

STUDENT SERVICES

AP 5030 FEES

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300 et seq.
Title 5 Sections 51012, 58520, and 58629
California Community Colleges Chancellor's Student Fee Handbook
ACCJC Accreditation Standard I.C.6

REQUIRED FEES INCLUDE:

Enrollment Fee: A state mandated fee for enrolling in classes will be charged as determined by enrollment status. (Education Code Section 76300 and 76300.5; Title 5 Sections 58500-58509)

Nonresident Tuition Fee: See BP 5020 titled Nonresident Tuition and AP 5020 titled Nonresident Tuition (Education Code Sections 76140 and 76140.5) Nonresident tuition with these permissive exemptions:

- 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);
- All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), 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 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 their immigration status, or will file an application as soon as they are eligible to do so.
- Non-resident fees for special part-time students will be waived based on the following criteria (Education Code Section 76140):
 - The student must be residing in California.
 - The student must be attending a high school (public or private) in California.
 - The student must be enrolled as a special part-time student in fewer than 12 units each semester or fewer than 15 units if participating in a CCAP as defined in AP 5011.
 - The student must be recommended by the principal of the pupil's school and have parental permission to attend a community college.
 - This exemption does not apply to special full-time students.
 - This exemption does not apply to non-immigrants other than "T" and "U" non-immigrant visa.
 - Students receiving this non-resident tuition exemption do not receive resident status.

Non-Resident Capital Outlay Fee: Education Code Section 76141 The computation of the capital outlay fee is not to exceed the amount expended for the capital outlay in the preceding year divided by the total full-time equivalent students.

Auditing Fee: 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. (Education Code Section 76370)

Student Health Fee: A health fee is charged to all students for operation of the Student Health Centers as authorized in Education Code Section 76355. The District shall charge the maximum health fee allowable by law for health supervision and services as calculated by the Implicit Price Deflator for State and Local Government Purchases of Goods and Services (U.S. Department of Commerce). The Vice President of Student Services will inform the Board of any change to the Student Health Fee.

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 duty military and taking classes exclusively at the Camp Pendleton Center or who are deployed overseas.
- Students who exclusively attend Not-for-Credit instruction.
- Students who are exclusively taking contract education classes.
- Students who are exclusively taking classes in the Instituto Nacional para la Educación de los Adultos (INEA) program.
- Students who are exclusively enrolled in non-credit classes at educational sites where Palomar College does not offer on-site Student Health Services.
- Students who are exclusively enrolled in Associated Supervised Tutoring Classes

Vice President of Student Services or the Director of Health Services are the only persons authorized to approve “waivers” to the Student Health Fee.

Student Center Fee: A fee is assessed to all students attending classes at the San Marcos campus for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student center. The fee is \$1 per unit up to a maximum of \$10 per student per year. Noncredit students are not required to pay the fee, nor are recipients of Temporary Assistance to Needy Families, Supplemental Security Income (SSI), State Supplementary Payment (SSP), or general assistance. (Education Code Section 76375 and Title 5 Section 58510)

Transcript/Student Record Fee: The District shall furnish at no charge up to two transcripts of students’ records or two verifications of various records. After two copies, the District shall charge a fee. The District shall not charge for searching or retrieving any student record. Students may request special processing or rush processing of a transcript for an additional fee. (Education Code Section 76223)

(See the Palomar Class Schedule for exact fee amount)

OTHER FEES INCLUDE:

Parking Fee: A parking fee will be assessed per semester or session to park on District property parking lots for automobiles and motorcycles. See the class schedule for the specific amount. (Education Code Section 76360)

The following students are exempt by law from parking fees that exceed thirty dollars (\$30) per semester:

- Eligible students who receive CCPG - California College Promise Grant per the California Community College Chancellors Office.

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

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 and provided that such materials are not solely or exclusively available from the District.

Student Activities Card Fee (optional):

The student activities card allows access to a variety of District support services and activities. The fee is nonrefundable after the drop deadline. (CCCCO Student Fee Handbook)

Student Representation Fee: Education Code Section 76060.5, Title 5 Sections 54801 and 54805)

Students will be charged a \$2 fee per semester to be used to provide support for student governmental affairs representation. Students may opt out of paying this fee.

COLLECTION AND REFUND OF FEES

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

Non-Sufficient Funds Fee: The District shall charge a fee for personal checks returned for insufficient funds.

Enrollment Fee Refunds: The District shall refund upon request any enrollment fee paid by a student in excess of that computed for program changes made during the first two weeks of instruction as allowed by law.

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

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

For students who owe fees, the District offers various payment methods for students including in full online, at the Cashiers Office, or by enrolling into a Payment Plan to pay your tuition and fees in installments. Details for the various payment options are available on the college website.

Enrollment Fee Waivers

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

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

Nonresident fees for special part-time students will be waived based on the criteria previously listed under Non-Resident Fees section of this Administrative Procedure (AP 5030).

Students participating in a “College and Career Access Pathways” partnership (CCAP) will be considered a special part-time student for up to 15 units per term if all of the following circumstances are satisfied (Education Code Section 76004(p)):

- The units constitute no more than four community college courses per term.
- The units are part of an academic program that is part of a CCAP partnership agreement.
- The units are part of an academic program that is designed to award both a high school diploma and an Associate degree or a certificate or credential.

Furthermore, if the special part-time student who is participating in a CCAP partnership meets all three of the aforementioned requirements, the college district must exempt the following community college fees pursuant to Education Code Section 76004(q);

- Student representation fee. (Section 76060.5)
- Nonresident tuition fee and corresponding permissible “capital outlay” fee. (Sections 76140, 76141 and 76142)
- Transcript fees. (Section 76223)
- Course enrollment fees. (Section 76300)
- Apprenticeship course fees. (Section 76350)
- Early Childhood Education Lab School fees. (Section 79121)
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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 California

College Promise Grant to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

The following students are exempt by law:

- Eligible students who receive CCPG - California College Promise Grant per the California Community College Chancellors Office.

Office of Primary Responsibility: Enrollment Services