

**FEES**

<b>BP No.</b>
<b>5030</b>

Board Adopted: 11/21/07; 3/10/10

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I. The Board authorizes the following fees. The President or designee 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.

II. Enrollment Fee:

Each student shall be charged the fee or fees for enrolling in credit courses as required by law.

III. Health Fee:

The district will charge the maximum allowable fee as approved by the Chancellor's Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the Associated Student Body Government prior to implementation. Additional adjustments to this fee, if needed, are described under

IV. Parking Fee:

The President shall recommend for board approval fees for parking for students.

To encourage ridesharing, a student may certify in writing at the time of payment of the fee that he or she regularly has two or more passengers commuting with him or her.

IV. Instructional Materials:

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.

V. Physical Education Facilities:

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.

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**Page 2 of 2****VI. Student Representation Fee:**

Students will be charged a fee per semester to be used 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.

**VII. Transcript Fees:**

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The 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. There is a charge for transcripts beyond two; same day transcript requests will be subject to a fee.

**VIII. International Students Application Processing Fee:**

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 President. The fee shall not exceed the actual cost of processing an application and other documentation required by the U.S. government; which shall be deducted from the tuition fee at the time of enrollment.

**IX. Source/Reference:**

Education Code Sections 76300, et seq.; 76300; 76355; 76360; 76365; Title 5, Sections 59400, et seq.; Education Code 72246, 76395; 76060.5; 76223; 76142.

See Administrative Procedures 5030.