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**Student Services**

**BP 5030 FEES**

**References:**

Education Code Sections 76300 et seq.

The Board authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

**1. Enrollment Fee** (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law. This fee will be based upon the total number of units and will reflect adherence to Education Code and/or Title 5 guidelines and provisions.

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".

Instruments as determined by the appropriate Administrative and Education Code sections, and as described in the Administrative Rules and Procedures, will be utilized in the granting of fee credit(s) and waivers and enrollment fee deferments.

**2. Instructional Materials Fee** (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required 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.

**3. Parking Fee** (Education Code Section 76360)

The Chancellor shall present for Board approval fees for parking. Revenue so generated will be used to provide for the parking service and related expenses.

Parking fees for disabled students with current DMV placard may be waived by the Chief Student Services Officer.

**4. Health Fee** (Education Code Section 76355)

The Chancellor shall present to the Board for approval a fee to be charged to each full time student for student health services. A health fee will be charged each semester. Revenue so generated will be used for health services.

**Auditing of Courses** (Education Code Section 76370)

Auditing of courses is not permitted.

**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 shall 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.

**Transportation Costs** (Education Code Section 76361)

Where the District incurs additional expenses due to transportation costs a fee for the purpose of recovering the cost for use of a incurred by the District for services provided to students and employees.

**Student Representation Fee** (Education Code Section 76060.5)

The college's student body association may order that an election be held for the purpose of establishing a student representation fee of one dollar (\$1) per semester 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.

**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 Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record.

In accordance with the Education Code, the District shall furnish upon request of students (or former students) a maximum of two (2) transcripts and/or enrollment verifications of academic record at District expense. There shall be no charge for searching for or retrieving any student record.

Transcripts and/or enrollment verifications in excess of two (2) shall also be furnished upon the request of students (or former students) at a reasonable charge not to exceed the actual cost of furnishing the copy. All monies derived from this source shall be deposited in an account to support each college's Admissions and Records operations in accordance with the allocation model.

**International Students Application Processing Fee** (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and

regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

In addition and in accordance with the Education Code and the California Community Colleges Student Fee Handbook, each college may also charge fees for admissions and records services (e.g. verification of enrollment, student identification cards, etc.) as applicable.

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**Date Adopted:**

*(This policy replaces current CLPCCD Policies 3215, 5121, 5245, and 5320)*