



Administrative Regulation
Chapter 5 – Student Services

AR 5030 FEES AND REFUNDS

Required Student Fees

Students should consult the Admissions and Records website, college catalog and schedule of classes for the most current information regarding fees, refunds and availability of exemptions from certain mandatory and authorized fees. These documents are updated regularly.

- Enrollment fee (Education Code Sections 76300, 76301, 78021; Title 5 Sections 55031, 55620, 58500, 58509 and 58620)
- Baccalaureate degree program enrollment fees (Education Code sections 78040-78043; Title 5 Section 58520)
- Nonresident tuition fees (Education Code Sections 76140-76143)
- Student representation fee (Education Code Section 76060.5; Title 5 Section 54805)
Students may decline to pay (opt out of) the student representation fee established under this section on their student portal.
- Health fee (Education Code Section 76355). Some students are exempt from paying this fee.

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

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 facilities (Education Code Section 76395)
- Community Service Courses (Education Code Section 78300)
- Course Auditing (Education Code Section 76370)
- Instructional materials (Education Code Sections 76365 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)
- Cross-Enrollment at a community college, California State University (CSU) or University of California (UC) (Education Code Section 66750-66754)
- 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)
- Student Body Center Building and Operating (Education Code Section 76375; Title 5 Section 58510)

- 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)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning fee (Education Code Section 76300; Title 5 Section 55050)
- Use fee for facilities financed by revenue bonds (Education Code Section 81901 and 81956)
- Refund processing (Education Code Section 76300; Title 5 Section 58508)
- Telephone/Internet Registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(a))
- Credit Card Use or noncash (Education Code Section 70902(a))
- International Student Medical Insurance (Education Code Section 70902(a))
- Criminal Background Checks (Education Code Section 70902(a))
- 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)

Under California Statutes, the College May Not Impose These Fees

- Late application
- Add/drop
- Student activities
- Student Identification Cards
- Mandatory Student Body Organization
- Nonresident application
- Fees for dependents of certain veterans (Education Code Section 66025.3)
- Fees for dependents of certain victims of the September 11, 2001 terrorist attacks
- 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
- Refundable deposits
- Distance education (other than the statutorily authorized enrollment fee)
- Mandatory mailings
- Rental of practice rooms
- Apprenticeship courses (Education Code Section 76350)
- Technology fee
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning
- Breakage
- Test proctoring

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session 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.

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.

Failure to Pay Financial Obligations

The district may withhold enrollment privileges from any student or former student who has been notified of their failure to pay proper financial obligations owed to the District. Withheld privileges shall be released when the student satisfactorily meets the financial obligation. Grades, transcripts and diplomas may not be withheld due to failure to pay.

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. 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. Fees are refundable due to changes in law or regulation authorizing and establishing enrollment fees.
- D. The student is a member of 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
 - the ten-percent point of instruction for a short-term course.

Refundable Fees

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

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

- enrollment fees (tuition)
- non-resident tuition
- health fees
- Associated Student Resource
- Student Benefits fee
- Student Representation fee

Non-Refundable Fees

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

Refund Processing Time

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 permit. Parking for some of the satellite campuses are free but still require a parking permit.

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:

- 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, 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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