

AR 4124 REFUNDS (PROPOSED NEW AR# 5030 FEES AND REFUNDS)

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree pilot program fees (Title 5 Section 58520)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - 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);
 - All students, other than nonimmigrants under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; 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 immigration status, or will file an application as soon as the student is eligible to do so.

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355). Some students are exempt from paying this fee.
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)

- Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- *Mandatory* student activities (CCCCO Student Fee Handbook)
- *Mandatory* Student Identification Cards (CCCCO Student Fee Handbook)
- *Mandatory* Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application for domestic students (CCCCO Student Fee Handbook)
- *Mandatory* Field trip (Title 5 Sections 55450 and 55451)
- Fees for dependents of certain veterans (Education Code Section 66025.3)
- Fees for dependents of certain victims of the September 11, 2001 terrorist attacks (CCCCO Student Fee Handbook)
- Fees for certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- 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)
- *Mandatory* 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)

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session if the enrollment fees were not collected as a result of the District's error in awarding a 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.

Collection

Each student is responsible for paying all fees for a term or session. Failure to pay all enrollment fees by deadline may result in student being dropped from all classes.

- The District shall collect fees raised by an act of the legislature and made effective on or after the date a student has enrolled in an upcoming or current term.
- The District shall provide notice to students of availability of exemptions from certain mandatory, authorized and permissive fees.

The college catalog and schedule of classes contain the most current information regarding fees. These documents are updated regularly.

Failure to Pay Financial Obligations

The district may withhold grades, transcripts, and diplomas and may withhold enrollment privileges or any combination thereof from any student or former student who was notified of their failure to pay the proper financial obligation due to the District. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation (authorized in Education Code Section 72237.)

Refund of Student Fees

A refund of fees will be given to eligible students, providing at least one of the following eligibility requirements is met:

- A. The student's class has been canceled by the District.
- B. The fee was collected in error.
- C. The fees are refundable because of changes in law or regulation authorizing and establishing enrollment fees.
- D. The student has officially withdrawn from a class or classes by the refund deadline which is the first two weeks of instruction for a primary term-length course or by the ten-percent date for a short-term course. It is the student's responsibility to drop classes by the refund deadline or incur the fees per Title 5 Section 58508.
- E. The student is a member of an active or reserve military service and has received orders compelling a withdrawal from course(s) at any time during the term.

Refundable Fees

The college catalog and schedule of classes contain the most current information regarding refunds. These documents are updated regularly.

If the student has officially withdrawn from a class or classes by the refund deadline which is the first two weeks of instruction for a primary term-length course or by the ten-percent date for a short-term course, the following fees are refundable minus any applicable processing fee not to exceed \$10 per term:

- tuition and health fees. A processing fee is charged against the tuition fee refunded.
- non-resident tuition and health fees. A processing fee is charged against the tuition fee refunded.
- the A.S. fee
- the I.D. card fee

Exception: Parking fees can only be refunded in full within the first three weeks of the Fall and Spring term and within the first two weeks of the Winter, Summer and short terms. Refunds for parking fees must be requested through the Bursar's Office by published deadlines and a processing fee may be assessed. The student must complete and submit a "Request for Refund" form and attach the parking permit. A refund will be processed upon verification of purchase.

Non-Refundable Fees

Instructional materials fees are not refundable on or after the first day of the term.

Refunds as a Result of Enrollment Adjustments

Refunds due to changes in the college's educational offerings, changes in fees per Legislature, or fees collected in error will be refunded to the student in full and the refund processing fee will be waived.

Processing Time

If a student is eligible for a refund, the refund will be processed and mailed within 30 days of the transaction date per Title 5 Section 58508. Refunds to International and Veteran students may require a longer processing time. International students may request an emergency refund to be processed within 10 days if leaving the country.

Parking

To use the on-campus parking facilities, a student is required to purchase a parking decal. Parking for some of the satellite campuses are free but still require a printable decal. Student parking decals are not valid in faculty/staff parking areas. Parking fees vary depending on the term and reduced rates are available for students who qualify. Students are eligible for a reduced parking fee each term if eligible for a California College Promise Grant (formerly BOG Fee Waiver) or who demonstrate financial need under federal standards or if at the time of enrollment, is a homeless youth as defined in subdivision (b) of Title 5 Section 66025.9.

Education Code Section 67301(b) requires the district to provide visitor parking at no charge for disabled persons or veterans and for persons providing transportation services to individuals

with disabilities. Regulations in conformance with this requirement are contained in the California Code of Regulations, Title 5 Section 59306(a).

Transcript and Student Verification Fees

The first two copies of transcript and enrollment verifications are free excluding expedited requests. Fees are posted on the Admissions and Records website.

Reviewed/Revised: 11/2/10; 9/20/17

References:

Education Code Sections 66025.3, 66025.9, 66060, 66753, 67301, 68130.5, 70902(a)(b)(9), 72237, 73365, 76060.5, 76140-42, 76223, 76300, 76300.5, 76350, 76355, 76360-61, 76370, 76375, 76385, 76395, 78300, 79121, 81457-58, 81670, 81901(b)(3), 82305.6;

Title 5 Sections 51012, 54801, 54805, 55050, 55234, 55450-51, 58500, 58502, 58508-10, 58520, 58629, 59306, 59400, 59408, and 59410

California Community College Chancellor's Office (CCCCO) Student Fee Handbook
[CCCCO Student Fee Handbook](#)

❖ From current SMC AR 4124 Refunds

AR 4124 Refunds

If a student is eligible for a refund, it will be processed and mailed within 45 days of the start of the semester.

1. Tuition and health fees are fully refundable within the first 10% of the semester only. A \$10 processing fee is charged against the amount refunded.
2. If all classes are dropped within the first 10% of the semester, 80% of the A.S. fee will be refunded.
3. The I.D. card fee is not refundable.
4. Materials fees are not refundable on or after the first day of the semester.
5. Nonresident tuition is fully refundable within the first 10% of the semester.
6. Parking fees can only be refunded in full within the first three weeks of the Fall and Spring semesters and within the first two weeks of the Winter, Summer and short term sessions. The permit and receipt must be presented at the Auxiliary Services Office.

Reviewed and/or Updated: 12/11/01, 4/12/10 Revised: 11/2/10