

5015.      ADMINISTRATIVE REGULATIONS ON STUDENT TUITION AND FEES

5015.1      Definitions

- A. Enrollment fee is a standard fee established by the State for enrollment in a community college by anyone who has not yet received a Bachelor's or higher degree.
- B. Nonresident tuition is a fee to cover the cost of instruction for nonresident students based on standards and criteria established by the State.
- C. Health fee is a fee, established by the State, to cover the costs of health supervision and services, or the operation of a student health center or centers.
- D. Instructional materials fee is a fee to cover the cost of instructional and other materials required for a credit or noncredit course and where the student does not wholly consume, use up, or render valueless the material.
- E. Refund is the process of returning to the student a portion of the tuition or fees previously paid in accordance with District policy.
- F. Nonresident is the residence classification assigned to out-of-state students and certain foreign students in accordance with Title 5.
- G. College Service Card fee is a charge for participation in, and/or access to, certain activities.
- H. Parking fee is for authorization to park motor vehicles in designated areas.
- I. Breakage, loss, or damage fees are the charges assessed for the replacement of broken, damaged, or lost District property due to the negligence of the student using the property.
- J. Library fine is the charge assessed a student who neglects to return library materials when they are due or who returns damaged library materials.
- K. Student Representation fee is a fee charged to support advocacy efforts by the Associated Student Body on behalf of students.

5015.2      Responsibilities

- A. The Vice President, Administrative Services, shall be responsible for the following:
  - 1. Recommending to the Superintendent-President the appropriate rate of nonresident tuition.
  - 2. Refunding tuition, enrollment fees, and instructional materials fees in accordance with these regulations.
  - 3. Determining the amount of the refund service charge.
  - 4. Collecting nonresident tuition, College Service Card fees, enrollment fees, instructional materials fees, parking fees, student representation fee, and any other fees designated to be collected.
  - 5. Refunding of College Service Card and parking fees in accordance with these regulations.
  - 6. Collecting fees other than those designated for collection as part of the registration process.
  
- B. The Vice President, Academic Affairs, shall be responsible for:
  - 1. Recommending to the Superintendent-President the appropriate instructional materials fees.
  - 2. Recommending to the Superintendent-President the appropriate fine structure for overdue library materials.
  - 3. Recommending to the Superintendent-President the appropriate fees for lost, broken, or damaged college instructional property.
  
- C. The Vice President, Student Services, shall be responsible for the following:
  - 1. In consultation with the Associated Student Body Cabinet, recommending to the Superintendent-President the appropriate student body fee schedule.
  - 2. In consultation with the Vice President of Academic Affairs, recommending to the Superintendent-President the appropriate consideration of fee waivers for part-time special admit, K-12 dual enrolled students.

5015.3      Registration Expenses

- A. Nonresident Tuition: Nonresident tuition shall be charged for all units in which a nonresident student enrolls, except for those classes which are not eligible for State apportionment as determined by the office of Academic Affairs. Fractional units shall be rounded off to the nearest half unit for determining the amount to be charged. The nonresident tuition rate shall be established for the fiscal year in which the term or session ends. Nonresident tuition is paid in addition to enrollment fees described in the next section.
- B. Enrollment Fees: Enrollment fees shall be charged at the rate established by the State and shall be paid by all students except those specifically exempted by State law.
- C. Health Fee: Existing law authorizes the governing board of a district maintaining a community college to require community college students to pay a fee for health supervision and services or the operation of a student health center or centers. A student health fee will be charged upon registration, for both full and part-time students, unless the students are exempted by law. Existing law requires the governing board to adopt rules and regulations exempting the following students:
1. Students who qualify for the Board of Governors Fee Waiver (BOGW) or are identified through the Office of Student Financial Aid as qualifying for exemption under Education Code Section 72252. (1)
  2. Any student who depends exclusively on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. Documentary evidence of such an affiliation is required.
  3. Students attending college under approved apprenticeship training program under Education Code Section 76355 (c) (2)
- D. Instructional Materials & Fees: The District will provide, without charge, all materials necessary for a student to complete those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours if these materials are consumed or rendered valueless when used to accomplish those required objectives.
1. The District may require students to provide instructional materials when those materials are of continuing value to the student outside

of the classroom setting, including, but not limited to, textbooks, tools, equipment, clothing, or when those materials are supplemental to the student's achievement of the required course objectives.

2. An Instructional Materials fee may be required as a condition of registration, enrollment, or entry into a class in the following circumstances.
    - (a) The instructional material is provided in the classroom at a price which is the actual cost to the District, and the material is otherwise generally available but provided for health and safety reasons, or is provided in lieu of generally available but more expensive material;
    - (b) The material can be taken from the classroom setting and is not wholly consumed, used up or rendered valueless when used to achieve the required course objectives;
    - (c) The material must be tangible personal property; and
    - (d) The student must own or primarily control the material.
  3. A fee for materials which are supplemental or in addition to these required materials may be assessed provided the payment of the fee is voluntary.
  4. Instructional Materials fees will not be charged, nor will District funds be expended, for items used or consumed by students in field trip type activities.
  5. Instructional materials fees will not be charged for the use of facilities or the rental of equipment essential to the student's achievement of the required course objectives which are to be accomplished under the supervision of an instructor during class hours.
- E. College Service Card Fee: This fee is for the support of student facilities and equipment involved with the newspaper, student activities, athletics programs, forums, events, and intramural sports. The fee also includes a student accident insurance policy. The purchase of a Student Body Card is optional each semester.
- F. Parking Fees: This fee is for the privilege of parking in certain designated areas.

5015.4      Indebtedness

In the event a student becomes indebted to the District for any reason, the college may deny further enrollment of the student, refuse to release transcripts and refuse to release information to potential employers or other agencies until all indebtedness has been cleared.

5015.5      Other Student Fees and Charges

Fees will be established not to exceed actual replacement and processing or repair costs for the loss, breakage, or damage of District instructional materials and equipment. Such fees will be assessed to a student when the loss, breakage, or damage is due to student negligence or willful intent. Fines will be assessed to pay for damaged library materials and to encourage the prompt return of borrowed library materials.

5015.6      Refunds

- A. Refund/Transfer Period: In order to be eligible for a refund or for transferring enrollment fees, or nonresident tuition from one class to another, students must officially withdraw or transfer within the refund/transfer period as defined below. The refund/transfer period is dependent upon the length of the class as scheduled regardless of when the student enrolls. For classes that are cancelled by the District, there is no limitation on when fees and tuition may be transferred from the cancelled class to a new class, or refunded in the event a new class is not available.
1. For full term semester length classes, the refund period is the first two weeks. Provided that a transfer has otherwise been authorized, enrollment fees and nonresident tuition may be transferred from class to class throughout the entire semester except that after the third week of the class. Any additional fees incurred by adding more units than are being dropped must be paid at the time of the transfer. Any excess credits resulting from dropping more units than are being added are not subject to a refund unless the transfer is accomplished during the first two weeks. A transfer must be accomplished as a single transaction, i.e., withdrawal(s) and add(s) done at the same time.
  2. For short term classes, summer session classes, and classes which exceed the normal semester length, the refund period is the first ten percent of the class. Provided that a transfer has otherwise been authorized, enrollment fees and nonresident tuition may be transferred from class to class throughout the entire semester except that after ten percent of the class. Any additional fees

incurred by adding more units than are being dropped must be paid at the time of the transfer. Any excess credits resulting from dropping more units than are being added are not subject to a refund unless the transfer is accomplished during the refund period. A transfer must be accomplished as a single transaction, i.e., withdrawals(s) and add(s) done at the same time.

- B. Enrollment Fees and Nonresident Tuition: These fees will be automatically refunded to those students who officially withdraw or transfer during the refund period. After the refund period, tuition and fees will not be refunded. All refunds except those caused by cancellation of classes by the District.
- C. Associated Student Body and Parking Fee: These fees will be 100% refunded only upon total withdrawal of the student from the college within the refund/transfer period as defined above. After this time there is no refund. Refunds will be issued at the Cashier's Office only upon written request. No refunds will be granted without the appropriate receipt.
- D. Community Services Fees: Refunds for classes and activities scheduled under Community Services will be made for classes cancelled by the District or those already filled to capacity. A student who wishes to transfer may do so without penalty prior to the start of the class. For withdrawal from a course, the student will receive a full refund if the withdrawal request is received one week prior to the start of the class for which the student is registered. No refunds will be made after that time.
- E. The enrollment fee shall be refunded upon petition of a student who is a member of an active or reserve military service and who received orders compelling a withdrawal from courses. The enrollment fee shall not be refunded if academic credit is awarded.

#### 5015.7 Transfer

- A. Nonresident tuition, instructional materials, and enrollment fees may be transferred from class to class or refunded during the refund period as defined in 5015.7.
- B. After the refund period, tuition, enrollment fees, and materials fees will not be refunded and may only be transferred from class to class. Any additional money required must be paid at the time of the transfer. Any credit resulting from a transfer is subject to the service charge indicated above.

5015.8 Fee Exemptions for K-12 Dual Enrollment Students

- A. An enrollment fee exemption will be applied to (1) all K-12 students admitted as special part-time students (but not special full-time students) and (2) special full-time or part-time students enrolled in college courses only for high school credit.
- B. A nonresident fee exemption will be applied to (1) nonresident special part-time K-12 dual enrollment students who are actively participating in an early college pathways partnership (ECPP) program as established through a memorandum of understanding between LBCC and a K-12/secondary school district and (2) Nonresident minor students taking a class for high school credit only. Apportionment claim for nonresident fee exempted students will be done in accordance with current education code.
- C. A health fee exemption will be applied to special part-time K-12 dual enrollment students who are actively participating in an early college pathway partnership (ECPP) program established through a memorandum of understanding between LBCC and a K-12/secondary school district. (Fee handbook p. 20)
- D. A credit by examination fee exemption will be applied to K-12 students participating in credit by exam as established through an articulation agreement between LBCC and a K-12/secondary school district. (Fee handbook p. 29)

5015.9 Appeal for Extenuating Circumstances

The appropriate administrator shall be responsible for adjudicating all appeals as indicated below:

- A. Executive Dean of Enrollment Services - Nonresident tuition, instructional materials fees, and enrollment fees.
- B. Dean, Student Affairs - Associated Student Body and parking fees.
- C. Chief Operating Officer, College Advancement and Economic Development - Community Services fees.
- D. Recommending to the Superintendent-President the appropriate course fees for Community Services classes.

5015.10    Exceptions

Exceptions, as authorized by law, to these regulations shall be established and administered by the Dean of Admissions.

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