



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

The Board of Trustees 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 the college catalogs.

- **Enrollment Fee (Education Code Section 76300)**
Each student shall be charged a fee for enrolling in credit courses as required by law.
- **Course Auditing Fee (Education Code Section 76370)**
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.
- **Instructional Materials Fee (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.
- **International Student 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/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 United States government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.
- **Transcript Fee (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 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 transcripts

of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

See Administrative Procedure 5030

Board approval date: 11/21/06
Reviewed/Revised: 6/25/19