



## **AP 5030 FEES**

### **References:**

Education Code Sections 70902(b)(9), 76300, 76300.5, and 66025.3;  
Title 5 Section 51012;  
California Community College Chancellor's Office (CCCCO) 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](http://www.cccco.edu).

### **Enrollment Fee** (Education Code Section 76300; 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 Board of Governor's Fee Waiver (BOGW) 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)

Non-credit 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 76140 and 76140.5)

The Education Code requires the District to charge a nonresident tuition 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 each student a fee of \$18 per semester (\$14 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, 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. 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.

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

**Student Transportation Fee** (Education Code Section 76361, 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.

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

**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 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. (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.

**Physical Education Facilities** (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 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 the 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.

**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**

- **Non-Resident Tuition** (per unit) \$225 through Summer II 2015 and \$266 effective Fall 2015 (International and out of state students pay both the enrollment fee and non-resident tuition.)
- **Student Activity Fee (optional)** -- This fee supports such areas as college lectures, admission to college events, intramural activities, music, theater arts, athletics, fine arts, college orientation programs, student government and other co-curricular activities (Fall/Spring Semesters = \$10 for the academic year); Spring Only = \$5)
- **Parking Fee**
  - Fall/Spring All Day/Evening = \$33.25;
  - Evening Only = \$18.25
  - Fall/Spring California Board of Governor Grants (BOGW) = \$23.25
  - Summer = \$18.25



- **Transcripts**

- Official Transcript – Each copy = \$3\*
- Rush copy (same day service, additional fee) = \$5 plus transcript fee
- Unofficial transcript = free via the student portal

\*No charge will be made for furnishing the first two official transcripts of student's records.

- **Duplicate Diploma Fee = \$20**

- **Transportation Fee – Summer Sessions = \$13, Fall/Spring Semesters = \$30 for 6 or more units or \$29 for less than 6 units**

### **Collection of Fees**

Fees will be collected once students have registered. Students will not be dropped for non-payment after instruction has begun. (State Chancellor's Office, Legal Opinion O 04-14) Students with outstanding fees will have a hold put on their record; they will not be able to register for classes, receive unofficial or official transcripts until the fees are paid.

### **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.

### **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 the Education Code.

---

**Date Approved:** September 29, 2015

**Legal Reference Update #26:** April 2015

**Legal Reference Update #27:** October 2015