

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.70 (BP 5030)

BOARD POLICY
San Mateo County Community College District

Subject: BP 8.70 Fees and Charges
Revision Date: 11/11; xx/xx
Policy References: Education Code Section 76365 and 76370; Title 5 Sections 59400-59408

1. The San Mateo County Community College District recognizes that the mission of community colleges to provide quality postsecondary educational opportunities to all is enhanced by maintaining the lowest possible costs to students. Therefore, the Board is committed to maintaining the lowest possible costs to students, consistent with State requirements, level of support, and local budgetary needs. All fees shall be approved on the basis of providing equity among students enrolled in each of the District's Colleges.
2. Fees and other charges shall be reduced or waived only as provided for by law and Board-adopted policy.
3. To the extent possible, and as provided by the Education Code, full cost shall be recovered for selected student-consumed materials, selected special instructional services, and for nonstudent use of District resources. In the San Mateo County Community College District, the following fees are authorized:
 - a. Fees which are mandated by the State.
 - b. Enrollments fees for credit courses as required by law.
 - c. Auditing fees ~~of \$15.00 per unit per semester as authorized by the Education Code. 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.
 - d. Health services fees: as authorized by the Education Code.
 - e. Nonresident student tuition fee (see Section 7.07).
 - f. Parking fee: actual cost of parking facilities maintenance and enforcement as determined by the Executive Vice Chancellor, not to exceed the maximum allowed by law.
 - g. Instructional materials fees: 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.
 - h. Physical Education Facilities: 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 fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

BP 8.70 Fees and Charges (continued)

- i. Fees for catalogs, special publications deemed necessary by College or District officials, radio and TV guides, etc.: based upon actual cost of preparation, printing and mailing.
 - j. Fees for reimbursement for special services not a part of the District's regular curriculum (GED, College Level Examination Placement, etc.): direct costs only.
 - k. Fees for copies of student records under Section 7.28: not to exceed \$1 per page.
 - l. Fees for copies of other records: not to exceed \$1 per page.
 - m. Student body fees: as authorized by the Education Code.
 - n. Student representation fees: as authorized by the Education Code. Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.
 - o. Transcript fees: as authorized by the Education Code. The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Executive Vice 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.
4. Students shall be charged for books and other materials on regular loan from the College libraries for each school day beyond the due date specified. Borrowers shall be required to pay the replacement cost (current list price) for books or other materials they fail to return.
 5. Students shall be charged for books and other materials on a textbook loan program from the College Bookstore and laboratories for items not returned. Borrowers shall be required to pay the replacement cost (current list price) for books or other materials they fail to return.
 6. Fees are due and payable in full at the time of registration. Parking fees are due and payable in full at the time the student purchases a parking permit. Beginning with the spring 2012 term, students whose fees are not paid and who have not enrolled in a payment plan shall be dropped from classes prior to the start of the term.
 7. All students who enroll in a variable unit course will be required to pay State mandated fees based on the number of units in which the student enrolls and nonresident students will also be required to pay nonresident tuition based on the number of units in which the student enrolls.
 8. Deferral of payment of the State-mandated enrollment fee shall be allowed in accordance with procedures established by the Vice Presidents for Student Services.
 9. Students who are certified eligible and awarded financial aid will be permitted to register and must pay all applicable fees at the time they receive their first financial aid check. All applicable fees shall be used in calculating the cost of education for financial aid purposes. Fee payment shall be given first priority in the allocation of funds and the development of payment schedules.

BP 8.70 Fees and Charges (continued)

10. Grades, transcripts, degrees, and/or registration privileges shall be withheld from any student or former student properly charged with owing the District fines, fees, or other charges which remain unpaid.
11. Credits or debits of \$20 or less incurred by students per fee type will be carried on the District's books for a maximum of five years.
12. All approved fees and charges shall be collected under procedures established by the District Administrative Services Office and in accordance with audit requirements.