

**Student Services**

1 **BP 5030 FEES**

2 **References:**

3 Education Code, Sections 76300 et seq. and references cited below;  
4 ACCJC Accreditation Standard I.C.6

5 The Board of Trustees authorizes the following fees. The President/ Superintendent shall  
6 establish procedures for the collection, deposit, waiver, refund, and accounting for fees  
7 as required by law. The procedures shall also assure those who are exempt from or for  
8 whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be  
9 published in the District catalog.

10 **Enrollment Fee:**

11 Education Code, Section 76300

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

13 **Course Auditing Fees:**

14 Education Code, Section 76370

15 Persons auditing a course shall be charged a fee as provided for in law and as adopted  
16 by the Board of Trustees. The fee amount shall be adjusted proportionally based upon  
17 the term length. Students enrolled in classes to receive credit for 10 or more semester  
18 credit units shall not be charged this fee to audit three or fewer units per semester.

19 **Health Fee:**

20 Education Code, Section 76355

21 All students shall be charged the health fee equally, including full and part-time students,  
22 provided for in law and as adopted by the Board of Trustees. Students who depend  
23 exclusively upon prayer for healing in accordance with the teachings of a bona fide  
24 religious sect shall be considered for exemption of this fee.

25 **Parking Fee:**

26 Education Code, Section 76360

27 The parking fee for students and employees shall be set as provided for in law and as  
28 adopted by the Board of Trustees.

29 **Instructional Materials and Instructional Materials Fees:**

30 Education Code, Section 76365; Title 5, Sections 59400 et seq.

31 Students may be required to provide required instructional and other materials for a credit  
32 or non-credit course, provided such materials are of continuing value to the student  
33 outside the classroom and provided that such materials are not solely or exclusively  
34 available from the District.

35 In addition, students may be required to pay instructional materials fees which are  
36 delineated in the class schedule.

37 **Physical Education Facilities Fees:**  
38 Education Code, Section 76395

39 Where the District incurs additional expenses because a physical education course is  
40 required to use non-District facilities, students enrolled in the course shall be charged a  
41 fee for participating in the course. Such fee shall not exceed the student's calculated  
42 share of the additional expenses incurred by the District.

43 **Student Activities Fee:**

44 A student activities fee may be charged to credit students each semester and/or session  
45 for the purpose of providing support for student programs and activities. A waiver of this  
46 fee shall be made available to students.

47 **Transcript Fees:**  
48 Education Code, Section 76223

49 The District shall charge a reasonable amount for furnishing copies of any student record  
50 to a student or former student. The President/Superintendent is authorized to establish  
51 the fee, which shall not exceed the actual cost of furnishing copies of any student record.  
52 No charge shall be made for furnishing up to two transcripts of students' records or for  
53 two verifications of various records. There shall be no charge for searching for or  
54 retrieving any student record.

55 **International Students Application Processing Fee:**  
56 Education Code, Section 76142

57 The District shall charge students who are both citizens and residents of a foreign country  
58 a fee to process their application for admission. This processing fee and regulations for  
59 determining economic hardship may be established by the President/Superintendent.  
60 The fee shall not exceed the lesser of 1) the actual cost of processing an application and  
61 other documentation required by the U.S. government; or 2) one hundred dollars (\$100),  
62 which shall be deducted from the tuition fee at the time of enrollment.

63 Office of Primary Responsibility: Vice President, Student Services

---

**Date Adopted: June 6, 2007**  
**Date Reviewed: February 20, 2019**