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

**Enrollment Fee** (Education Code Section 76300)
Each student shall be charged a fee for enrolling in credit courses as required by law.

**Auditing Fees** (Education Code Section 76370)
Persons auditing a course shall be charged a fee of $15.00 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

**Health Fee** (Education Code Section 76355)
The Superintendent/President shall present to the Board for approval fees to be charged to students for student health services.

**Parking Fee** (Education Code Section 76360)
Students shall be required to pay a fee, in an amount not to exceed $40 per semester and $18 per intersession for parking services. To encourage ridesharing, a student may certify in writing at the time of payment of the fee that s/he regularly has two or more passengers commuting with her/him.

**Instructional Materials** (Education Code Section 76365; Title 5 Sections 59400 et seq.)
Students may be required to provide required 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.

**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 shall 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.

**Student Representation Fee** (Education Code Section 76060.5)
Students will be charged a $1 fee per semester to be used to provide support for student government 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 Fee** (Education Code Section 72248)
Based on a student referendum, the Governing Board authorizes the collection of a transportation fee from all students. The fee for part-time students shall be one-half the fee for full-time students.
Fee Exemptions:
   A. Students qualifying for financial aid shall be exempt from this fee consistent with the Board of Governor’s grant waiver criteria.
   B. Students taking classes only off campus.
   C. Students taking classes only on weekends.
   D. Students meeting a single session on campus.
The student election shall be held during the spring semester of each even numbered year.

**Transcript Fees** (Education Code Section 76223)
The District shall charge a reasonable amount 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.

**International Students Application Processing Fee** (Education Code Section 76142)
The District shall charge students who are both citizens and residents of a foreign country a fee to process his/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 shall be deducted from the tuition fee at the time of enrollment.

References: Education Code Sections 76300 et seq.

Adopted: December 5, 2005
Revised: May 6, 2013