BP 5030 FEES

References:
Education Code Sections 76141, 76142, and 76300 et seq.

The Board of Trustees 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 catalog and schedules of classes.

Community Service Fee (Education Code Section 78300): The District shall charge each student enrolled in community service classes a fee not to exceed the cost of maintaining community service classes.

Credit by Examination Fee (Title 5 Section 55753): The District shall charge a reasonable fee for credit by examination which shall be the per unit enrollment fee established by Education Code Section 76300.

Enrollment Fee (Education Code Section 76300): Each student shall be charged a fee for enrolling in credit courses as required by law. Special part-time students who are concurrently enrolled in grade 12 or lower as described in Education Code Sections 76001 and 48800 et seq. are exempt from paying enrollment fees.

Fee Refunds (Title 5 Section 58509: Education Code Section 66700): The refunding of various fees shall be in accordance with the law and AP 5030 titled Fees.

General Education Diploma (GED) Administrative Testing/Retesting Fee: The District shall charge a GED Testing/Retesting Fee not to exceed the cost of administering the GED Exam.

Health Fee (Education Code Section 76355): All students shall be charged the health fee equally, including full and part-time students, provided for in law and as approved by the Board of Trustees. Students who depend exclusively upon prayer for healing in accordance with the teachings of bona fide religious sect shall be considered for an exemption of this fee.

International Student Application Processing Fee (Education Code Section 76142): The District shall charge students who are both citizens and residents of a foreign country a fee to process their application for admissions.

International Students/Resident Capital Outlay Fee (Education Code Section 76141): The District may charge non-resident students who are both citizens and residents of a foreign country a capital outlay fee. The amount of the fee may not exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the actual full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the non-resident tuition fee.
**Instructional Materials Fee** (Education Code Section 76365; Title 5 Sections 59400 et seq.): Students may be required to pay a fee for 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.

**Parking Fee** (Education Code Section 76360): Each student purchasing a parking permit shall be charged a Board approved fee. At the Board’s discretion, parking fees for non-students parking on District property may be assessed.

**Physical Education Facilities** (Education Code Section 76395): Where the District incurs additional expenses because a physical education course requires the use of 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.

**Refund Processing Fee** (Title 5 Section 58508): The District shall retain the maximum amount as prescribed in Title 5 Section 58508 for the processing of refunds.

**Returned Check and/or Declined Credit Card Fee**: The District shall charge a fee not to exceed the cost for processing and administering a returned check and/or declined Visa or Master Card.

**Student Representation Fee** (Education Code Section 76060.5): Students may be charged a fee per semester to be used to provide support for student government affairs representation. Students may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusals in writing to the Director of Student Affairs.

**Transcript Fee/Verification of Enrollment** (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 a 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 student records or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

*Also see BP 5020 titled Non-resident Tuition and BP 4400 titled Community Service Programs*

**Date Adopted:** April 20, 2010

(Replaces College of Marin Policies 6.0011, 3.0041, and 3.0045)