

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.07.1 (AP 5020)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.07.1 Non-resident Student Tuition Fees
Adoption Date: 8/13; 8/14
Policy References: Education Code Sections 68130.5 and 76140 et seq.; Title 5 Section 54045.5

1. Non-resident students shall be charged non-resident tuition for all units enrolled, except for:
 - A. Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor’s Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
 - B. Any students who meet the following requirements:
 - demonstrate financial need;
 - have a parent who has been deported or was permitted to depart voluntarily;
 - moved abroad as a result of that deportation or voluntary departure;
 - lived in California immediately before moving abroad;
 - attended a public or private secondary school in the state for three or more years; and
 - upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
 - C. Any nonimmigrant aliens granted “T” or “U” visa status under Title 8 U.S. Code Section 1101 (a)(15)(T)(i) or Section 1101 (a)(15)(U)(i) or (ii) respectively, who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
 - completion of a questionnaire form prescribed by the State Chancellor’s Office verifying eligibility for this nonresident tuition exemption.

AP 7.07.1 Non-resident Student Tuition Fees (continued)

2. The College may exempt from all or part of the fee for any non-resident who is both a citizen and resident of a foreign country provided that the non-resident has demonstrated financial need for the exemption and not more than ten percent (10%) of the non-resident international students are exempted.
3. The non-resident tuition fee shall be set not later than February 1 of each year. The Chancellor or designee shall bring to the Board of Trustees for approval an action to establish non-resident tuition for the following year.
4. The calculation of the non-resident tuition fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.
5. The calculation of the non-resident tuition fee will reflect the expense of education in the preceding year and reflect the fees in contiguous districts.
6. The College assesses a \$10 processing fee (plus an additional \$50 processing fee for non-resident tuition) if a refund is issued a student withdrawing from all classes. For all classes dropped after the established deadline, fees are not refundable unless an action of the College (e.g., class cancellation) that prevents a student from attending class. Further information regarding the Credit and Refund Policy can be found in the College Catalog and website.