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**Board Policy**  
Chapter 5 - Student Services

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**BP 5030 FEES****References:**

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

The Board of Trustees authorizes the following fees. The District 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.

**Enrollment Fee** (Education Code Section 76300)

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

The District may elect to offer enrollment and other fee exemptions to special-admit, K-12 dual enrolled students, and/or nonresident students in accordance with laws and regulations.

**Course Auditing Fees** (Education Code Section 76370)

Persons auditing a course shall be charged a fee of not more than \$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.

**Health Fee** (Education Code Section 76355)

The District shall present to the board for approval a fee to be charged to each full time student for student health services.

The District may apply a health fee exemption to special part-time K-12 dual enrollment students who are actively participating in an early college pathway partnership (ECP) program established through a memorandum of understanding between LBCC and a K-12/secondary school district.

**Parking Fee** (Education Code Section 76360)

The District shall present for board approval fees for parking for students.

**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 may 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.

**Student Transportation Costs** (Education Code Section 76361)  
Students may be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees may be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

**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 District 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/her/their application for admission. This processing fee and regulations for determining economic hardship may be established by the District. 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), which may be deducted from the tuition fee at the time of enrollment.

Also see AP 5030 Fees, AP 5031 Instructional Materials, BP/AP 5200 Student Health Services, BP/AP 4070 Course Auditing and Auditing Fees, and BP/AP 6750 Parking.

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**Reviewed:** January 24, 2024