

# ADMINISTRATIVE REGULATION 5030

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

## STUDENT FEES

### I. STUDENT FEES ALLOWED AND PROHIBITED

The District shall charge the following fees required by law or authorized by statute:

#### A. Required fees include:

1. Enrollment
2. Nonresident tuition (See Board Policy and Administrative Regulation 5020-*Nonresident Student Tuition*)
3. Student Representation fee (may opt out)

#### B. Fees authorized by law or regulation include:

1. Not-for-credit courses
2. Community service courses
3. Instructional materials
4. Health (See Board Policy and Administrative Regulation 5200-*Student Health Services*)
5. Parking Permits (See Board Policy and Administrative Regulation 6750-*Traffic and Parking Regulations*)
6. Associated student body (Student activities)
7. Copies of student records (e.g. transcripts)
8. Child care
9. Nonresident capital outlay (See Board Policy and Administrative Regulation 5020-*Nonresident Student Tuition*)
10. International student medical insurance
11. Credit for Prior Learning
12. Library fines

The District shall not charge any of the following fees:

#### C. Prohibited fees include:

1. Late application
2. Add/drop

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3. Mandatory student activities
4. Mandatory student identification cards
5. Student Body Organization
6. Nonresident application
7. For dependents of certain veterans
8. For dependents of certain victims of the September 11, 2001, terrorist attacks
9. For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor
10. For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California
11. For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions
12. Required of funded services
13. Refundable deposits
14. Distance education (other than the statutorily authorized enrollment fee)
15. Mandatory mailings
16. Mandatory fee for use of practice rooms
17. Apprenticeship courses
18. Technology fee
19. Late payment fee
20. Nursing/healing arts student liability insurance
21. Cleaning
22. Breakage
23. Test proctoring

**Waiver of Fees**

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 if collecting the enrollment fee would cause the student undue hardship.

**II. DEFINITIONS**

A. Enrollment Fee: a per unit fee established by statute for enrollment in a credit course at a community college. Enrollment fees shall be charged and shall be paid by all students except those specifically exempted by State law.

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- B. Nonresident Tuition and Capital Outlay Fee: a per unit fee to cover the cost of instruction for nonresident students based on standards and criteria established by the State. Nonresident tuition and capital outlay fees shall be charged for all units in which a nonresident student enrolls, except for those classes that are not eligible for State apportionment as determined by the Office of Instruction. Fractional units shall be rounded off to the nearest half unit for determining the amount to be charged. The nonresident tuition and capital outlay fee rates shall be established for the fiscal year in which the term or session ends. Nonresident tuition is paid in addition to enrollment fees.
- C. Health Fee: a fee, established by the State, to cover the costs of health supervision and services, or the operation of a student health center or centers. A student health fee will be charged upon registration, for both full and part-time students, unless the students are exempted by law.
- D. Instructional Materials Fee: a fee to cover the cost of instructional and other materials required for a credit or noncredit course where the student does not wholly consume, use up, or render valueless the material. The materials must have continuing value outside of the classroom setting. See Board Policy 5031 – *Instructional and Course Materials Fees* for more information on instructional materials fees.
- E. Refund: the process of returning to the student a portion of the tuition or fees previously paid in accordance with District policy.
- F. Nonresident: the residence classification assigned to out-of-state students and certain foreign students in accordance with California Code of Regulations, Title 5.
- G. Student Activities Fee: a charge for participation in, and/or access to, certain activities. This fee is for the support of student facilities and equipment involved with the newspaper, student activities, athletics programs, forums, events, clubs, and intramural sports. The purchase of a student activities fee is optional each semester.
- H. Parking Permits: a fee charged for authorization to park motor vehicles in designated areas on District property.
- I. Student Representation Fee: a fee charged to support advocacy efforts by the associated student body organizations on behalf of students at the federal, state, or local level. The purchase of the student representation fee is optional each semester.
- J. Transcript: the student’s official permanent record showing all courses taken, all grades received, all honors received, and degrees conferred to a student. Each student who completes work at the college is entitled to two copies of transcripts or two verifications without charge. Additional copies may be obtained at a reasonable charge as stated in the college catalog and other electronic publications.

III. RESPONSIBILITIES

- A. The Vice President for College Administrative Services at each college shall be responsible for the following:
  - 1. In consultation with District Fiscal Services, recommending to the president the appropriate rate of nonresident tuition, parking permit fees, and health fees.

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2. Refunding of all student fees in accordance with these regulations.
  3. Collecting and depositing fees.
- B. The Vice President for Instruction shall be responsible for:
1. Recommending to the president the appropriate instructional materials fees.
  2. Recommending to the president the appropriate fee structure for overdue library materials.
- C. The Vice President for Student Services shall be responsible for the following:
1. In consultation with the Associated Student Body Cabinet, recommending to the president the appropriate student activities fee.
  2. In consultation with the Vice President for Instruction, recommending to the president the appropriate consideration of fee waivers for part-time special admit, K-12 dual enrolled students.
  3. Student records fees.

IV. INDEBTEDNESS

In the event a student becomes indebted to the District for any reason, the college may deny further enrollment of the student and refuse to release information to potential employers or other agencies until all indebtedness has been cleared.

V. STUDENT FEE REFUNDS

A. Enrollment Fees, Nonresident Tuition, and Capital Outlay Fees:

Full refunds for enrollment fees, nonresident tuition, and capital outlay fees may be requested and granted, or automatically issued by the college, under the following conditions:

1. Program changes made during the first two weeks of instruction of a regular scheduled semester, or the ten percent point of a short-term course, that result in a net reduction in enrollment fees due.
2. A member of an active or reserve United States military service who has withdrawn from courses due to military orders for courses receiving an MW grade. (Refer to Administrative Regulation 4230 – *Grade Point Average and Academic Record Symbols*)
3. The cancellation of a class.
4. The student fails to meet a prerequisite.
5. Changes in law or regulation authorizing and establishing fees.
6. Fees collected in error.
7. The college is closed or unable to provide all or substantially all of the instruction in the course or courses in which the student is enrolled due to fire, flood, or other conditions defined in California Code of Regulations, Title 5, Section 58146.

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B. Health Fee, Instructional Materials, Parking Permits:

If the student drops all classes and is eligible for a full refund as outlined in V.A. above, the student will be entitled to a refund of the health fee, instructional materials (pursuant to Board Policy 5031 – *Instructional and Course Materials Fees*), and the parking permit. If a physical permit has been issued, the student must return it to the Saddleback College Campus Police Department or the Irvine Valley College Campus Police Department in order to receive a refund.

C. Associated Student Body:

These fees will be 100 percent refunded only upon total withdrawal of the student from the college within the refund/transfer period as defined in V.A. above. After this time there is no refund. Refunds will be issued at the Student Payment Office/Services only upon authorization from the respective Associated Student Government (ASG) office.

D. Community Services Fees:

Refunds for classes and activities scheduled under Community Services will be made for classes canceled by the District or those already filled to capacity. A student who wishes to transfer may do so without penalty prior to the start of the class. For withdrawal from a course, the student will receive a full refund if the withdrawal request is received one week prior to the start of the class for which the student is registered. No refunds will be made after that time.

VI. TRANSFER

- A. Nonresident tuition, instructional materials, and enrollment fees may be transferred from class to class or refunded during the refund period as defined in V.A. above.
- B. After the refund period, nonresident tuition, enrollment fees, and instructional materials fees will not be refunded or transferred from class to class.

VII. RETURN TO TITLE IV (FINANCIAL AID)

The District follows the federal regulations on the return of Title IV funds. The District will calculate how much Title IV aid has been earned by the student based upon the period of attendance. The unearned portion of the Title IV aid will be returned to the Department of Education by both the District and the student as determined by the calculation within the required timeframes in accordance with all applicable federal and state regulations.

VIII. FEE EXEMPTIONS FOR K-12 DUAL ENROLLMENT STUDENTS

- A. An enrollment fee waiver will be applied to:
  - 1. All K-12 students admitted as special part-time students (but not special full-time students); and
  - 2. Special full-time or part-time students enrolled in college courses only for high school credit.
- B. A nonresident fee waiver will be applied to:

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1. Nonresident special part-time K-12 dual enrollment students who are actively participating in a college and career access pathways partnership (CCAP) program as established through a memorandum of understanding between the District and a K-12/secondary school district, and

2. Nonresident minor students taking a class for high school credit only.

Apportionment claimed for nonresident fee exempted students will be done in accordance with current laws and regulations.

- C. A health fee exemption will be applied to special part-time K-12 dual enrollment students who are actively participating in a CCAP program established through a memorandum of understanding between the District and a K-12/secondary school district.
- D. A credit by examination fee exemption will be applied to K-12 students participating in credit by exam as established through an articulation agreement between the District and a K-12/secondary school district.

**IX. APPEAL FOR EXTENUATING CIRCUMSTANCES**

The appropriate administrator shall be responsible for adjudicating all appeals as indicated below:

- A. Dean of Enrollment Services – Nonresident tuition, capital outlay fees, instructional materials fees, and enrollment fees.
- B. Assistant Dean of Students at Irvine Valley College and Director, Student Life at Saddleback College – Associated Student Body fees.
- C. Chief of Police – Parking permits.
- D. Director of Health and Wellness Center – Health fees.
- E. Dean of Career and Continuing Education and Integrated Design at Irvine Valley College and Executive Dean, Extended Learning at Saddleback College – Community Services fees.

**X. EXCEPTIONS**

Exceptions, as authorized by law, to these regulations shall be established and administered by the Dean of Enrollment Services.

*References:*

*California Education Code, Sections 66025.3, 66060, 68120, 68130.5, 70902(b)(9), 73365, 76060.5, 76140, 76141, 76223, 76300, 76300.5, 76355, 76358, 76360, 78300, 79121, 81457, and 81458*  
*Title 5, Sections 51012, 54070, 54805, 55050, 58146, 58500, 58501, 58629, 59400, and 59408*  
*ACCJC Accreditation Eligibility Requirement 20*  
*California Community Colleges Chancellor’s Office (CCCCO) Student Fee Handbook*

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