

Administrative Procedure

Student Services

AP 5030 FEES

References:

Education Code Sections 66025.3, 68120, 70902 subdivision (b)(9), 76300, and 76300.5; [76350](#)
Title 5 Sections 51012, 58520, and 58629;
California Community College Chancellor's Office (CCCCO) Student Fee Handbook;
ACCJC Accreditation Standard I.C.6

Required fees include:

- 1. Enrollment Fee** (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
California residents, except those exempt by law, must pay an enrollment fee for classes at the colleges.

~~The District may waive enrollment fees which were not collected in a previous session as a result of the District's error through no fault of the student in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student, if to collect the enrollment fee would cause the student undue hardship.~~

Unless expressly exempted, or entitled to a waiver, all students enrolling for college credit must pay the enrollment fee. Under Title 5, Section 58502, students must be charged the enrollment fee at the time of enrollment, but Section 58502 also allows college districts to defer collection of the enrollment fee.

~~The District may waive enrollment fees which were not collected in a previous semester or term where the enrollment fees were not collected as a result of the District's error in awarding an enrollment fee waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.~~

The District will refund a portion of the enrollment fee under the procedural guidelines established in accordance with required code and regulations; except

in cases where the refund request is due to military withdrawal (MW). Full refund shall be made to those persons receiving an "MW".

Special admit high school students who are dual enrolled, enrolled in Career and College Access Pathways (CCAP), or enrolled in middle college courses shall be exempt from paying enrollment fees.

- 2. Nonresident Tuition Fee** (Education Code Section 76140 and 76140.5) The District shall charge nonresident tuition in order to admit nonresidents. The District shall assess nonresident tuition in accordance with CLPCCD Board Policy 5020 and Administrative Procedure 5020- Nonresident Tuition. The following permissive exemptions are by law:
- a. All nonresident students enrolling for 6 or fewer units; or
 - b. 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);
 - c. All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101 subdivision (a)(15), who meet the following requirements:
 1. high school attendance in California for three or more years;
 2. graduation from a California high school or attainment of the equivalent thereof;
 3. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 4. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption;
 - 4.5. and in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize their immigration status or will file an application as soon as eligible to do so.
 - d. A nonresident student who enrolls in a credit English as a Second Language (ESL) course at the district and who is any of the following:
 1. A recent immigrant, as defined in 8 U.S. Code Section 1101 (a)(15);
 2. A recent refugee, as defined in 8 U.S. Code Section 1101 (a)(42);
or
 3. A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.

This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.

Special admit high school students who are dual enrolled, enrolled in Career and College Access Pathways (CCAP), or enrolled in middle college courses shall be exempt from paying nonresident tuition fees.

Fees authorized by law include:

- **Auditing of Courses** (Education Code Section 76370)
- **Dormitory** (Education Code Section 81670)
- **Instructional Materials Fee** (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408). Each college will develop its own procedure for charging instructional materials fees. These fees will reflect actual costs of consumable materials in certain designated classes. The District shall follow in accordance with CLPCCD Board Policy 5030 and Administrative Procedure 5030 – Instructional Materials Fees.

- **Parking Fee** (Education Code Section 76360)
Students are required to register the vehicle they wish to park on campus. Vehicles are registered at the beginning of each semester. New parking permits/decals of a different color will be issued each term. One parking permit/decal is issued for each registered vehicle upon payment of the parking fee. Daily parking permits are available at the ticket dispenser machines located on all student lots, and the permit shall be displayed on the dashboard on the driver's side.

The District shall charge parking fees in accordance with CLPCCD Board Policy 6750 and Administrative Procedure 6750 – Parking.

- **Health Fee** (Education Code Section 76355)
Each college will develop its own procedure for charging health fees. These fees will reflect the actual cost of health services & related expenses. A health fee will be charged each term and published on the College websites. The health fee will be charged to all students, whether or not they choose to use the health services. Not all services provided by student health services are provided free of charge to students. A complete listing of all health services available to students at no cost or at a cost will be posted on the student health services website at each college.

The District shall assess health fees in accordance with CLPCCD Board Policy 5200 and Administrative Procedure 5200 – Student Health Services.

Section 76355 requires the Board to adopt rules and regulations that exempt certain students from the payment of health fees by the established deadline.

The District must exempt students who depend on prayer for healing, and students attending community college under an approved apprenticeship program. The District must also ensure that the existence of the two statutory exemptions is communicated effectively to students so that they will be aware of potential applicable exemptions.

Special admit high school students who are dual enrolled, enrolled in Career and College Access Pathways (CCAP), or enrolled in middle college courses shall be exempt from health fees.

- **Noncredit courses** (Education Code Section 76385)
- **Community Services Programs** (Education Code Section 78300)
The District shall charge students taking community service, also known as community education, classes a fee not to exceed the cost of maintaining community education classes. Community education classes are intended to be self-supporting, and the District is prohibited from using state General Fund money to establish and maintain such classes. The District may spend district General Fund money to establish and maintain a community education program or may provide instruction for remuneration by contract or with contributions or donations from individuals or groups. The District may also use a combination of these options to fund the program. The District shall charge community education services fees in accordance with CLPCCD Board Policy 4400 and Administrative Procedure 4400 – Community Services Programs.
- **Cross-Enrollment with the California State University (CSU) or University of California (UC)** (Education Code Section 66753)
The District recognizes that the cross-enrollment program permits students who are enrolled at a community college, a campus of the California State University, or a campus of the University of California, under certain limited circumstances, to cross-enroll in one state-supported course per term at an institution from one of the other systems on a space available basis at the discretion of the appropriate campus authorities on both campuses. Students do not need to go through the formal admissions process and are exempt from required fees, except that the host campus may charge participating students an administrative fee, not to exceed an amount sufficient for the campus to recover the full amount of the administrative costs it incurs.
- **Nonresident application processing** (Education Code Section 76142)
- Nonresident capital outlay (Education Code Section 76141)

Special admit high school students who are dual enrolled, enrolled in Career and College Access Pathways (CCAP), or enrolled in middle college courses shall be exempt from paying the nonresident capital outlay fee.

- **Credit for Prior Learning** (Education Code Section 76300; Title 5 Section 55050)
The District may charge reasonable fees due to verifiable expenses in connection with offering credit for prior learning [in accordance with CLPCCD Board Policy 4235 and Administrative Procedure 4235 – Credit for Prior Learning.](#)
- **Use of facilities financed by revenue bonds** (Education Code Section 81901 subdivision (b)(3))
- **Copies of student records** (Education Code Section 76223)
- **Credit Card Use** (Education Code Section 70902(b)(9))
- **International Student Medical Insurance** (Education Code Section 70902(b)(9))
- **Childcare** (Education Code Sections 79121 et seq. and 66060)
The District shall charge childcare fees for the operation of child development programs. The District has the authority to charge student parents a fee for services for their children in programs that are not specifically established as child development programs. The childcare fees are charged to parents who voluntarily choose to use this service. The District will not charge a student a fee other than the enrollment fee to enroll in child development classes.
- **Student Center** (Education Code Section 76375; 1)
 - Special admit high school students who are dual enrolled, enrolled in Career and College Access Pathways (CCAP), or enrolled in middle college courses shall be exempt from paying the nonresident capital outlay fee.
- **Student representation** (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
Special admit high school students who are dual enrolled, enrolled in Career and College Access Pathways (CCAP), or enrolled in middle college courses shall be exempt from paying the nonresident capital outlay fee.
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- **Transportation** (Education Code Sections 76361 and 82305.6)
- **Physical fitness test** (Education Code Section 70902 subdivision (b)(9))

- **Athletic insurance** (Education Code Section 70902 subdivision (b)(9))
- **Non-District physical education facilities** (Education Code Section 76395)
- **Refund processing** (Title 5 Section 58508)

Collection and Refund of Fees

- **Fee Refunds** – Students may request a refund of enrollment fees Because of the student’s reduction in units or withdrawal from an educational program. Refunds are not automatic. Requests for refunds must be filed by June 30 for the academic year just ended. Credit balances do not carry over from one academic year to the next.

A student who must withdraw for military purpose shall be refunded 100% fees paid, regardless of the date of withdrawal. In this case, requests for refunds made after the end of the academic year will be honored.

- **Fees to be collected when enacted by the Legislature** following registration by the student will be placed on the student account to be paid before the end of the term.
- **Fees collected in error** - If fees have been collected in error, the student’s account will be credited for the entire amount of the error.
- **Notice** – The District will give notice to students of availability of exemptions from certain mandatory and authorized fees.
- **Outstanding Debt Collection** – The District may refer a student's outstanding debt to a collection agency and/or the State of California Franchise Tax Board (FTB) for collection. Once referred, additional fees may apply, and credit rating may be affected. If debt is referred to the FTB, amounts owed may be deducted from a student's state tax refund, California lottery prize, or unclaimed property.
- **Returned Checks** – Pursuant to Civil Code Section 1719, the District will assess a service charge for any check passed on insufficient funds.

Prohibited Fees

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)

- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook) ~~The District shall not charge any fees prohibited by the California Community College Chancellor's Office (CCCCO) Student Fee Handbook.~~

Pursuant to Education Code Section 76350, except as provided in Section 3074.7 of the Labor Code, no charges or fees shall be required to be paid by a resident or nonresident apprentice, or by his or her parent or guardian, for admission or attendance in any course of activity or community college course that is offered pursuant to Section 3074 of the Labor Code in accordance with the instructional hours requirements and course requirements specified in Section 3078 of the Labor Code. No charges or fees shall be required for CLPCCD courses that meet apprenticeship on-the-job learning and related supplemental instruction.

Waiver of Fees

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 (formerly known as Board of Governors

Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship-

See also BP 5030 Student Fees

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