



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 5: Student Services
Title	Fees
Code	AP 5030
Status	Active
Legal	Title 5 Section 51012, 58520, and 58629 Education Code Sections 70902(b)(9), 76300, 76300.5, and 66025.3
Cross References	AP 5031 AP 5020 ACCJC Accreditation Standard I.C.6 CCCCO Student Fee Handbook Board Policy 5030
Last Revised	April 17, 2024
Last Reviewed	October 20, 2022
Prior Revised Dates	11/09, 05/08/2014, 11/10/2015, 11/8/2016
Origin	Vice President, Student Services
Office	Admissions/Business Office

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. Special Admit as set out in Administrative Procedure 5011. 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.

(a) The governing board shall proportionately adjust the amount of the fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors and shall also proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses. In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.

(b) Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

(c) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

(d) Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

(e) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

(Education Code Section 76370)

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 currently enrolled in a Siskiyou County high school and are concurrently enrolled at COS and students who use prayer for healing. (Education Code Section 76360). Fees are not refundable as of the first day of class.

Parking Fee:

The Superintendent/President may present for Board approval fees for parking for students and employees. (Education Code Section 76360)

Instructional Materials: Education Code Section 76365; Title 5, Sections 59400, et seq.

Physical Education Facilities: Education Code Section 76395

Student Body Card Fee (optional):

An optional Associated Student Body Fee may be charged to students taking non-credit courses and 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 \$2.00 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. Fee is not refundable as of the first day of class.

Student Transportation Costs: Education Code Section 76331

Student Activity Fee: Education Code 70902(b)9

This fee provides support to student life activities, events, and programs sponsored by campus student organizations and departments including the Associated Students and the Student Activities department. Fee is not refundable as of the first day of class.

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
- Fee is not refundable as of the first day of class.

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. (Education Code Section 76355)

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. (Education Code Section 78300)

Library Fees:

Library users are responsible for all materials checked out on their accounts and for returning materials on time. Users will not be allowed to check out any additional materials, except for in-library use only items, if they have overdue materials. In the event that materials are lost or damaged, the borrower will be charged for replacement costs based on the original purchase cost of the item. Students may contact the Library to request other options such as providing a direct replacement; the Library has the right to refuse such alternatives. Bills for users with materials that are three or more months overdue and who the Library has attempted to contact for 90 days regarding return of the materials will be turned over to the Business Office. The Library does not charge overdue (late) fees.

Students will be notified at checkout if circulating reserve textbooks, equipment (such as cameras, calculators, and laptops), or other materials have different replacement costs and/or billing procedures. Current checkout policies and fee information are available in the Library and on the Library's website.

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.

Diploma Replacement Fee:

The District shall charge a flat \$10.00 fee to process and replace a lost diploma.

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)

Refunds:

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

- Fees to be collected when enacted by the Legislature following registration by the student
- Fees collected in error
- Fees refundable because of a reduction in the educational program of the District
- Fees refundable because of the student's reduction in units or withdrawal from an education program
- Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees
- Notice to students of availability of exemptions from certain mandatory and authorized fees

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. Fee is not refundable as of the first day of class.

Student Center 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.

Student Representation Fee refunds 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.

Waiving 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.

This administrative procedure was approved by Dr. Char Perlas, Superintendent/President, on April 17, 2024.