

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 shall charge a fee not to exceed that which is authorized by the State Chancellor's Office and the fee shall 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. 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 online or off campus courses.
- 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.

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 shall charge a fee not to exceed that which is authorized by the State Chancellor's Office and the fee shall 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.

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

A one dollar (\$1.00) fee per semester shall be collected at the time of registration and used solely by the Associated Students of Citrus College (ASCC) to advocate and lobby city, county, state and/or federal government in support of issues of interest to the student body at large. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

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 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 may 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 nonresident students 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

Refunds of the enrollment fee and nonresident tuition fee shall be processed automatically for each class the student withdraws from by the posted refund deadline date for that class. The health fee and/or student service fee will be refunded automatically if the student withdraws from all of his/her classes by the posted refund deadline date for each class. The parking fee shall be refunded if the student withdraws from all of his/her classes by the posted refund deadline date for each class, brings proof of said withdrawal to the Department of Campus Safety (Campus Safety), and returns the parking permit to Campus Safety. 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.

See Administrative Procedure 5030 Fees.

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Reviewed by:

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ASCC	04/23/19
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Management Team	05/01/19
Super/Conf Team	09/09/19
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