

**CHAPTER 8: Business Operations**  
**ADMINISTRATIVE PROCEDURE NO. 8.70.1 (AP 5030)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

<b><u>Subject:</u></b>	8.70.1 Fees and Charges
<b><u>Revision Date:</u></b>	12/12; 2/16
<b><u>References:</u></b>	Education Code Sections 66025.3, 70902(b)(9), 76300 and 76300.5; Title 5 Section 51012, 58520 and 58629; California Community College Chancellor's Office (CCCCO) Student Fee Handbook; ACCJC Accreditation Standard I.C.6

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A. Required fees include:

1. Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
2. Baccalaureate degree pilot program fees (Title 5 Section 58520)
3. Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
  - a. All nonresident students enrolling for 6 or fewer units;
  - b. A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
  - c. All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
    - i. high school attendance in California for three or more years;
    - ii. graduation from a California high school or attainment of the equivalent thereof;
    - iii. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
    - iv. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
    - v. 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. Fees authorized by law include:

1. Non-District physical education facilities (Education Code Section 76395)
2. Noncredit courses (Education Code Section 76385)
3. Community service courses (Education Code Section 78300)
4. Auditing of courses (Education Code Section 76370)
5. Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
6. Athletic insurance (Education Code Section 70902(b)(9))
7. Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
8. Health (Education Code Section 76355)
9. Parking (Education Code Section 76360)
10. Transportation (Education Code Sections 76361 and 82305.6)
11. Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
12. Student Center (Education Code Section 76375; Title 5 Section 58510)

## 8.70.1 Fees and Charges (continued)

13. Copies of student records (Education Code Section 76223)
14. Dormitory (Education Code Section 81670)
15. Child care (Education Code Sections 79121 et seq. and 66060)
16. Nonresident capital outlay (Education Code Section 76141)
17. Nonresident application processing (Education Code Section 76142)
18. Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
19. Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
20. Refund processing (Title 5 Section 58508)
21. Telephone registration (Education Code Section 70902(a))
22. Physical fitness test (Education Code Section 70902(b)(9))
23. Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
24. Credit Card Use (Education Code Section 70902(b)(9))
25. International Student Medical Insurance (Education Code Section 70902(b)(9))

### C. Prohibited fees include:

1. Late application (CCCCO Student Fee Handbook)
2. Add/drop (CCCCO Student Fee Handbook)
3. Mandatory student activities (CCCCO Student Fee Handbook)
4. Student Identification Cards (CCCCO Student Fee Handbook)
5. Student Body Organization (CCCCO Student Fee Handbook)
6. Nonresident application (CCCCO Student Fee Handbook)
7. Field trip (Title 5 Sections 55450 and 55451)
8. For dependents of certain veterans (Education Code Section 66025.3)
9. For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
10. For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
11. Required or funded services (CCCCO Student Fee Handbook)
12. Refundable deposits (CCCCO Student Fee Handbook)
13. Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
14. Mandatory mailings (CCCCO Student Fee Handbook)
15. Rental of practice rooms (CCCCO Student Fee Handbook)
16. Apprenticeship courses (Education Code Section 76350)
17. Technology fee (CCCCO Student Fee Handbook)
18. Late payment fee (Title 5 Sections 58502 and 59410)
19. Nursing/healing arts student liability insurance (Title 5 Section 55234)
20. Cleaning (CCCCO Student Fee Handbook)
21. Breakage (CCCCO Student Fee Handbook)
22. Test proctoring (CCCCO Student Fee Handbook)

### D. Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship (Title 5 Section 58629).

### E. Collection and Refund of Fees:

Information on refund of fees can be found in Policy 8.72.