

STUDENT SERVICES

AP 5030 FEES

References:

Education Code Sections 66025.3, 70902(b)(9), 76300, and 76355;
Title 5 Sections 51012, 54704, 54706, and 54708;
Chancellor's Student Fee Handbook

REQUIRED FEES INCLUDE:

Enrollment Fee:

Education Code Section 76300; Title 5 Sections 58500-58509

A state mandated fee for enrolling in classes will be charged as determined by enrollment status.

Nonresident Tuition Fee:

(Education Code Sections 76140 and 76140.5)

See BP 5020 titled Nonresident Tuition and AP 5020 titled Nonresident Tuition

Auditing Fee:

Education Code Section 76370

Persons auditing a course shall be charged an established fee. 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

A health fee is charged to all students for operation of the Health Center or Centers as authorized in Education Code Section 76355.

The following students are exempt by law:

- Students who are taking only apprenticeship classes
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization

Other exempt students include:

- Students who are active military students taking classes at ~~only~~ Camp Pendleton.
- Students who attend Community Services Seminars.
- Students who are taking Worksite Education specifically as employees of companies

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(Replaces Palomar College Procedures 403 and 5030.3)

- 33 • Students who are enrolled in non-credit classes at sites other than the San
34 Marcos Campus and the Escondido Center

35 **Student Center Fee:**
36 Education Code Section 76375

37 A fee is assessed to all students attending classes at the San Marcos campus for the
38 purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a
39 student center. The fee is \$1 per unit up to a maximum of \$10 per student per year.
40 Noncredit students are not required to pay the fee, nor can recipients of Temporary
41 Assistance to Needy Families, SSI/SSP, or general assistance.

42 **Transcript/Student Record Fee:**
43 Education Code Section 76223

44 The District shall furnish at no charge up to two transcripts of students' records or two
45 verifications of various records. After two copies, the District shall charge a fee. The
46 District shall not charge for searching or retrieving any student record. Students may
47 request special processing or rush processing of a transcript for an additional fee.

48 (See the Palomar Class Schedule for exact fee amount)

49 **OTHER FEES INCLUDE:**

50 **Parking Fee:**
51 Education Code Section 76360

52 A parking fee will be assessed per semester or session to park on District property
53 parking lots for automobiles and motorcycles. See the class schedule for the specific
54 amount.

55 The following students are exempt by law from parking fee that exceed twenty dollars
56 (\$20) per semester:

- 57 • Students who receive financial assistance (i.e., Board of Governors Enrollment
58 Fee Waiver-A, B, C). Special categories BOGW with the exception of students
59 who are dependent children and surviving spouses of members of the California
60 Veteran or National Guard who are killed or permanently disabled while in active
61 services.

62 **Student Activities Fee (optional):**

63 The optional student activities fee offers students a number of benefits including
64 discounts to campus events and purchases with local merchants. Please contact the
65 Comet Center or the Student Affairs Office for more information. See class schedule for
66 the specific fee amount. The fee is nonrefundable after the drop deadline.

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67 **Student Identification Card Fee (optional):**

68 The student ID card allows access to a variety of District support services and activities.
69 The fee is nonrefundable after the drop deadline.

70 **COLLECTION AND REFUND OF FEES**

71 **Non-Sufficient Funds Fee:**

72 The District shall charge a fee for personal checks returned for insufficient funds.

73 **Enrollment Fee Refunds:**

74 The District shall refund upon request any enrollment fee paid by a student in excess of
75 that computed pursuant to Education Code Section 58501 for program changes made
76 during the first two weeks of instruction.

77 The District shall not refund any enrollment fee paid by a student for program changes
78 made after the first two weeks of instruction unless the program change is a result of
79 action by the District to cancel or reschedule a class.

80 No student suspended or expelled shall be refunded any fees paid by or for the student.
81 (Education Code Sections 41302 and 76037)

82 **Collection Penalty Fee**

83 Any past due debt will be subject to collection by a private collection agency or through
84 the Chancellor's Office Tax Offset Program. A 33% collection fee will be added to the
85 amount owed the District.

86 **Enrollment Fee Waivers**

87 Any private or public elementary or secondary school pupil admitted to Palomar College
88 as a special part-time student for credit classes is exempt from the enrollment fee. The
89 attendance of the student must be authorized by a letter of permission from the school
90 principal.

91 For purposes of this policy, a special part-time student is a student who registers in 12
92 units or less per semester at Palomar College. Credit for courses completed shall be at
93 the college level but may be transferred back to the school district for fulfillment of
94 graduation requirements. (Education Code Sections 72252 and 76001)

95 Nonresident special part-time students are subject to nonresident tuition if classes are
96 taken for college credit.

97 The following students are exempt by law:

- 98 • Students who receive financial assistance (i.e., Board of Governor Enrollment
99 Fee Waiver-A, B, C). Special categories BOGW such as students who are
100 dependent children and surviving spouses of members of the California Veteran
101 or National Guard who are killed or permanently disable while in active services,
102 recipient of Congressional Medal of Honor or child of recipient, surviving
103 dependent of individual killed in 9/11/01 Terrorist Attack, and eligible dependent
104 of a deceased law enforcement/fire suppression personnel killed in the line of
105 duty.

106 Office of Primary Responsibility: Enrollment Services