

AP 5030 Fees

Reference: ***Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, 76300.5; Title 5 Sections 51012, 58520, and 58629; California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook; ACCJC Accreditation I.C.6***

Date Issued: September 5, 2012

Revised:

NOTE: *This procedure is **legally required**. Local practice can be inserted here, but it must comply with applicable law. Community college districts may only require students to pay a fee if required or specifically authorized by statute.*

The General Counsel's Office of the California Community Colleges Chancellor's Office regularly publishes an updated student fee handbook that analyzes which fees are required and which are permitted, as well as those which are prohibited.

In compliance with Education Code and applicable laws, the Grossmont-Cuyamaca Community College District (District) shall charge fees to students as approved by the Governing Board. The Chancellor shall ensure that the fees charged to District students, both required and those fees authorized by law, shall be published in detail in the Grossmont College and Cuyamaca College catalogs and posted on the District's website. The General Counsel's Office of the California Community Colleges Chancellor's Office regularly publishes an updated student fee handbook that analyzes which fees are required and which are permitted, as well as those which are prohibited.

Required fees include:

Enrollment fee (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)

Each student shall be charged a fee for enrolling in credit courses as required by law. High school students who are enrolled at colleges within the District under the provisions of the High School Concurrent Enrollment procedures (i.e., special part-time enrollment as defined in Education Code 48800) shall be exempt from the required enrollment fee.

Non-resident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5)

- All non-resident 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 non-immigrant aliens under 8 U.S. Code Section 1101 subdivision (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 California Community Colleges Chancellor's Office verifying eligibility for this non-resident 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 his/her immigration status, or will file an application as soon as he or she is eligible to do so.
 1. A nonresident student who enrolls in a credit English as a Second Language (ESL) course at the district and who is any of the following: A recent immigrant, as defined in 8 U.S. Code Section 1101(a)(15);
 2. A recent refugee, as defined in 8 U.S. Code Section 1101(a)(42); or
 3. A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.

This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses. CCLC 42^[AH1]

Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)

In addition to the enrollment fee, non-resident students shall be charged non-resident tuition for all units enrolled. Not later than March 1 of each year, the Chancellor shall bring to the Governing Board for approval an action to establish non-resident tuition for the following academic year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of non-resident tuition.

Fees authorized by law include:

- Athletic insurance (Education Code Section 70902(b)(9))
- Auditing fees (Education Code 76370):
 - Students auditing a course shall be charged a nonrefundable audit fee plus any required student or instructional material fees. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee when auditing three or fewer units in the same semester.
- Child care (Education Code Sections 79121 et seq. and 66060)
- Community service courses (Education Code Section 78300)
- Copies of student records (including transcripts) (Education Code Section 76223)
 - The District shall furnish at no charge up to two (2) transcripts of students' records. After two (2) copies, the District shall charge a fee. The District shall not charge for searching or retrieving any student record. The District shall charge a processing fee for furnishing copies of any student record. Students may request special processing or rush processing of a transcript for an

additional fee.

- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Credit Card Use (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Dormitory (Education Code Section 81670)
- Health (Education Code Section 76355):
 - The District shall charge each student a fee for health supervision and services in the Fall and Spring semesters, and in the Summer session(s). Certain students may be exempt from this fee.
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))
- Non-credit courses (Education Code Section 76385)
- Non-District physical education facilities (Education Code Section 76395)
- Non-resident application processing (Education Code Section 76142)
- Parking (Education Code Section 76360)
 - Students shall be required to pay a parking fee each semester and summer session for using the parking facilities. Additionally, visitors and guests to the District college campuses are required to pay parking fees for using the parking facilities.
- Community service courses (Education Code Section 78300)
- Non-resident capital outlay (Education Code Section 76141) Parking fee (Education Code 76360):
- Physical fitness test (Education Code Section 70902(b)(9))
- Refund processing (Title 5 Section 58508)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Transportation (Education Code Sections 76361 and 82305.6)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))

Prohibited fees include:

- Add/drop (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Breakage (CCCCO Student Fee Handbook)
- Cleaning (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks

(CCCCO Student Fee Handbook)

- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- For surviving spouses and children of a firefighter employed by the federal government who duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- Late application (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Non-resident application (CCCCO Student Fee Handbook)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Refundable deposits (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Required or funded services (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Technology fee (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

The Chancellor shall ensure that the District does not charge fees that are prohibited by law.

Collection and refund of fees:

The Chancellor shall ensure that the procedures pertaining to the collection and refund of District fees include, but may not be limited to the following components:

- Fees to be collected when enacted by the Legislature following registration by the student
- Fees collected in error
- Fees refundable because of a reduction in the educational program of the District
- Fees refundable because of the student's reduction in units or withdrawal from an education program
- Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees
- Notice to students of availability of exemptions from certain mandatory and authorized fees

Additionally, the Chancellor shall ensure that the Refund Schedule for fees collected; including any limitations due to class deadline dates; are published in the Grossmont College and Cuyamaca College catalogs and posted on the District website. The District Refund Schedule which addresses the following categories can also be located in the colleges' Admissions and Records Offices:

- Tuition and Fees
 - Full semester courses
 - Eight week courses
 - Other short term classes
 - Erroneous determination of non-resident status
 - Compulsory military service requiring withdrawal

- Withdrawal from college or reduction of program
- Textbooks
 - Refunds – New and used texts
 - Buyback – New and used texts

Students may initiate a request for refund via petition. Student will only be eligible to petition and receive a refund within the same Fiscal Year. Added to replace the below deleted.^[AH2] ~~A student is eligible to request his/her/their refund for a period of one year from the date the refund was posted to the student's A/R screen.~~ Deleted, replaced with above. ^[AH3] All refunds not claimed within the Fiscal Year Change from “the one year limit.” ^[AH4] with the one year limit changed to Fiscal Year^[AH5] will be written off, unless the student has a hold.

Waiver of Fees

Reference: *Title 5 Section 58629*

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as 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.