



Administrative Procedure
Chapter 5 – Student Services

AP 5030 Student Fees

References:

Education Code Sections 66025.3, 68120, 70902 subdivision (b)(9), 76300, and 76300.5;
Title 5 Sections 51012, 58520, and 58629;
California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook;
ACCJC Accreditation Eligibility Requirement 20

REQUIRED FEES INCLUDE:

Enrollment Fee (Education Code Sections 76300 and 76300.5; Title 5 Sections 58500 and 58509)

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

Baccalaureate Degree Program Fees (Title 5 Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree program.

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

- All nonresident students enrolling for six or fewer units; or
- 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 persons excluded from the term "immigrant" for purposes of the federal Immigration and Nationality Act (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;
 - filing a California Nonresident Tuition Exemption Request form with the District or in the case of students applying for state-based financial aid, by filing a California Dream Act Application (CADAA) with the California Student Aid Commission verifying eligibility for this nonresident tuition exemption; and
 - in the case of undocumented persons, 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.
- A nonresident student who enrolls in a credit English as a Second Language (ESL) course at the district and who is any of the following:
 1. A recent immigrant, as defined in 8 U.S. Code Section 1101(a)(15);
 2. A recent refugee, as defined in 8 U.S. Code Section 1101(a)(42); or
 3. A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.

This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.

Student Representation Fee (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)

- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)

- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Student Health Fee (Education Code Section 76355)

A health fee is charged to all students for operation of the Student Health Centers as authorized. 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
- Students who are taking Fire 98, per memorandum of understanding

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 (Education Code Section 76375 and Title 5 Section 58510)

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.

Transcript/Student Record Fee (Education Code Section 76223)

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.

(See the Palomar Class Schedule for exact fee amount)

OTHER FEES INCLUDE:

Parking Fee (Education Code Section 76360)

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.

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 (CCCCO Student Fee Handbook)

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

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 procedure, a special part-time student is a student who registers in 11 units or less 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)

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 (formerly known as 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.

The following students are exempt by law:

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

Also see BP 5030 Student Fees, AP 5031 Instructional Materials, BP/AP 5200 Student Health Services, BP/AP 4070 Course Auditing and Auditing Fees, and BP/AP 6750 Parking.

Office of Primary Responsibility: Enrollment Services

Approved: 4/8/08;

Revised: 12/6/11; 5/16/17; 5/25/20; 3/16/21;
6/9/26

*(Replaces former Palomar College Procedures
5300 and all previous versions of AP 5030)*