AP 5030 FEES

References:
Education Code Sections 70902 subdivision (b)(9), 76300, 76300.5, and 66025.3;
Title 5, Section 51012;
California Community College Chancellor’s Office (CCCO) Student Fee Handbook;
ACCJC Accreditation Standard I.C.6

Authorized and prohibited fees are set forth in the Student Fee Handbook available on the State Chancellor’s website at www.cccco.edu.

Enrollment Fee (Education Code Sections 76300, 76300(f); Title 5 Sections 58500-58509)
All students shall be charged $46 per unit enrollment fee for enrolling in credit courses as required by law unless exempted. (See Education Code Sections 68130.5, 76001, and 76300 for enrollment fee exemptions.)

Students eligible for and awarded a California College Promise Grant (CCPG) are exempt from paying enrollment fees. Specially enrolled, concurrent (dual) enrollment part-time students are exempt from paying the enrollment fee up to 11.9 units. (See Education Code Section 76300.)

Noncredit courses may not be assessed a per-unit enrollment fee.

Board approval is required to set or change the enrollment fee. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

Enrollment Refund Processing Fee (Title 5 Section 58508)
If a refund is requested, the District may assess an enrollment refund processing fee of $10 per term.

Nonresident Tuition Fee (Education Code Sections 68050, 68051, 68130, 68130.5, 76140, 76141)
The Education Code requires the District to charge a nonresident tuition fee and a nonresident capital outlay fee to all nonresidents. The District may exempt a nonresident student as permitted by law. (See BP/AP 5020 Nonresident Tuition.)

Board approval is required to set or change enrollment and tuition fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

**Auditing Fees** (Education Code Section 76370)
Persons approved to audit a course shall be charged a fee consistent with Education Code Section 76370. The fee amount shall be adjusted proportionally based upon the term length. (See BP/AP 4070 Auditing and Auditing Fees for eligibility requirements.)

**Health Fee** (Education Code Section 76355)
The District shall charge the maximum health fee allowable by law for health supervision and services. each student a fee of $21 per semester ($18 per Summer Session) for student health services.

Board approval is required to set or change student health fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

**Parking Fee** (Education Code Section 76360, California Community College Chancellor’s Office Student Fee Handbook)
Students shall be required to pay a fee that shall not exceed $50 per semester and $25 per Summer Session. For students who are ridesharing or carpooling, as defined in Education Code Section 76360, the parking fee shall not exceed $35 per semester and $15 per intersession. The Board annually may increase the parking fee limits by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchases of Goods and Services published by the United States Department of Commerce. The total of parking and transportation fees shall not exceed $70 per semester or $35 per intersession.

Board approval is required to set or change parking fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.
Student Transportation Fee (Education Code Section 76361, California Community College Chancellor’s Office Student Fee Handbook)

Students shall be charged a fee for the purpose of reducing fares for services provided by common carriers or municipally-owned transit systems (e.g. Santa Barbara Metropolitan Transit District). The fee required of a part-time student shall be a pro rata lesser amount than the fee charged to full-time students, depending on the number of units for which the part-time student is enrolled. Student transportation fees must be approved by a majority vote of the associated student body in accordance with Education Code Section 76361. Board approval is required to set or change transportation fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

The total of parking plus transportation fees shall not exceed $70 per semester or $35 per intersession.

Replacement Identification Card Fee (California Community College Chancellor’s Office Student Fee Handbook Section 4.4)

The District shall charge a replacement identification card fee of $3 for the third card and every time thereafter for printing any student identification card. The identification card is used for services provided by common carriers or municipal owned transit systems (e.g. Santa Barbara Metropolitan Transit District).

Instructional Materials (Education Code Section 76365, Title 5 Sections 59400 et seq.)

Students may be required to provide instructional and other materials for a credit or noncredit 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. (See AP 5031 Instructional Materials.)

Board approval is required to set or change materials fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

Non-District Physical Education Facilities Fees (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course may be charged a
fee for participating in the course. Such a fee shall not exceed the student’s calculated share of the additional expenses incurred by the District.

Board approval is required to set or change physical education fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

**Student Representation Fee** (Education Code Section 76060.5)
A student representation fee of $1 per semester for each enrolled student shall 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. The Chief Business Officer of the District shall have custody of the money collected pursuant to Education Code, and the money shall be disbursed for the purposes described above upon the order of the Associated Student Government. The student representation fee authorized by Education Code may be terminated by a majority vote of the students voting in an election held for that purpose. The election shall be called and held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college.

**Transcript Fees** (Education Code Section 76223)
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 exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two official transcripts of a student’s records. There shall be no charge for searching for or retrieving any student record. The third party servicer, Credentials, may charge a handling fee for orders.

**International Students Application Processing Fee** (Education Code Section 76142)
The District shall charge international students who are both citizens and residents of a foreign country on an F-1 Visa a non-refundable fee of $50 to process the application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President.

**Fee Amounts**

- **Student Activity Pass** - A fee of $5 per primary term through Fall 2019 and a fee of $8 effective Spring 2020 shall be collected at the time of registration.
Effective Spring 2020, the Associated Student Government shall be allocated $5 of each $8 fee collected to fund approved projects and activities as set forth in its by-laws. The remaining $3 shall be allocated to student life events such as college lectures, college orientation programs, commencement, award ceremonies, and other co-curricular activities, as well as provide admission to college events including intramural activities, music, theater arts, athletics, and fine arts. No fee is assessed during Summer terms.

- **Parking Fee**
  - Fall/Spring All Day/Evening = $33.40
  - Evening Only = $18.40
  - Fall/Spring California College Promise (CCPG) Grants = $23.40
  - Summer = $18.40
  - Cardholder Dispute Handling Fee = $25

- **Transcripts**
  - Unofficial transcript = Free via the student portal
  - First two official transcripts = Free
  - Each additional official transcript = $3
  - Priority Service (same day service, pickup by student with ID) = $8 plus transcript fee
  - Rush Service (Postal Deliver to Recipient) = $8 plus transcript fee
  - Electronic Transcript Delivered to College/University = $0 plus transcript fee
  - PDF Delivered to College/University = $0 plus transcript fee
  - PDF Transcript Downloaded by Third-Party Recipient = $0 plus transcript fee
  - Domestic Federal Express to main 48 states = $20 per recipient plus transcript fee
  - Domestic Federal Express to Alaska or Hawaii = $23 plus transcript fee
  - International Federal Express = $43 per recipient plus transcript fee
  - Handling charges for self-service kiosk orders = $2.45 per transcript
  - Additional surcharge for operator-entered orders = $15 per order

- **Duplicate Diploma Fee** = $20

- **Returned and Disputed Payments**
  - Returned check or ACH = $30
  - Returned Credit, Debit and Prepaid card payment = $30

- **Transportation Fee**
  - Summer Sessions = $14
○ Fall/Spring Semesters = $32 for 6 or more units or $31 for fewer than 6 units

Payment Plans
Plans are available on an optional basis during Fall and Spring terms for account balances greater than $275. Plans are not loans and do not charge finance fees. Plans are managed by Nelnet Business Services, a FERPA compliant third party servicer. Nelnet charges a non refundable enrollment fee of $25 per plan, per term. Any declined payments due to insufficient funds or otherwise will be charged the same “Returned Payments” fee as the District.

Collection of Fees
Fees are to be collected within seven calendar days of registration or the students may be dropped for non payment. Students will not be dropped for non payment after instruction has begun (State Chancellor’s Office, Legal Opinion O 04-14). Federal loans shall be collected in accordance with current Federal and District guidelines. The college may withhold grades, (official and unofficial) transcripts, diplomas, and/or registration privileges, from any student or former student who has failed to repay a loan or meet any other financial obligation owed to the District.

Unpaid accounts may be submitted to a collections agency.

Refunds
When a student drops a class during the first two weeks of instruction for full-term 16-week courses or before the 10 percent (10%) point of the length of the course for a short-term course, the District shall post a credit for eligible enrollment fees to the student’s account. Students who withdraw or are dropped from all classes prior to the refund deadline shall be eligible for a 100% refund of all fees less any applicable processing fees. Pursuant to Title V, Sec 58508, the District may withhold $10 from a student’s enrollment fee refund. Students awarded a Military Withdrawal (MW) shall receive a credit for eligible enrollment fees. (See AP 4230 and AP 5075.)

Refunds are not automatic. The student is required to complete a Refund Request Form to receive the eligible refund.

Waiver of Fees (Title 5 Section 58629)
The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District’s error in
awarding a California College Promise Grant to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

**Responsibility**
The Chief Business Officer, or designee, in consultation through the participatory governance process, shall be responsible for the implementation of all procedures regarding the assessment of student fees and exemptions per Education Code.

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