

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5030 FEES

References: Education Code Sections 76300 et seq.

The Superintendent/President 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 class schedule or website. The Board of Trustees authorizes the following fees.

Enrollment Fee

Education Code Section 76300

A per unit enrollment fee shall be charged each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the board of governors. Concurrent high school students are exempt from enrollment fees with certain limits.

Health Fee

Education Code Section 76355

The District shall charge a mandatory health fee for both full-time and part-time students an amount not to exceed that which is authorized by the Chancellor's Office. The following students are exempted from payment of the fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

Parking Fee

Education Code Section 76360

A parking fee will be assessed per term or session to park on District property parking lots for automobiles and motorcycles. See the class schedule for the specific amount.

The following students are exempt by law from parking fee that exceeds twenty dollars (\$20) per term or session:

- Students who receive financial assistance pursuant to any programs described in Education Code, Section 76300 (g) shall be exempt from parking fees that exceed twenty dollars (\$20) per term or session. These programs include Aid to Families with Dependent Children, Supplemental Security Income/State Supplementary Program, a general assistance program, or demonstration of financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.

Instructional Materials Fees

Education Code Section 76365;
Title 5 Sections 59400 et seq.

Students may be required to have instructional and other required materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom setting and provided that such materials are not solely or exclusively available from the District. Required material may include but is not limited to, textbooks, tools, equipment, and clothing.

Non-District Physical Education Facilities Fees

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.

Student Service Fee:

Education Code, Section 76062

The Student Service Fee is a voluntary fee enacted by the Associated Students of Citrus College and is used to support a wide range of co-curricular and extra-curricular campus programs as well as financing campus and instructional improvements and the consultation efforts of the student body.

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 Superintendent/President is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

Non-resident Tuition Fee

Out-of-state and international students are required to pay tuition in full at the time they register. The amount of tuition is subject to annual review and change. Information on current amounts is available in the class schedule. Tuition will be charged for the maximum number of possible units registered for by the student. Students who have been approved for financial aid who are out-of-state may request and be approved for a deferment of their fees for tuition and registration.

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 or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. 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.

International Students/Resident Capital Outlay Fee

Education Code, Section 76141

The District may charge students who are both citizens and residents of a foreign country a capital outlay fee. The amount of the fee may not exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the nonresident tuition fee.

Library Fines

Fines shall be assessed for overdue, damaged, or lost library materials and the monies collected shall be deposited to the appropriate library fines income accounts.

Athletic Insurance

Student athletes may be required to pay a fee to cover the cost of insurance for participation in an athletic program.

Refunds

Refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or student service fee shall be made to eligible students who file a refund request by the published deadline. When refunding enrollment fees, the district shall retain \$10 once per term. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.

Board Approved 07/21/09