creditor or financial institution.

**Suspicious Documents:**

5. Documents provided for identification appear to have been forged or altered.
6. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
7. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
8. Other information on the identification is not consistent with readily accessible information that is on file with the District, such as a signature card or a recent check.
9. An application appears to have been altered or forged, or gives the

appearance of having been destroyed or reassembled.

**Suspicious Personally Identifying Information:**

10. Personal identifying information provided is inconsistent when compared against external information sources used by the District. For example:
  - a. The address does not match any address in the consumer report; or
  - b. The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration's Death Master File.
11. Personal identifying information provided by a person is not consistent with other personal identifying information provided by the person. For example, there is a lack of correlation between the SSN range and date of birth.
12. Personal identifying information is associated with known fraudulent activity as indicated by internal or third-party sources used by the District. For example:
  - a. The address on an application is the same as the address provided on a fraudulent application;
  - b. The phone number on an application is the same as the phone number provided on a fraudulent application;
13. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the District. For example:
  - a. The address on an application is fictitious, a mail drop, or a prison; or
  - b. The phone number is invalid, or is associated with a pager or answering service.
14. The SSN provided is the same as that submitted by other person(s) currently being served by the District.
15. The address or telephone number provided is the same or similar to the account number or telephone number submitted by an unusually large number of other persons being served by the District.
16. The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
17. Personal identifying information provided is not consistent with personal identifying information that is on file with the District.
18. The person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

**Unusual Use Of – Or Suspicious Activity Relating To – A Covered Account:**

19. A new covered account is used in a manner that is commonly associated with known patterns of fraud patterns. For example, a person makes a first payment, but there are no subsequent payments made.

20. A covered account is used in a manner that is not consistent with established patterns of activity on the account. For example, there is:
  - a. Nonpayment when there is no history of late or missed payments; or
  - b. A material change in electronic fund transfer patterns in connection with a payment.
21. A covered account that has been inactive for a reasonably lengthy period of time is suddenly used or active.
22. Mail sent to the person holding the covered account is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the person's covered account.
23. The District is notified that the person is not receiving paper account statements.
24. The District is notified of unauthorized transactions in connection with a person's covered account.

**Notices from Customers/Persons, Victims of Identity Theft, Law Enforcement Authorities, or Other Businesses about Possible Identity Theft in Connection with Covered Accounts:**

25. The District is notified by a person with a covered account, a victim of identity theft, a law enforcement authority, or any other person, that it has opened a fraudulent account for a person engaged in identity theft.

**IV. Measures to Detect "Red Flags"**

The District shall do the following to aid in the detection of "Red Flags":

1. When a new covered account is open, the District shall obtain identifying information about, and information verifying the identity of, the student or other person seeking to open a covered account. Two forms of identification shall be obtained (at least one of which must be a photo identification).

The following are examples of the types of valid identification that a person may provide to verify the identity of the person seeking to open the covered account: valid state-issued driver's license, valid state-issued identification card, current passport, a Social Security Card, current residential lease, or copy of a deed to the person's home or invoice/statement for property taxes.

2. Persons with covered accounts who request a change in their personal information on file, such as a change of address, will have the requested changes verified by the District.

The person shall provide at least one written form of verification reflecting the requested changes to the personal information. For example, if an address change is requested, then documentation evidencing the new

address shall be obtained. If a phone number change is requested, then documentation evidencing the new phone number, such as a phone bill, shall be obtained.

## **V. Preventing and Mitigating Identity Theft**

One or more of the following measures, as deemed appropriate under the particular circumstances, shall be implemented to respond to “Red Flags” that are detected:

1. Monitor the covered account for evidence of identity theft;
2. Contact the person who holds the covered account;
3. Change any passwords, security codes, or other security devices that permit access to a covered account;
4. Reopen the covered account with a new account number;
5. Not open a new covered account for the person;
6. Close an existing covered account;
7. Not attempt to collect on a covered account or not sell a covered account to a debt collector;
8. Notifying law enforcement;
9. Where a consumer reporting agency provides an address for a consumer that substantially differs from the address that the consumer provided, the District shall take the necessary steps to reconcile the address of the consumer with the credit reporting agency, if the District establishes a continuing relationship with the consumer, and regularly, and in the course of business, provides information to the credit reporting agency; or
10. Determine that no response is warranted under the particular circumstances.

## **VI. Updating the ITPP**

The District shall update this ITPP on an annual basis to reflect changes in risks to persons with covered accounts, and/or to reflect changes in risks to the safety and soundness of the District from identity theft, based on the following factors:

1. The experiences of the District with identity theft;
2. Changes in methods of identity theft;
3. Changes in methods to detect, prevent and mitigate identity theft;
4. Changes in the types of covered accounts that the District maintains;
5. Changes in the business arrangements of the District, including service provider arrangements.

## **VII. Methods for Administering the ITPP**

### **A. Oversight of the ITPP**

Oversight by the District shall include:

1. Assigning specific responsibility for the ITPP’s implementation;
  2. Reviewing reports prepared by the staff regarding compliance of the ITPP;
- and

3. Approving material changes to the ITPP as necessary to address changing identity theft risks.

B. Reports

1. *In General.* Staff responsible for the development, implementation, and administration of this ITPP shall report to the Governing Board on an annual basis.
2. *Contents of Report.* The report shall address material matters to the ITPP and evaluate the following issues: the effectiveness of the policies and procedures in addressing the risk of identity theft in connection with opening new covered accounts and with respect to existing covered accounts; service provider arrangements; significant incidents involving identity theft and management's response; and recommendations for material changes to the ITPP.
3. *Oversight of Service Provider Arrangements.* Whenever the District engages a service provider to perform an activity in connection with one or more covered accounts the District shall take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To that end, the District shall require our service contractors, by contract, to have policies and procedures to detect relevant "Red Flags" that may arise in the performance of the service provider's activities, and either report the "Red Flags" to the District, or to take appropriate steps to prevent or mitigate identity theft.

Reference: 15 U.S. Code Section 1681m(e) (Fair and Accurate Credit Transactions Act (FACT ACT or FACTA))

Approved: November 14, 2016

## **Non 10+1**

### **BOARD POLICY**

**5800**

SEQUOIAS CCD

Student Services

### **PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS**

When the District serves as a creditor in relation to its students, it is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students. The Superintendent/President will ensure development of procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Reference: 15 U.S. Code Section 1681m(e) (Fair and Accurate Credit Transactions Act (FACT ACT or FACTA))

Approved: November 14, 2016