

## AP 5030 Fees

### Reference:

*Education Code Sections 66025.3, 66060, 66753, 70902(a), 70902(b)(9), 72237, 73365, 76060.5, 76140, 76140.5, 76141, 76142, 76223, 76300, 76300.5, 76350, 76355, 76360, 763601, 76370, 76375, 76385, 76395, 78300, 79121, 81457, 81458, 81670, 81901(b)(3), 82305.6*

*Title 5 Section 51012, 54801, 54805, 55050, 55234, 55450, 55451, 58500, 58502, 58508, 58509, 58510, 58520, 59400, 59408, 59410*

*California Community College Chancellor's Office (CCCCO) Student Fee Handbook;*

*ACCJC Accreditation Standard I.C.6*

*The General Counsel's Office of the State Chancellor's Office regularly publishes an updated student fee handbook that analyzes which fees are required and which are permitted, as well as those which are prohibited.*

### Required fees include:

1. Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509).
2. Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
  - A. All nonresident students enrolling for 6 or fewer units; or
  - B. A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5):
3. All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101 (a)(15), who meet the following requirements:
  - A. High school attendance in California for three or more years.
  - B. Graduation from a California high school or attainment of the equivalent thereof.
  - C. Registration or enrollment in a course offered for any term commencing on or after January 1, 2002.

- D. Completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption. And
- E. In the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

**Fees authorized by law include:**

1. Non-District physical education facilities (Education Code Section 76395).
2. Noncredit courses (Education Code Section 76385).
3. Community service courses (Education Code Section 78300).
4. Auditing of courses (Education Code Section 76370).
5. Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408).
6. Athletic insurance (Education Code Section 70902(b)(9)).
7. Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753).
8. Health (Education Code Section 76355).
9. Parking (Education Code Section 76360).
10. Transportation (Education Code Sections 76361 and 82305.6).
11. Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805).
12. Student Center (Education Code Section 76375; Title 5 Section 58510).
13. Copies of student records (Education Code Section 76223).
14. Dormitory (Education Code Section 81670).
15. Child care (Education Code Sections 79121 et seq. and 66060).
16. Nonresident capital outlay (Education Code Section 76141).

17. Nonresident application processing (Education Code Section 76142).
18. Credit by Examination (Education Code Section 76300; Title 5 Section 55050).
19. Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3)).
20. Refund processing (Title 5 Section 58508).
21. Telephone registration (Education Code Section 70902(a)).
22. Physical fitness test (Education Code Section 70902(b)(9)).
23. Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9)).
24. Credit Card Use (Education Code Section 70902(b)(9)).
25. International Student Medical Insurance (Education Code Section 70902(b)(9)).

**Prohibited fees include:**

1. Late application (CCCCO Student Fee Handbook).
2. Add/drop (CCCCO Student Fee Handbook).
3. Mandatory student activities (CCCCO Student Fee Handbook).
4. Student Identification Cards (CCCCO Student Fee Handbook).
5. Student Body Organization (CCCCO Student Fee Handbook).
6. Nonresident application (CCCCO Student Fee Handbook).
7. Field trip (Title 5 Sections 55450 and 55451).
8. For dependents of certain veterans (Education Code Section 66025.3).
9. For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook).
10. For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3).

11. Required or funded services (CCCCO Student Fee Handbook).
12. Refundable deposits (CCCCO Student Fee Handbook).
13. Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook).
14. Mandatory mailings (CCCCO Student Fee Handbook).
15. Rental of practice rooms (CCCCO Student Fee Handbook).
16. Apprenticeship courses (Education Code Section 76350).
17. Technology fee (CCCCO Student Fee Handbook).
18. Late payment fee (Title 5 Sections 58502 and 59410).
19. Nursing/healing arts student liability insurance (Title 5 Section 55234).
20. Cleaning (CCCCO Student Fee Handbook).
21. Breakage (CCCCO Student Fee Handbook).
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22. Test proctoring (CCCCO Student Fee Handbook).

## **COLLECTION AND REFUND OF FEES**

### **Collection and Refund of Registration Fees:**

1. **Collection:** Financial responsibility is placed upon the student once he/she enrolls at Taft College. It is the student's responsibility to ensure fees are paid at the time of enrollment or by the due date specified for each semester listed in the published class schedule. Students may be dropped from units in which they are enrolled if fees have not been paid, financial aid has not been established, or a payment plan has not been initiated by the stated deadline.
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.) All unpaid fees

without a payment plan will be turned over to our collection agency. The collection agency will directly deal with the student to receive payment. It is important to note that once this goes to collections, it will be noted on the student's personal credit report.

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. The student will have a hold placed on their account which would prevent a student from enrolling in classes the following semester or receiving transcripts/diplomas until payment for the fee increase is made in full.
4. **Refund Policy:** Registration fees are refundable when a student withdraws from class(es) within the set deadline listed in the published class schedule for that semester.
5. **Non-resident Tuition:** The amount of the tuition to be refunded will depend on the drop date listed in the published class schedule for that semester.
6. **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.

#### **Collection of Fees for Service or Other Fees:**

1. **Transcript and Student Status Fees:** For transcript requests and verification of student enrollment status (first two transcript requests and first two enrollment requests are free) applicable fees are payable at the Cashiers Office (a photo id is required). A rush fee is required for transcript and verifications that are requested for same day service.

The published fee schedule is available online for the list of current fees.

1. Fees to be collected when enacted by the Legislature following registration by the student.
2. Fees collected in error.
3. Fees refundable because of a reduction in the educational program of the District.

4. Fees refundable because of the student's reduction in units or withdrawal from an education program.
5. Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees.
6. Notice to students of availability of exemptions from certain mandatory and authorized fees.

#### 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 Governor's 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.