
**Allan Hancock Joint Community College
District Board Policy
Chapter 5 – Student Services**

BP 5030 FEES

The Board of Trustees 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 catalog.

Enrollment Fee (Education Code Section 76300)

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

Nonresident Tuition (Education Code Sections 76140 and 76140.5)

Foreign and out-of-state students are assessed a tuition fee per unit. The current student catalog shall outline the fee amount and allowable exemptions to this fee.

Health Fee (Education Code Section 76355)

The District will charge the maximum allowable fee as approved by the State Chancellor's Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the Associated Student Body Government prior to implementation.

All students, except those who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization, or who are attending a community college under an approved apprenticeship training, are solely enrolled in a concurrent enrollment course held at the high school campus or are currently incarcerated in a Federal Corrections facility program pay a student health fee approved by the Board of Trustees.

Parking Fee (Education Code Section 76360)

The Superintendent/President shall present for Board approval fees for parking for students.

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.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a \$2 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 Center Fee (Education Code Section 76375; Title 5 Section 58510)

Students enrolled in one or more classes at the Santa Maria campus will be charged a Student Center fee of \$1 per unit up to a maximum of \$10 per year (summer session through spring semester). The purpose of the fee is to fund the remodel and operation of the Student Center. Students are not required to pay a fee for classes taken at the Lompoc Valley, Vandenberg SFB, Solvang Center or other off-campus locations.

The current student catalog shall outline allowable exemptions to this fee.

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.

Diploma Printing Fee (Education Code Section 76223)

Each student shall receive one (1) complimentary diploma per degree or certificate earned. The Superintendent/President is authorized to establish the fee for ordering a replacement diploma should the original be damaged or misplaced, which shall not exceed the actual cost of furnishing copies.

References: Education Code Sections 76300 et seq.
Title 5 Section 58520;
ACCJC Accreditation Eligibility Requirement 20

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Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5030 Fees

Required fees include:

- **Enrollment** (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)

- **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 persons excluded from the term “immigrant” for purposes of the federal Immigration and Nationality Act (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 January 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 who is an undocumented person, 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/they 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 define 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 Section 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(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(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(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 service 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)

Collection and Refund of Fees

The district shall:

- collect fees raised by an act of the legislature and made effective on or after the date a student has enrolled in an upcoming or current term.
- refund fees collected in error.
- refund fees that are refundable because of a reduction in the educational program of the College.
- refund fees that are refundable because of the student's reduction in units or withdrawal from an educational program, in compliance with Title 5 Section 58508.
- refund fees that are refundable because of changes in law or regulation authorizing and establishing enrollment fees.
- provide notice to students of availability of exemptions from certain mandatory and authorized fees.

The Catalog and Schedule of Classes contain the most current information regarding fees. These documents are updated regularly.

Failure to Pay Financial Obligations

The district may withhold enrollment privileges or any combination thereof from any student or former student who has been provided with written notice that he/she/they has failed to pay a proper financial obligation due to the District. Any item(s) withheld shall be released when the student satisfactorily meets the financial obligation (authorized in Education Code Section 72237.)

Waiver of Fees

The District may waive enrollment fees which were not collected in previous terms 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 college the enrollment fee would cause undue hardship.

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5;
Title 5 Section 51012, 58520, and 58629;
California Community College Chancellor's Office (CCCCO) Student Fee Handbook;
ACCJC Accreditation Eligibility Requirement 20

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