



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5030 FEES
Number	AP 5030
Status	Under Consideration
Legal	<p>Student Fee Handbook, California Community College Chancellor's Office</p> <p>Title 5, Section 51012</p> <p>California Education Code, Section 66025.3</p> <p>California Education Code Section 76001(d)</p> <p>California Education Code Section 76004(q)</p> <p>California Education Code Section 76004(p)</p> <p>California Education Code, Section 76300</p> <p>California Education Code, Section 70902(b)(9)</p>
Adopted	April 14, 2009
Last Revised	May 10, 2016

****Added legal references**

Required fees include:

Enrollment (E.C. 76300; 5 CCR 58500-58509)

- A per unit enrollment fee of \$46 shall be charged each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the Board of Governors. Concurrent high school students are exempt from enrollment fees with certain limits.
- Nonresident tuition with these permissive exemptions (E.C. 76140, 76140.5):
 1. All nonresident students enrolling for 6 or fewer units; or
 2. A student who is a citizen and resident of a foreign country who demonstrates financial need
- Nonresident tuition with these mandatory exemptions (E.C. 76004(p), 76001(d)):
 1. All qualifying nonresident special "part-time" students (other than those with a non-immigrant status, such as those present in the United States on a B Visitor Visa *) under an AB 288 College and Career Access Pathways Partnership (CCAP) dual enrollment agreement with a school district, are permitted to enroll in up to 15 credit units and the units may not constitute more than four community college courses per term.
 2. All qualifying nonresident special "part-time" students under a non-CCAP dual or concurrent qualifying nonresident special "part-time" students under a non-CCAP dual or concurrent enrollment agreement, are permitted to enroll in up to 11.99 credit units per term in accordance with Education Code section 76001(d).

Note: Attendance generated by exempted nonresident special "part-time" students listed above is eligible to be reported for apportionment purposes.

In addition to the enrollment fees of \$46 per unit, nonresident students are assessed nonresident tuition fees. For Fall 2016 that rate will be \$235 per unit. AB 540 added Education Code Section 68130.5 which provides for exemption of these fees for students who met certain criteria, such as graduating from or having attended a California high school for more than three years.

Fees authorized by law include:

- Non-District physical education facilities (E.C. 76395)
- Noncredit courses (E.C. 76385)
- Community service courses (E.C. 78300)
- Auditing of courses (E.C. 76370)
- Persons auditing a course shall be charged a fee of not more than \$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.
- Instructional materials (E.C. 73365, 81457, 81458; 5 CCR 59400-59408)
- Athletic insurance (E.C. 70902(b)(9))
- Cross-Enrollment with CSU or UC (E.C. 66753)
- Health (E.C. 76355)

The District charges a mandatory health fee for both full-time and part-time students at an amount as defined by Education Code 76355. The current health fee is \$19 for the fall and spring semesters and \$16 for the summer session.

The following students are exempted from payment of the fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.
- Students who are exclusively enrolled in one or more noncredit courses.
- Special part-time students enrolled under an AB288 College and Career Access Pathways Partnership Agreement with a school district.

Parking (E.C. 76360)

A parking fee will be assessed per term to students to park on District property parking lots for automobiles and motorcycles as stipulated in Education Code Section 76360. The current parking permit fees are as follows.

Item	Fall/Spring Semester	Summer Session
Automobile	\$52.00	\$26.00
BOGW students	\$30.00	\$25.00
Motorcycle	\$35.00	\$15.00
Ridesharing/Carpooling*	\$35.00	\$15.00

*To encourage ridesharing and carpooling, the parking permit fee shall not exceed thirty-five dollars (\$35) per fall and spring semesters and fifteen dollars (\$15) per summer semester for a student who certifies that he or she regularly has two or more passengers commuting to the community college with him or her in the vehicle parked at the community college.

- Transportation (E.C. 76361, 82305.6)
- Student representation (E.C. 76060.5; 5 CCR 54801-54805)
A \$1 fee per semester shall be collected at the time of registration and used solely by the Associated Students to advocate and lobby city, county, state and/or federal government in support of issues of interest to

the student body at large. Students may refuse to pay the fee for religious, political, financial, or moral reasons.

- An optional fee of \$5 per semester at Moorpark College, \$7 per semester at Oxnard College, and \$7 per semester at Ventura College shall be collected at the time of registration and used by the Student Activities Office at each College for sole use of funding student life. Under the supervision of the senior administrator of student services or designee, the fee will be disbursed into the following accounts: Associated Students General Fund, Associated Student Reserve, Student Clubs and Organizations, and Student Activities. Students may opt out for any reason. All funds collected will follow the guidelines set forth in VCCCD Board Policy 5420.
- Student Center (E.C. 76375; 5 CCR 58510)
A Student center fee of \$1 per unit, up to a maximum of \$10 per student per fiscal year, will be assessed for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center.
- Copies of student records (E.C. 76223)
The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. No charge shall be made for furnishing up to two official transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record. The current fee to the student or former student, after having provided the first two transcripts free of charge, for processing transcript requests online is \$3.00 per transcript. Mailed transcripts will incur an additional delivery fee. Expedited shipping is available for mailed transcripts with no attachments. Same day over the counter official transcript orders can be made at Admissions and Records after payment is made to the Student Business Office on campus for \$15 per transcript. Students may access their unofficial transcripts free of charge through the student web portal (MyVCCCD) or by request from the Admissions and Records Office.
- Dormitory (E.C. 81670)
- Child care (E.C. 79121 et seq., 66060)
- Nonresident capital outlay (E.C. 76141)
Education Code section 76141 authorizes community college districts to charge all nonresident students a capital outlay fee. The current fee is \$14 per semester unit.
- Nonresident application processing (E.C. 76142)
Education Code Section 76142 permits the governing board of each community college district to establish a processing fee for international nonresident applicants. The current fee is \$50 per applicant.
- Credit by Examination (E.C. 76300; 5 CCR 55753)
Fees charged for credit by examination offered pursuant to Title 5, section 55050 are optional fees for service. Persons applying to earn credit by examination will be charged a fee equal to the per unit enrollment fee established per Education Code 76300. The current fee is \$46 per unit.
- Use of facilities financed by revenue bonds (E.C. 81901(b)(3))
- Refund processing (5 CCR 58508)
Section 58508 of Title 5 of the California Code of Regulations permits districts to retain a maximum \$10 from enrollment fees as a refund processing fee. Refunds of the enrollment fee, health fee, non-resident tuition and other fees associated with registration shall be made to eligible students who file a refund request by the published deadline. VCCCD enrollment fee refund requests are subject, once a semester, to the withholding of a \$10.00 administrative fee.
- Telephone/Internet registration (E.C. 70902(a)) The District does not charge this fee (formerly known as the "Remote registration fee").
Physical fitness test (E.C. 70902(b)(9))
- Instructional Tape Lease/Deposit (E.C. 70902(b)(9))
- Credit Card Use (E.C. 70902(b)(9))
- International Student Medical Insurance (E.C. 70902(b)(9))

Prohibited fees include:

All fees exempted under the terms of an AB288 College and Career Pathway Partnership Agreement (CCAP) effective at the time of registration for students admitted to a VCCCD constituent college as a special part-time

student pursuant to Education Code Section 76004(q).

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)

Student Center Fee (E.C. 76375; 5 CCR 58510)

Nonresident application (CCCCO Student Fee Handbook)

Field trip (5 CCR 55450, 55451)

For dependents of certain veterans (E.C. 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 (E.C. 66025.3)

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 (E.C. 76350)

Technology fee (CCCCO Student Fee Handbook)

Late payment fee (5 CCR 58502, 59410)

Nursing/healing arts student liability insurance (5 CCR 55234)

Cleaning (CCCCO Student Fee Handbook)

Breakage (CCCCO Student Fee Handbook)

Test proctoring (CCCCO Student Fee Handbook)

Other fees/fines:

The District may assess and collect other fees/fines that are not prohibited by statute or law, such as parking fines and library fines.

Collection and refund of fees (within published refund deadlines) include:

- The District shall collect fees when enacted by the Legislature following registration by the student
- The District shall refund fees collected in error
- The District shall refund fees that are refundable because of a reduction in the educational program of the District
- The District shall refund fees that are refundable because of the student's reduction in units or withdrawal from an educational program
- The District shall refund fees that are refundable because of changes in law or regulation authorizing and establishing enrollment fees
- The District shall provide notice to students of availability of exemptions from certain mandatory and authorized fees

Last Modified by Andrea Rambo on October 9, 2017