

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

<b>Title:</b>	<b>Fees</b>
<b>Revision Date:</b>	<b>11/09; May 8, 2014; November 10, 2015; November 8, 2016</b>
<b>Responsible Area:</b>	<b>Student Services</b>
<b>Responsible Office:</b>	<b>Vice President, Student Services</b>
<b>Reference:</b>	<b>Board Policy 5030; California Education Code Sections 70902(b)(9), 76300, 76300.5, and 66025.3; Title 5 Section 51012, 58520, and 58629; California Community College Chancellor's Office (CCCCO) Student Fee Handbook; ACCJC Accreditation Standard I.C.6</b>

The following are fees that may be collected by the District. In general, fees will be collected by the Business Office (cashier). Fee amounts shall be published in the college catalog and schedule of classes.

**Enrollment Fee:**

An enrollment fee based on the number of units of enrollment shall be charged. Exemptions to this fee shall be provided for: recipients of TANF, SSI, and general assistance; dependents of members of the California National Guard killed or permanently disabled in active service of the state; and students who meet the income qualifying criteria of the Board of Governors Fee Waiver. The College shall determine the residence status of each applicant (AP 5015).

For non-resident students, the enrollment fee will be charged in addition to the non-resident tuition (see AP 5020) 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(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 July 1, 2002;
  - Completion of a questionnaire form prescribed by the State 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 immigration status, or will file an application as soon as he/she is eligible to do so.

Auditing Fees:

Persons auditing a course shall be charged a fee of \$15.00 per unit per semester. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee:

A Health fee shall be charged to full-time students (12 or more units) and part-time (less than 12 units). Exemptions to this fee shall be provided for: recipients of TANF, SSI, and general assistance; dependents of members of the California National Guard killed or permanently disabled in active service of the state; students who meet the income qualifying criteria of the Board of Governors Fee Waiver, and students who use prayer for healing. The health fee may be waived for specific courses based on College guidelines.

Parking Fee:

The Superintendent/President may 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 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 (AP 5031).

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.

Associated Student Body Card Fee:

An optional Associated Student Body Fee may be charged to students wishing to contribute to the Associated Student Body fund and receive the benefits of such membership.

Student Representation Fee: Education Code Section 76060.5

Students will be charged a \$1.00 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Student Transportation Costs: Education Code Section 76331

Students and employees may be charged a fee for the purpose of recovering transportation costs incurred by the district for services provided by common carriers to students and employees.

Student Body Center Building and Operating Fee: Education Code Section 76375

The District shall charge students an annual building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center, not to exceed the maximum amount allowable by law with the following exemptions:

- Recipients of the Board of Governors fee waiver A
- Non credit classes

Transcript Fees: Education Code Section 76223

The District shall charge a fee 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.

Community Service Fee: Community Service Fees may be charged to students enrolled in community service classes. Fees shall not exceed the cost of offering the community service class.

Library Fees: Circulating materials (other than 2-day reserve materials) usually have a Friday due date. Materials not returned to the library by closing time on the due date are subject to a fine of one dollar, per item, per week, up to a maximum fine of five dollars per item.

Reserve textbooks, cameras and other materials not returned to the library by closing time on the due date are subject to a fine of one dollar fine, per item, per day, up to a maximum fine of five dollars per item.

For lost or unreturned materials, borrowers will be billed for the cost of the item, a replacement fee, and any overdue charges.

Students with overdue materials will not be allowed to check out additional materials until the overdue items are returned. Students who do not return overdue materials or pay fines will not be permitted to obtain grades or transcripts, or renew their library cards. Borrowers who refuse to return overdue materials will lose their borrowing privileges. The library reserves the right to suspend borrowing privileges of anyone who has overdue materials several times during a semester.

International Students Application Processing Fee: Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country 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), which may be deducted from the tuition fee at the time of enrollment.

Refunds: Requests for refunds may be honored under the following conditions:

Enrollment Fee – Enrollment Fee refunds shall be authorized up until and including the first two weeks of instruction for full-semester courses or 10 percent of the course for short-term, late starting classes.

Health Fee – Health Fee refunds shall be authorized prior to the opening of the semester. No Health Fee refunds shall be authorized for program changes made on or after the opening day of classes unless the program change is a result of action by the College to cancel or re-schedule a class.

Cancelled Classes – If a class is cancelled by the College, all fees pertaining to that class will be returned to the student.

Students Called to Active Military Service – In the case of students who are members of an active or reserve military service and who receive orders compelling a withdrawal from courses, a full refund of the enrollment fee, the health fee, and non-resident tuition, if applicable, shall be given. In addition, such students residing in the residence halls shall be provided a full refund for all remaining residence hall room and cafeteria services not utilized as a result of such orders.

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 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.

See Administrative Procedures 5020 and 5031