

AR 5030 FEES AND REFUNDS

Required **Student Fees Include:**

Students should consult ~~the~~ Admissions and Records website, college catalog and schedule of classes ~~contain~~ for the most current information regarding **fees**, refunds and **availability of exemptions from certain mandatory and authorized fees**. These documents are updated regularly. (moved from refund section below)

- Enrollment fee (Education Code Sections 76300 and ~~76300.5~~, **76301, 78021**; Title 5 Sections **55031, 55620**, 58500 and 58509 and **58620**)
- Baccalaureate degree pilot program **enrollment fees** (Education Code sections **78040-78043**; Title 5 Section 58520)
- Nonresident tuition **fees** with these permissive exemptions (Education Code Sections 76140-**76143** and 76140.5):
 - ~~o All nonresident students enrolling for 6 or fewer units; or~~
 - ~~o 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);~~
 - ~~o 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.~~
- Student representation **fee** (Education Code Section 76060.5; Title 5 Section 54801 and 54805)

Students may decline to pay (opt out of) the student representation fee established under this section on their student portal. (moved from section below).

- Health **fee** (Education Code Section 76355). Some students are exempt from paying this fee. (moved from section below)

For student fee exemptions and exceptions see administrative regulations listed as references at the end of this regulation.

Also see Residency Determination on CCCO webpage and Legal Advisory 18-02.

Fees Authorized by Law include:

The college may impose other student fees (listed below) if that fee is either required or authorized by statute; and the fee does not exceed the reasonable costs to the district of conferring a benefit, granting a privilege, or providing a specific service or product to students who are subject to the fee. The college will provide students with the opportunity to decline (opt out of) some of these fee-based services, as applicable.

- **Physical Education at Non-District Physical Education facilities** (Education Code Section 76395)
- ~~Noncredit courses~~ (Education Code Section 76385)
- Community Service Courses (Education Code Section 78300)
- **Course Auditing of courses** (Education Code Section 76370)
- Instructional materials (Education Code Sections 76365, 81457, and 81458; Title 5 Sections 59400, 59402, 59404, 59406 and 59408) **See Appendix A of CCCCO Student Fee Handbook.**
- Athletic insurance (Education Code Section 32221 ~~70902(b)(9)~~)
- Cross-Enrollment **at a community college**, with the California State University (CSU) or University of California (UC) (Education Code Section 66753 ~~0-66754~~)
- Parking (Education Code Section 76360). **Some students get discounted rate based on general/financial assistance programs as outlined in the student fee handbook.**
- Transportation **Services** (Education Code Sections 76361 and ~~82305.6~~)
- Student **Body Center Building and Operating** (Education Code Section 76375; Title 5 Section 58510)
- ~~Copies of~~ Student records (Education Code Section **66022**, 76223, **76225**; Civil Code Section 1788.93; Title 5 Section 54610)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 66060, **79120 and 79121 et seq.**)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit **for Prior Learning** ~~by Examination~~ fee (Education Code Section 76300; Title 5 Section 55050)
- Use **fee for** of facilities financed by revenue bonds (Education Code Section 81901 ~~(b)(3)~~ and 81956)
- Refund processing (**Education Code Section 76300**; Title 5 Section 58508)
- Telephone/**Internet** Registration (Education Code Section 70902(a) ~~(9)~~)
- Physical ~~Education~~ fitness test (Education Code Section 70902(a) ~~(9)~~)
- ~~Instructional Tape Lease/Deposit~~ (Education Code Section 70902(b) ~~(9)~~)
- Credit Card Use **or noncash** (Education Code Section 70902(a) ~~(9)~~)

- International Student Medical Insurance (Education Code Section 70902(a)(9))
- **Criminal Background Checks** (Education Code Section 70902(a)(9))
- **Student Identification Replacement** (Education Code Section 70902(a))
- **District Student Body Organization Funds** (Education Code Sections 76060-76067)
- **Courses Not Eligible for State Apportionments** (Education Code Sections 76380, 76385, 78021 and 84757)

Prohibited Fees Include: **Under California Statutes, the College may not impose these fees:**

- 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)
- Fees 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)
- 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.~~

when all of the following conditions are met:

- The fees were not collected due to the District's error in awarding a California College Promise Grant to an ineligible student.
- The error was not the fault of the student.
- Collecting the enrollment fee would cause the student undue hardship.

Collection Fee Collection and Payment Responsibility

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

- The District shall collect fees enacted by the California Legislature that become 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.~~ (moved to required fees section above).

~~The college catalog and schedule of classes contain the most current information regarding fees. These documents are updated regularly.~~ (moved to intro required fees section above).

Failure to Pay Financial Obligations

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

Refund of Student Fees as a Result of Enrollment Adjustments

Full Refund Eligibility (No Processing Fee)

A full refund of fees will be provided when any of the following conditions are met:

~~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 **or withdrawal due to extraordinary conditions per Title 5 §58509.**
- B. The fee was collected in error.
- C. ~~The F~~ fees are refundable ~~because of~~ **due to** changes in law or regulation authorizing and establishing enrollment fees.
- D. 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.

Refund Eligibility (Subject to \$10 Processing Fee)

- E. The student has officially withdrawn from a class or classes by the refund deadline which is:
 - the **end of the** first two weeks of instruction for a primary term-length course ~~or~~ **OR**
 - ~~by the ten-percent~~ **point of instruction** ~~date~~ for a short-term course.

Refundable Fees

~~The Admissions and Records website, college catalog and schedule of classes contain the most current information regarding refunds. These documents are updated regularly.~~ **(moved above)**

~~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 refund processing fee not to exceed \$10 per term):~~

It is the student's responsibility to drop class(es) by the refund deadline **to avoid** ~~or incurring~~ the fees per Title 5 Section 58508.

Students meeting refund eligibility criteria above may receive refunds for the following fees:

- **enrollment fees** (tuition) ~~and health fees.~~
- non-resident tuition and health fees. A processing fee is charged against the tuition fee ~~refunded.~~
- **health fees**
- the **Associated Student Resource** A.S. fee
- ~~the I.D. card fee~~
- **Student Benefits fee**
- **Student Representation 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 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.~~ Moved above

Refund 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.~~

Refunds will be processed in the manner and timeline noted on the Tuition and Fees webpage. Expedited refund requests will be considered through the Admissions and Records Office and the International Education Center.

Parking Fee

To use the on-campus parking facilities, a student is required to purchase a parking decal ~~permit~~. Parking for some of the satellite campuses are free but still require a printable decal ~~parking permit~~. 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

Moved below

Reduced Parking Fee Eligibility

Students are eligible for reduced parking fees each term if they:

- Qualify for a California College Promise Grant (formerly BOG Fee Waiver) OR
- Demonstrate financial need under federal standards, OR
- Are homeless youth as defined in subdivision (b) of Title 5 Section 66025.9 at the time of enrollment

Accessible Parking Fee Exemption

~~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).~~

Education Code Section 67301(b) requires the District to provide visitor parking at no charge for:

- Persons with disabilities or disabled veterans
- Individuals providing transportation services to persons with disabilities

Parking Fee Refunds

Parking fees can only be refunded in full within:

- The first three weeks of Fall and Spring terms
- The first two weeks of Winter, Summer terms

Parking fee refunds must be requested through the Cashier's Office by the published deadlines. A processing fee may be assessed. Students must complete and submit a "Refund Request Form".

Transcript and Student Verification Fees

The first two copies of transcripts and enrollment verifications are **provided** free **of charge**, excluding expedited requests. **Current Fees** are posted on the Admissions and Records website.

References:

Education Code Sections 66025.3, 66060-66061, 66750-66754, 67301, 68120, 70900-70902 subdivision (b)(9), 76060-76067, 76140-76143, 76220-76225, 76300-76303, 76350-76395, 78020-78023; 78040-78043, 78300, 79120-79121, 81450-81460, 81670-81678, 81901-81966, 84750.4-84811

Title 5 Sections 51012, 54100, 54610, 54700-54710, 54805, 55031, 55050, 55620, 58500-58510, 58520, 58620, 58629, 59400-59408

California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook and Legal Advisory 18-02;

California Civil Code Section 1788.93

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