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**Administrative Procedure**  
Chapter 5 – Student Services

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**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 Eligibility Requirement 20

**Required fees include:**

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree pilot program fees (Title 5 Section 58520)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
  - All nonresident students enrolling for 6 or fewer units; or
  - 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);
  - All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101 subdivision (a)(15), who meet the following requirements:
    - high school attendance in California for three or more years;
    - graduation from a California high school or attainment of the equivalent thereof;
    - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
    - completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
    - 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/their immigration status or will file an application as soon as he/she is eligible to do so.
  - A nonresident student who enrolls in a credit English as a Second Language (ESL) course at the district and who is any of the following:
    - A recent immigrant, as defined in 8 U.S. Code Section 1101(a)(15);
    - A recent refugee, as defined in 8 U.S. Code Section 1101(a)(42); or
    - A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.

This exemption applies only to individuals who, upon entering the United

States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.

- Student representation (Education Code Section 76060.5; Title 5 Sections and 54805)

**Fees authorized by law include:**

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

**Prohibited fees include:**

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)

- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

## 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. 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.

2. Students attending college under approved apprenticeship training program under Education Code Section 76355 subdivision (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.

## **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 information to potential employers or other agencies until all indebtedness has been cleared.

### **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.

## **Collection and Refund of Fees**

### **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.

### **Transfer**

- A. Nonresident tuition, instructional materials, and enrollment fees may be transferred from class to class or refunded during the refund period.
- 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.

### **Fee Exemptions for K-12 and Adult Dual Enrollment Students**

- A. An enrollment fee exemption may be applied any part-time special admit, K-12 and adult dual enrolled students authorized by the district.
- B. A nonresident fee exemption may be applied any part-time special admit, K-12 and adult dual enrolled students authorized by the district.
- C. A health fee exemption may be applied any part-time special admit, K-12 and adult dual enrolled students authorized by the district.
- D. An instructional materials & fees exemption may be applied to any part-time special admit, K-12 and adult dual enrolled students authorized by the district.
- E. A student representation fee exemption may be applied to any part-time special admit, K-12 and adult dual enrolled students authorized by

- the district.
- F. A college service card fee exemption may be applied to any part-time special admit, K-12 and adult dual enrolled students authorized by the district.
  - G. A credit by examination fee exemption will be applied to K-12 and/or adult dual enrollment students participating in credit by exam as established through LBCC and a K-12 and/or adult school district.

### **Appeal for Extenuating Circumstances**

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

- A. **Dean of Enrollment Services** - Nonresident tuition, instructional materials fees, and enrollment fees.
- B. **Dean, Student Affairs** - Associated Student Body and parking fees.
- C. **Chief Business Officer** - Recommending to the District the appropriate course fees for Community Services classes.

### **Exceptions**

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

### **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 California College Promise Grant (formerly known as Board of Governors 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.

Also see BP 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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