

**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