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| Book          | VCCCD Board Policy Manual  |
| Section       | Chapter 5 Student Services   |
| Title         | BP 5030 Fees   |
| Code          | BP 5030  |
| Status        | Active   |
| Legal         | <p>California Education Code, Section 76050.5</p> <p>California Education Code, Section 76142</p> <p>California Education Code, Section 76223</p> <p>California Education Code, Section 76300</p> <p>California Education Code, Section 76355</p> <p>California Education Code, Section 76360</p> <p>California Education Code, Section 76365</p> <p>California Education Code, Section 76370</p> <p>California Education Code, Section 76395</p> <p>Student Fee Handbook, California Community College Chancellor's Office</p> <p>Title 5, Sections 55753 and 59400</p> |
| Adopted       | June 18, 2008  |
| Last Revised  | June 16, 2020  |
| Last Reviewed | June 16, 2020  |

The Board authorizes the following fees. The Chancellor 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 a public location.

**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 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.

**Health fee:** The Chancellor shall present to the Board for approval a fee to be charged to each full time student for student health services.

Education Code Section 76355

- The District shall charge each full time student a fee for health supervision and services as determined by state law.

**Parking fee:**

Education Code Section 76360

- The Chancellor 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.

**Physical Education Facilities:**

Education Code 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 76060.5

- Students will be charged a fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee without providing a reason on the same form that is used for the collection of fees. This fee may not be collected or terminated by a student body election.

**Student Activity Fee:**

Education Code 70902(b)(9); CCCCO Student Fee Handbook

- A fee per semester at Moorpark College, Oxnard College, and 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. Students may refuse to pay the fee for religious, political, financial, or moral reasons. All funds collected will follow the guidelines set forth in VCCCD [Board Policy BP 5420](#).

**Transcript Fees:**

Education Code 76223

- The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor 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 (2) transcripts of students' records, or for two (2) 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 or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. 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.

**Credit by Examination Fee:**

Title 5, Section 55753, Education Code 76300, Student Fee Handbook, California Community Colleges Chancellor's Office

- Persons applying to earn credit by examination will be charged a fee equal to the per unit enrollment fee for the class that is being challenged.

Reference [Administrative Procedure AP 5030](#).

**Governance Review**

2020 06.16 Board of Trustees Meeting

2020 05.12 Board of Trustees Meeting (proposed)

2020 04.23 Policy, Planning and Student Success Committee

2020 03.19 Policy, Planning, and Student Success Committee (rescheduled)

2020 02.24 Chancellor's Cabinet

2020 02.13 DTRW-SS

2020 01.09 DTRW-SS

2019 12.12 DTRW-SS

2019 11.14 DTRW-SS