

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5030 FEES

References: Education Code Sections 66025.3, 66060, 66753, 70902, 73365, 76060.5, 76140 et seq., 76223, 76300 et seq., 78300, 79121 et seq., 81457, 81458, 81670, 81901, and 82035.6; Title 5 Sections 51012, 54801-54805, 55050, 55234, 55450 et seq., 58500-58510, 58620, 58629, and 59400 et seq.; California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook

The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting of fees as required by law. The procedures shall also assure that 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 fees included in this policy.

Enrollment Fee

Education Code Section 76300

A per unit enrollment fee shall be charged to 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

A mandatory health fee will be assessed for both full-time and part-time students. The District may charge a fee not to exceed that which is authorized by the State Chancellor's Office and the fee may increase by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. This fee will be reviewed annually. If an adjustment to increase or decrease is recommended, the Vice President of Student Services shall bring to the Board of Trustees for approval an action to recommend changes to the health fee before the subsequent fall term in which the change will take effect. 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.
- Students who are enrolled exclusively in noncredit courses.

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.

Students who wish to request an exemption from the health fee must complete and submit a petition each semester prior to paying for classes and completing the registration process. The waiver form is available at the Student Wellness Center, located on the first floor of the Student Services building.

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 as stipulated in Education Code Section 76360. The District may charge a fee not to exceed that which is authorized by the State Chancellor's Office and the fee may increase by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. This fee will be reviewed annually. If an adjustment to increase or decrease is recommended, the Vice President of Student Services shall bring to the Board of Trustees for approval an action to recommend changes to the parking fee before the subsequent fall term in which the change will take effect.

Students who receive financial assistance pursuant to any programs described in Education Code, Section 76300 (g) shall be exempt from parking fees that exceed the specified amount set by the Education Code Section 76360 per term or session. These programs include Temporary Assistance for Needy Families (TANF), Supplemental Security Income/State Supplementary Program (SSI/SSP), 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.

Student Representation Fee

Education Code Section 76060.5

Students will be charged a \$2 fee per semester to be used to advocate for issues of interest to the student body at large. Students who wish to request an exemption must complete the Student Representation Fee Waiver Form available on the Fees and Tuition webpage each semester prior to paying for classes and completing the registration process. This fee is non-refundable.

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 noncredit 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 ASCC 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. Students who are enrolled exclusively in online or off-campus courses, students who are enrolled exclusively in noncredit courses, and concurrent high school students are exempt from the student service fee.

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 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.

Nonresident Tuition Fee

Out-of-state and international students are required to pay tuition in full at the time they register. Nonresident tuition exemption criteria may be found in Administrative Procedure 5020 Nonresident Tuition. The amount of tuition is subject to annual review and change. Tuition will be charged for the maximum number of possible units registered for by the student.

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 their 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 may be deducted from the tuition fee at the time of enrollment.

Capital Outlay Fee

Education Code, Section 76141

Nonresident and international students are required to pay 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. Capital outlay fee exemption criteria may be found in Administrative Procedure 5020 Nonresident Tuition.

Library Fees

Fees shall be assessed for damaged or lost library materials and the monies collected shall be deposited to the appropriate library account.

Athletic Insurance

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

Refunds

If a student withdraws from a class by the posted refund deadline date, the enrollment fee and nonresident tuition fee will be refunded automatically. Additionally, if a student withdraws from all of their classes by the posted refund deadline date for each class, the health fee and/or student service fee will also be refunded automatically.

In order to receive a refund of the parking fee, the student must withdraw from all of their classes by the posted refund deadline date for each class and provide proof of withdrawal to the Department of Campus Safety (Campus Safety) by the refund deadline. However, a \$10 processing fee will be charged for all parking permit refunds.

In the case of an active or reserve military service member who is compelled to withdraw from their courses due to orders (military withdrawal), a full refund will be issued upon verification of such orders, except where academic credit has already been awarded.

See Administrative Procedure 5030 Fees.

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