

STUDENT SERVICES

BP 5030 FEES**References:**

Education Code Sections 76300 et seq. and references cited below;
Title 5 Sections 51012, 54702, 54704, 54706, 54708, and 54710;
Chancellor's Office Student Fee Catalog

The Governing Board 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 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 District catalog.

Required fees include:

Enrollment Fee: Education Code Section 76300

Each student shall be charged a fee for enrolling in credit courses as required by law.

Auditing Fee: Education Code Section 76370

An established auditing fee shall be charged. 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.

Student Health Fee: Education Code Sections 66025.3, 70902(b), 76355

The Superintendent/President shall present to the Governing Board for approval a fee to be charged to each student for student health services. See AP 5030 for details.

Student Center Fee: Education Code Section 76375

A Student Center Fee is required of all students attending the community college where the center is located. The Board of Governors has adopted section 58510 of CAC Title 5 to implement this provision.

Transcript Fees: 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 to exceed the actual cost of

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(Replaces Palomar College Policies 403.1, 403.2, 403.5, 423.2, 5030.3, and 5030.6)

32 furnishing copies of any student record. No charge shall be made for furnishing
33 up to two transcripts of students' records, or for two verifications of various
34 records. There shall be no charge for searching for or retrieving any student
35 record.

36 **Other Fees Include:**

37 **Parking Fee:** Education Code Section 76360

38 The Superintendent/President shall present fee information for parking for
39 students to the Governing Board for approval.

40 **Instructional Materials:** Education Code Section 76365; Title 5 Sections 59400
41 et seq.

42 Students may be required to provide required instructional and other materials for
43 a credit or non-credit course, provided such materials are of continuing value to
44 the student outside the classroom and provided that such materials are not solely
45 or exclusively available from the District.

46 **Physical Education Facilities:** Education Code Section 76395

47 Where the District incurs additional expenses because a physical education
48 course is required to use non-District facilities, students enrolled in the course
49 shall be charged a fee for participating in the course. Such fee shall not exceed
50 the student's calculated share of the additional expenses incurred by the District.

51 **Student Representation Fee:** Education Code Section 76060.5

52 Students will be charged a \$1 fee per semester to be used to provide support for
53 student governmental affairs representation. A student may refuse to pay the fee
54 for religious, political, financial, or moral reasons and shall submit such refusal in
55 writing.

56 **International Students Application Processing Fee:** Education Code Section
57 76142

58 The District shall charge students who are both citizens and residents of a
59 foreign country a fee to process the application for admission. This processing
60 fee and regulations for determining economic hardship may be established by
61 the Superintendent/President. The fee shall not exceed the lesser of 1) the
62 actual cost of processing an application and other documentation required by the
63 U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from
64 the tuition fee at the time of enrollment.

65 See Procedure 5030 titled Fees

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