

Student Services

BP 5030 FEES**References:**

Education Code Sections 76300 et seq.
Title 5 Section 58520;
ACCJC Accreditation Standard I.C.6

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 ensure 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 catalog and schedules of classes.

The Board of Trustees authorizes the deferral of payment of certain fees.**Baccalaureate Degree Pilot Program Fees** (Title 5 Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

Community Service Fee (Education Code Section 78300): The District shall charge each student enrolled in community service classes a fee not to exceed the cost of maintaining community service classes.

Course Auditing Fees (Education Code Section 76370): Persons auditing a course shall be charged a fee of not more than fifteen dollars (\$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 ten (10) or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Credit by Examination Fee (Title 5 Section 55753): The District shall charge a reasonable fee for credit by examination which shall be the per unit enrollment fee established by Education Code Section 76300.

Enrollment Fee (Education Code Section 76300): Each student shall be charged a fee for enrolling in credit courses as required by law.

Fee Refunds (Title 5 Section 58509, Education Code Section 66700): The refunding of various fees shall be in accordance with the law and AP 5030 titled Fees.

General Education Diploma (GED) Administrative Testing/Retesting Fee: The District shall charge a GED Testing/Retesting Fee not to exceed the cost of administering the GED Exam.

Health Fee (Education Code Section 76355): All students shall be charged the health fee equally, including full and part-time students, provided for in law and as approved by the Board of Trustees. Students who depend exclusively upon prayer for healing in accordance with the teachings of bona fide religious sect shall be considered for an exemption of this fee.

International Student Application Processing Fee (Education Code Section 76142): The District may charge students who are both citizens and residents of a foreign country a fee to process their application

for admissions. This processing fee and regulations for determining economic hardship may 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 may be deducted from the tuition fee at the time of enrollment.

Instructional Materials Fee (Education Code Section 76365; Title 5 Sections 59400 et seq.): Students may be required to pay a fee for 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.

Non-Resident Capital Outlay Fee (Education Code Section 76141): The District may charge non-resident students a capital outlay fee. The amount of the non-resident capital outlay fee must be the lesser of:

- the amount that was expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the District in the preceding fiscal year; or
- Fifty percent (50%) of the preceding year non-resident tuition fee adopted pursuant to Education Code Section 76140.

Parking Fee (Education Code Section 76360): Each student purchasing a parking permit shall be charged a Board approved fee. At the Board's discretion, parking fees for non-students parking on District property may be assessed.

Physical Education Facilities (Education Code Section 76395): Where the District incurs additional expenses because a physical education course requires the use of 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.

Refund Processing Fee (Title 5 Section 58508): The District shall retain the maximum amount as prescribed in Title 5 Section 58508 for the processing of refunds.

Returned Check and/or Declined Credit Card Fee: The District shall charge a fee not to exceed the cost for processing and administering a returned check and/or declined credit card.

Student Representation Fee (Education Code Section 76060.5): Students will be charged a two-dollar (\$2) fee per semester to be used to provide support for student government affairs representation. Students may refuse to pay the fee for religious, political, financial, or moral reasons.

Student Activities Fee (California Community College Chancellor's Office (CCCCO) Student Fee Handbook)

Students may pay an optional student activities fee to support campus clubs, organizations, and intercollegiate athletics and to sponsor educational and social events for the campus community. Waivers must be submitted to the Office of Enrollment Services upon registration.

Student Transportation Fee 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 *were approved by students* in accordance with Education Code.

Transcript Fee/Verification of Enrollment (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 student records or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

Also see BP 4070 Auditing, BP 5020 Non-resident Tuition, and BP 4400 Community Service Programs

Date Adopted: April 20, 2010 (*Replaced College of Marin Policies 6.0011, 3.0041, and 3.0045*)

Reviewed/Revised: November 16, 2010; April 16, 2013; December 6, 2016

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