



**AP 5030**

**FEES**

**References:**

Education Code Sections 66025.3, 68120, 70902 subdivision (b)(9), 76300, and 76300.5;  
Title 5, Sections 51012, 58520, and 58629;  
California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook;  
ACCJC Accreditation Standard I.C.6

Authorized and prohibited fees are set forth in the Student Fee Handbook available on the State Chancellor's website at [www.cccco.edu](http://www.cccco.edu).

**Enrollment Fee** (Education Code Sections 76300, 76300.5; Title 5 Sections 58500 and 58509; *See Cashier's Office: Tuition and Fees webpage.*)

All students shall be charged \$46 per unit enrollment fee for enrolling in credit courses as required by law unless exempted. (See Education Code Sections 68130.5, 76001, and 76300 for enrollment fee exemptions.)

Students eligible for and awarded a California College Promise Grant (CCPG) are exempt from paying enrollment fees. Specially enrolled, concurrent (dual) enrollment part-time students are exempt from paying the enrollment fee up to 11.9 units. (See Education Code Section 76300.)

Noncredit courses may not be assessed a per-unit enrollment fee.

Board approval is required to set or change the enrollment fee. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

**Nonresident Tuition Fee** (Education Code Sections 68050, 68051, 68130, 68130.5, 76140, 76141; *See Cashier's Office: Tuition and Fees webpage.*)

The Education Code requires the District to charge a nonresident tuition fee and a nonresident capital outlay fee to all nonresidents. The District may exempt a nonresident student as permitted by law. (See BP/AP 5020 Nonresident Tuition.)



Board approval is required to set or change enrollment and tuition fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

**Auditing Fees** (Education Code Section 76370; *See Cashier's Office: Tuition and Fees webpage.*)

Persons approved to audit a course shall be charged a fee consistent with Education Code Section 76370. The fee amount shall be adjusted proportionally based upon the term length. (See BP/AP 4070 Auditing and Auditing Fees for eligibility requirements.)

**Health Fee** (Education Code Section 76355; *See Cashier's Office: Tuition and Fees webpage.*)

The District shall charge the maximum health fee allowable by law for health supervision and services. Each student enrolled in an on-campus or online course will be assessed the fee at the time of enrollment for student health services..

Board approval is required to set or change student health fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

**Parking Fee** (Education Code Section 76360, California Community College Chancellor's Office Student Fee Handbook; *See Cashier's Office: Tuition and Fees webpage.*)

Students shall be required to pay a fee that shall not exceed \$58 per semester and \$29 per Summer Session. The Board annually may increase the parking fee limits by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchases of Goods and Services published by the United States Department of Commerce. The third party servicer, Credentials, may charge a nonrefundable vendor processing fee on orders and, if applicable, a credit card holder dispute fee.

Students who receive financial assistance pursuant to federal financial aid, California College Promise Grant (CCPG), Temporary Assistance for Needy Families (TANF), Supplementary Security Income/State Supplementary Payment Programs, or a general assistance program shall be exempt from parking fees imposed pursuant to this section that exceed thirty dollars (\$30) per semester.



Board approval is required to set or change parking fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

**Student Transportation Fee** (Education Code Section 76361, California Community College Chancellor's Office Student Fee Handbook; *See Cashier's Office: Tuition and Fees webpage.*)

Students shall be charged a fee for the purpose of reducing fares for services provided by common carriers or municipally-owned transit systems (e.g. Santa Barbara Metropolitan Transit District). The fee required of a part-time student shall be a pro rata lesser amount than the fee charged to full-time students, depending on the number of units for which the part-time student is enrolled. Student transportation fees must be approved by a majority vote of the associated student body in accordance with Education Code Section 76361. Board approval is required to set or change transportation fees. The Superintendent/ President shall bring the proposed amount to the Board for approval before the fee is implemented.

The total of transportation services fees shall not exceed \$79 per semester or \$40 per intersession.

**Replacement Identification Card Fee** (California Community College Chancellor's Office Student Fee Handbook Section 4.4; *See Cashier's Office: Tuition and Fees webpage.*)

The District shall provide each student a student identification card free of charge for use on campus and for services provided by common carriers or municipal owned transit systems (e.g. Santa Barbara Metropolitan Transit District). One replacement card shall also be provided free of charge when needed. A charge will be collected for the third card and every replacement card thereafter.

**Instructional Materials** (Education Code Section 76365, Title 5 Sections 59400 et seq.; *See Cashier's Office: Tuition and Fees webpage.*)

Students may be required to provide instructional and other materials for a credit or noncredit 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. (See AP 5031 Instructional Materials.)



Board approval is required to set or change materials fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

**Non-District Physical Education Facilities Fees** (Education Code Section 76395; See *Cashier's Office: Tuition and Fees webpage.*)

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course may be charged a fee for participating in the course. Such a fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Board approval is required to set or change physical education fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

**Student Representation Fee** (Education Code Section 76060.5; Title 5 Section 54805; See *Cashier's Office: Tuition and Fees webpage.*)

A student representation fee of two dollars (\$2) per semester for each enrolled student shall be used to support local and statewide student body organizations. One dollar (\$1) shall be expended to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government. One dollar (\$1) shall be expended to establish and support the operations of a statewide community college student organization, recognized by the Board of Governors of the California Community Colleges, with effective student representation and participation in state-level community college shared governance and with governmental affairs representatives to advocate before the Legislature and other state and local governmental entities. A student may opt out of this fee during the registration process.

**Transcript Fees** (Education Code Section 76223; See *Cashier's Office: Tuition and Fees webpage.*)

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 official transcripts of a student's records. There shall be no charge for searching for or retrieving any student record. The third party servicer, Credentials, may charge a handling fee for orders.



The District shall not withhold any transcript requests due to an outstanding student debt.

**International Students Application Processing Fee** (Education Code Section 76142; See *Cashier's Office: Tuition and Fees webpage.*)

The District shall charge international students who are both citizens and residents of a foreign country on an F-1 Visa a non-refundable fee to process the application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President.

**Student Activity Pass** (See *Cashier's Office: Tuition and Fees webpage.*)

A fee shall be collected at the time of registration for Fall and Spring terms; no fees are collected during Summer terms. The Associated Student Government shall be allocated two-thirds of the fee collected to fund approved projects and activities as set forth in its by-laws. The remaining third shall be allocated to student life events such as college lectures, college orientation programs, commencement, award ceremonies, and other co-curricular activities, as well as provide admission to college events including intramural activities, music, theater arts, athletics, and fine arts. A student may opt out of this fee during the registration process.

**Payment Plans** (See *Cashier's Office: Tuition and Fees webpage.*)

Plans are available during Fall and Spring terms. The District retains the right to withhold plan access to any student based on payment history, academic standing or disciplinary status. Plans are managed by Nelnet Business Services, a FERPA compliant third-party servicer. Plans are not loans and do not charge finance fees. Nelnet charges a non refundable enrollment fee of \$25 per plan, per term. Any declined payments due to insufficient funds or otherwise will be charged the same "Returned Payments" fee as the District.

**Collection of Fees** (See *Cashier's Office: Tuition and Fees webpage.*)

Fees are to be collected within seven calendar days of registration or the students may be dropped for non payment of fees. Students will not be dropped for non payment after instruction has begun. Federal loans shall be collected in accordance with current Federal and District guidelines. The college may withhold grades, diplomas, and/or registration privileges, from any student or former student who has failed to repay a loan, a federal grant pullback, or meet any other financial obligation owed to the District. The District may collect a fee for returned or disputed check payments, ACH payments,



credit card or debit card payments. Unpaid accounts may be submitted to a collections agency.

**Refunds** (See *Cashier's Office: Tuition and Fees webpage*.)

When a student drops a class during the first two weeks of instruction for full-term 16-week courses or before the 10 percent (10%) point of the length of the course for a short-term course, the District shall post a credit for eligible enrollment fees to the student's account. Students who withdraw or are dropped from all classes prior to the refund deadline shall be eligible for a 100% refund of all fees less any applicable processing fees. Pursuant to Title V, Sec 58508, the District may withhold \$10 from a student's enrollment fee refund. Students awarded a Military Withdrawal (MW) shall receive a credit for eligible enrollment fees. (See AP 4230 and AP 5075.)

Refunds are not automatic. The student is required to complete a Refund Request Form to receive an eligible refund.

**Waiver of Fees** (Title 5 Section 58629; See *Cashier's Office: Tuition and Fees webpage*.)

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 California College Promise Grant to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

**Responsibility**

The Chief Business Officer, or designee, in consultation through the participatory governance process, shall be responsible for the implementation of all procedures regarding the assessment of student fees and exemptions per Education Code.

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