

BP 5030 Fees

The Governing Board authorizes the following fees. The specific fee amounts will be included on an official Governing Board Agenda. 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 the fee, 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. Non-resident tuition shall be assessed where applicable in accordance with Title 5 regulations (also see BP/AP 5020 Nonresident Tuition).

Baccalaureate Degree Program Fees [Title 5 Section 58501]

Students enrolled in upper-division coursework in a baccalaureate degree program shall be charged a per-unit fee in addition to the enrollment fee. Non-resident tuition shall be assessed where applicable in accordance with Title 5 regulations (also see BP/AP 5020 Nonresident Tuition).

Course Auditing Fee [Education Code Section 76370]

The District shall provide students who otherwise are qualified to enroll in courses at Chaffey Community College with an opportunity to enroll in specified credit courses on a noncredit, non-graded, fee-paying basis. Persons auditing a course shall be charged a fee of \$15.00 per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. 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.

Classroom attendance of students auditing a course shall not be included in computing the apportionment due Chaffey College, nor for meeting minimum class size requirements as specified in the Chaffey College Faculty Association/Chaffey Community College District Agreement. The appropriate school dean in consultation with the appropriate faculty member(s) shall determine which courses may be referred for audit basis. (See BP/AP 4070 titled Auditing and Auditing Fees)

The District will not under any circumstances certify completion of any course attained by audit nor will the college provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis.

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Health Fee [Education Code Section 76355]

The Superintendent/President shall determine a fee to be charged to each full-time and part-time student, including students enrolled exclusively in non-credit courses, for health supervision and services based on state guidelines.

Parking Fee [Education Code Section 76360]

Every student or member of the public who wishes to park a vehicle on Chaffey Community College District property shall be required to pay the parking fee. With the exception of vehicles parked in metered stalls, all vehicles parked on District owned or controlled property shall display a valid parking permit. Parking fees are subject to Governing Board approval.

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 a student's records or for two verifications of various records. There shall be no charge for searching for or retrieving any student record. All subsequent transcripts shall require a fee as established by the Governing Board. There will be a fee assessed for all hand-carried transcripts.

Credit-by-Examination Fee

The District shall charge a fee for credit by examination.

Instructional Materials [Education Code Section 76365; Title 5 Sections 54221 and 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. The District, contingent upon appropriate funding, will ensure student access to textbooks and supplemental materials that are needed on the first day of class. The District will strengthen student access to other instructional materials and supplies before their required use in any course to minimize financial and administrative burdens to students.

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

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fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Enrollment Verification Fee [Education Section Code 76223]

The District shall approve a fee for furnishing copies of student records and will assess this fee after the first two copies.

Replacement Charge

Chaffey Community College District assesses a charge for replacement of diplomas, diploma cases, and Certificates of Achievement. A rush processing fee may be assessed for replacement of photo ID cards on days when photo ID card replacement is not scheduled.

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 the application for admission. This processing fee and regulations for determining economic hardship shall 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.

Capital Outlay Fee [Education Code Sections 76142, and 76300 et. seq.]

The Superintendent/President shall establish administrative procedures to address the addition of capital outlay fees to non-resident tuition charged to students who are both citizens and residents of foreign countries and/or exempt students who demonstrate either economic hardship, or are victims of persecution/discrimination in the country in which the student is a citizen and resident.

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 and shall submit such refusal on a form provided by the District.

College Services Fee

This fee funds Chaffey College Student Government (CCSG) programs and activities throughout the academic term, including (but not limited to):

- Annual scholarships

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- Lectures, special cultural events, and a variety of service projects for students and the community
- Discount tickets to major attractions
- Opportunity drawings and giveaways
- Emergency book grants
- Campus improvements
- Department grants

Student Transportation Costs [Education Code Section 76361]

Students shall be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Also see BP/AP 5020 Nonresident Tuition

References: Education Code Sections 76300 et seq.;
Title 5 Sections 54221 and 58501;
ACCJC Accreditation Eligibility Requirement 20;
California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook

Policy

Category: Executive Expectations

Adopted: 4/24/14
(Replaces former Board Policy 5.3)

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