

North Orange County Community College District
Administrative Procedure
Chapter 5
Student Services

AP 5030 Fees

Reference:

Education Code Sections 66025.3, 70902(b)(9), 76300, and 76300.5;
Title 5, Sections 51012; 58520; 58629;
California Community Colleges Chancellor's Office (CCCCO) *Student Fee Handbook*;
ACCJC Accreditation Standard I.C.6
WASC/ACS Criterion 2, Indicator 2.4

1.0 Required Fees:

- 1.1 Enrollment (E.C. 76300 and 76300.5; Title 5 Section 58500 and 58509)
- 1.2 Baccalaureate degree pilot program fees (Title 5 Section 58520)
- 1.3 Non-resident tuition (E.C. 76140, 76140.5)

2.0 Fees Authorized by Law:

- 2.1 Non-District physical education facilities (E.C. 76395)
- 2.2 Noncredit courses (E.C. 76395)
- 2.3 Community services courses (E.C. 78300)
- 2.4 Auditing of courses (E.C. 76370)
- 2.5 Instructional materials (E.C. 73365, 81457, 81458; Title 5 Sections 59400-59408)
- 2.6 Athletic insurance (E.C. 70902(b)(9))
- 2.7 Health (E.C. 76335)
- 2.8 Parking (E.C. 76360)
- 2.9 Transportation (E.C. 76361 and 82305.6)
- 2.10 Student activities (California Community Colleges Chancellor's Office [CCCCO] Student Fee Handbook)
- 2.11 Student representation (E.C. 76060.5; Title 5 Sections 54801 and 54805)
- 2.12 Student center (E.C. 76375; Title 5 Section 58510)
- 2.13 Copies of student records (E.C. 76223)
- 2.14 Dormitory (E.C. 81670)
- 2.15 Child care (E.C. 79121 et seq., 66060)

North Orange County Community College District
Administrative Procedure
Chapter 5
Student Services

AP 5030 Fees

- 2.16 Application processing fee for nonresidents who are both citizens and residents of a foreign country. The fee shall be the actual cost of processing the application and other documentation required by the federal government, not to exceed one hundred dollars (\$100). (E.C. 76142)
- 2.17 Foreign citizen/resident capital outlay fee (E.C. 76141)
- 2.18 Credit by examination (E.C. 76300; Title 5 Section 55050)
- 2.19 Use of facilities financed by revenue bonds (E.C. 81901(b)(3))
- 2.20 Refund processing (Title 5 Section 58508)
- 2.21 Telephone registration (E.C. 70902(a))
- 2.22 Physical fitness test (E.C. 70902(b)(9))
- 2.23 Cross-Enrollment with CSU or UC (E.C. 66753)
- 2.24 Instructional Tape lease/Deposit (E.C. 70902(b)(9))
- 2.25 Credit Card Use (E.C. 70902(b)(9))
- 2.26 International Student Medical Insurance (E.C. 70929b)(9))

3.0 Prohibited Fees:

- 3.1 Late application (CCCCO Student Fee Handbook)
- 3.2 Add/Drop (CCCCO Student Fee Handbook)
- 3.3 Mandatory student activities (CCCCO Student Fee Handbook)
- 3.4 Mandatory student identification cards (CCCCO Student Fee Handbook)
- 3.5 Fees charged through student body organizations (CCCCO Student Fee Handbook)
- 3.6 Nonresident application (CCCCO Student Fee Handbook)
- 3.7 Field trip (5 CCR 66560, 55451)
- 3.8 For dependents of certain veterans (E.C. 66025.3)
- 3.9 For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- 3.10 For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (E.C. 66025.3)

North Orange County Community College District
Administrative Procedure
Chapter 5
Student Services

AP 5030 Fees

- 3.11 Required or funded services (CCCCO Student Fee Handbook)
- 3.12 Refundable deposits (CCCCO Student Fee Handbook)
- 3.13 Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- 3.14 Mandatory mailings (CCCCO Student Fee Handbook)
- 3.15 Mandatory fee for use of practice rooms (CCCCO Student Fee Handbook)
- 3.16 Apprenticeship courses (E.C. 76350)
- 3.17 Technology fee (CCCCO Student Fee Handbook)
- 3.18 Late payment fee (Title 5 Sections 58502 and 59410)
- 3.19 Nursing/healing arts student liability insurance (Title 5 Sections 55234)
- 3.20 Cleaning fees (CCCCO Student Fee Handbook)
- 3.21 Breakage fees (CCCCO Student Fee Handbook)
- 3.22 Test proctoring fees (CCCCO Student Fee Handbook)

4.0 Collection and Refund of Registration Fees:

- 4.1 Collection: All registration fees must be paid in full within 72 hours of registering. Acceptable forms of payment are: cash, check, money order, MasterCard or VISA.
 - 4.1.1 Service charge will be added to the amount of all checks returned by the bank for non-sufficient funds or stop payments. Enrollment at the colleges, as well as credit, may be affected if this debt is not paid.
- 4.2 Failure to Pay Financial Obligations: The District may withhold grades, transcripts, and diplomas, and may withhold enrollment privileges or any combination thereof, from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the District. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation. (This is authorized by California Education Code Section 72237.)
- 4.3 Collection when Legislature Changes Fees Following Registration: When, by an act of the Legislature, the registration fees are increased during a semester in which a student has already registered and paid fees in full, the student will be sent a bill informing them of the fee increase. The student will be allowed to continue enrollment for the semester currently in progress, but will not be sent grades, given a copy of a transcript, or allowed to enroll in classes the following semester until payment for the fee increase is made in full.

North Orange County Community College District
Administrative Procedure
Chapter 5
Student Services

AP 5030 Fees

- 4.4 Refund Policy: Registration fees are refundable when a student withdraws from class(es) if the student withdraws from class(es) by the 10% point of the length of the course for summer, intersession, and short-term courses, or by the end of the second week for full-term fall/spring semester classes. The campus I.D. card fee will not be refunded and a processing fee will be deducted from the refund.
- 4.4.1 All summer intersession refunds will be processed after the second week of the summer session. For fall or spring semester periods all refunds will be processed the 4th week of the semester. Winter intersession refunds will be processed at the same time as spring semester refunds.
- 4.4.2 All refunds will be in the form of a check regardless of how the fees were paid.
- 4.4.3 Refunds must be requested during the semester of attendance. If a student withdraws from classes, a processing fee will be deducted from the refund.
- 4.5 Refund Deadlines for Enrollment, Health and Nonresident Tuition Fees:
- 4.5.1 Summer/Winter Intersession Classes: Refundable through the 10% date of the length of the class.
- 4.5.2 Fall/Spring Semester Classes: Refundable through the end of the second week of class.
- 4.6 Refunds for Campus ID Card: Refundable through the 10% date of the length of the class for intersession or end of the second week of class for fall/spring semester, as long as the card has not been produced and non-refundable if the card has been produced.
- 4.7 Parking: Refundable through the 10% date of the length of the class for intersession/short-term classes or end of the second week of the term for fall/spring full-term classes (only with complete withdrawal and when the permit is returned).
- 4.8 Refunds as a Result of Registration Adjustments: Refunds due to changes in the college's educational offerings, or fees collected in error will be refunded to the student in full and the refund processing fee will be waived.
- 5.0 **Collection of Fees for Service or Other Fees**:
- 5.1 Transcript and Student Status Fees: For transcript requests (first two copies free) and verification of student status fees are payable at the Admissions and Records Office. (A photo ID is required.)
- 5.2 Non-District Physical Education Facilities Fee: Fees for non-District physical education facilities are paid by the student directly to the facility being used.

North Orange County Community College District
Administrative Procedure
Chapter 5
Student Services

AP 5030 Fees

- 6.0 **Exemptions:** Students will be notified of the availability of exemptions from certain mandatory and authorized fees.
- 7.0 **Waiver of Fees:** The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

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