



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5030 Fees
Code	AP 5030
Status	Active
Legal	<p>Student Fee Handbook, California Community College Chancellor's Office</p> <p>Title 5, Section 51012</p> <p>Title 5, Section 58520</p> <p>Title 5, Section 58629</p> <p>California Education Code, Section 66025.3</p> <p>California Education Code, Section 68120</p> <p>California Education Code, Section 70902(b)(9)</p> <p>California Education Code Section 76001(d)</p> <p>California Education Code Section 76004(p)</p> <p>California Education Code Section 76004(q)</p> <p>California Education Code, Section 76300</p> <p>California Education Code, Section 76300.5</p> <p>ACCJC Accreditation Standard I.C.6</p>
Adopted	April 14, 2009
Last Revised	June 16, 2020
Last Reviewed	June 16, 2020

I. Required fees include:

A. Enrollment (E.C. 76300 and 76300.5; Title 5 CCR 58500-58509)

1. 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. Dual Enrollment students are exempt from enrollment fees with certain limits.

B. 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

C. 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, which are published in a public location. 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.

II. Fees authorized by law include

- A. Non-District physical education facilities (E.C. 76395)
- B. Noncredit courses (E.C. 76385)
- C. Community service courses (E.C. 78300)
- D. Auditing of courses (E.C. 76370)
- E. Instructional materials (E.C. 73365, 81457, 81458; 5 CCR 59400-59408)
- F. Athletic insurance (E.C. 70902(b)(9))
- G. Cross-Enrollment with CSU or UC (E.C. 66753)
- H. 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 published in a public location.

The following students are exempted from payment of the fee:

- a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- b. Students who are attending a community college under an approved apprenticeship training program.
- c. Students who are exclusively enrolled in one or more noncredit courses.
- d. Dual enrollment students enrolled under an AB288 College and Career Access Pathways Partnership Agreement with a school district or under a non-CCAP agreement that specifies the fee exemption. The Dual Enrollment exemption from the fee described above shall not apply when courses occur on the college campus.

I. 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 published in a public location.

J. Transportation (E.C. 76361, 82305.6)

K. Student representation (E.C. 76060.5; 5 CCR 54801-54805)

A fee per semester shall be collected at the time of registration and \$1 of that fee is to be used to establish and support the Student Senate of the California Community Colleges (SSCC), the statewide community college student organization recognized by the Board of Governors (BOG).. Students 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. The current fee is published in a public location. Dual enrollment exemption: K-12 students enrolled under an AB288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement that specifies the fee exemption with a school district are exempt. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

L. An optional fee shall be collected at the time of registration and used by the Student Activities Office at each College for the 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 BP 5420](#). Dual enrollment exemption: K-12 students enrolled under an AB288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement that specifies the fee exemption with a school district are exempt. The current fee is published in a public location. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

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

A Student center fee will be assessed for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center. Dual enrollment exemption: K-12 students enrolled under an AB288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement that specifies the fee exemption with a school district are exempt. The current fee is published in a public location. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

T. Use of facilities financed by revenue bonds (E.C. 81901(b)(3))

U. 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.

V. Telephone/Internet registration (E.C. 70902(a)) The District does not charge this fee (formerly known as the "Remote registration fee").

W. Physical Fitness Test (E.C. 70902(b)(9))

- X. Instructional Tape Lease/Deposit (E.C. 70902(b)(9))
- Y. Credit Card Use (E.C. 70302(b)(9))
- Z. International Student Medical Insurance (E.C. 70902(b)(9))

III. 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(g). Dual enrollment students under a non-CCAP agreement that specifies the fee exemption with a school district are exempt from all fees. The Dual Enrollment exemption from fees described above shall not apply when courses occur on the college campus.

- A. Late Application (CCCCO Student Fee Handbook)
- B. Add/drop (CCCCO Student Fee Handbook)
- C. Mandatory student activities (CCCCO Student Fee Handbook)
- D. Student Identification Cards (CCCCO Student Fee Handbook)
- E. Student Body Organization (CCCCO Student Fee Handbook)
- F. Nonresident application (CCCCO Student Fee Handbook)
- G. Field trip (5 CCR 55450, 55451)
- H. For dependents of certain veterans (E.C. 66025.3)
- I. For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- J. For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (E.C. 66025.3)
- K. Required or funded services (CCCCO Student Fee Handbook)
- L. Refundable deposits (CCCCO Student Fee Handbook)
- M. Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- N. Mandatory mailings (CCCCO Student Fee Handbook)
- O. Rental of practice rooms (CCCCO Student Fee Handbook)
- P. Technology fee (CCCCO Student Fee Handbook)
- Q. Late payment fee (5 CCR 58502, 59410)
- R. Nursing/healing arts student liability insurance (5 CCR 55234)
- S. Cleaning (CCCCO Student Fee Handbook)
- T. Breakage (CCCCO Student Fee Handbook)
- U. Test Proctoring (CCCCO Student Fee Handbook)

IV. 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.

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

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

Reference [Board Policy BP 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