

## **BP 5030 Fees**

Reference:

**Education Code Sections 76300, et seq.;**  
**Title 5 Section 58520;**  
**ACCJC Accreditation Standard I.C.6**  
**WASC/ACS Criterion 2, Indicator 2.4**

- 1.0 The Board authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.
- 1.1 Enrollment Fee (Education Code Section 76300): Each student shall be charged a fee for enrolling in credit courses as required by law.
  - 1.2 Baccalaureate Degree Pilot Program Fees (Title 5 Section 58520): Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.
  - 1.3 Auditing Fee (Education Code Section 76370): Each student shall be charged a Board-approved auditing fee. 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 to audit three or fewer units per semester.
  - 1.4 Health Fee (Education Code Section 76355): Each full-time student shall be charged a health services fee as required by law.
  - 1.5 Parking Fee (Education Code 76360): Each student purchasing a parking permit shall be charged a Board-approved fee.
  - 1.6 Instructional Materials Fee (Education Code Section 76365; Title 5, Sections 59400, et seq.): 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.
  - 1.7 Non-District Physical Education Facilities Fee (Education Code 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.
  - 1.8 Student Representation Fee (Education Code 76060.5): Students may 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.

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- 1.9 Transcript Fee (Education Code 76223): The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor 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.
- 1.10 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 Chancellor.
- 1.11 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.
- 1.12 Athletic Insurance: Student Athletes may be required to pay a fee to cover the cost of insurance for participation in an athletic program.
- 1.13 Refund Processing Fee: The District shall retain a Board-approved amount from enrollment fees when a refund of such fees is processed.

See Administrative Procedure 5030

**Date of Adoption:** June 14, 2005

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