

## **BP 5030 Fees**

### **Reference:**

*Education Code Sections 76300, et seq.;*  
*Title 5 Section 58520;*  
*ACCJC Accreditation Standard I.C.6*

The Board authorizes the following fees. The Superintendent/President 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, the schedule of classes, and on the college website.

### **Enrollment fee:**

*Education Code Section 76300*

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

### **Course Auditing fees:**

*Education Code Section 76370*

Persons auditing a course shall be charged a fee of \$15.00 per unit per semester. 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.

### **Parking fee:**

*Education Code Section 76360*

The Superintendent/President shall present for Board approval fees for parking for students and employees.

### **Instructional materials:**

*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.

**Physical Education Facilities:**  
*Education Code Section 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.

**Associated Student Body Fee:**

The Associate Student Body (ASB) fee is established by the members of the student body for the social and cultural activities supported entirely or in part by the students and is subject to change by vote of the Associated Students. These voluntary dues are payable on the day of registration or thereafter.

An ASB fee is optional and may be purchased for \$30 per year. Students purchasing an ASB sticker April 1<sup>st</sup> - July 31<sup>st</sup> each year will be given a \$15 discount in order to participate in the textbook rental program during the summer term only.

**Transcript Fees:**  
*Education Code Section 76223*

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 transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

**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 his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of:

1. The actual cost of processing an application and other documentation required by the U.S. government; or
2. One hundred dollars (\$100.00), which shall be deducted from the tuition fee at the time of enrollment.

*See Administrative Procedures AP 5030*