

**BP 5030 STUDENT FEES****References:**

Education Code Sections 76300 et seq. and other references cited below  
ACCJC Accreditation Standard I.C.6

The Board of Trustees authorizes the fees indicated below. The Chancellor 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 District's catalog, the schedule of classes and on the District's website ([www.rccd.edu](http://www.rccd.edu)).

**Enrollment Fee:**

Each student shall be charged a fee for enrolling in credit courses as required by law.

Non-resident tuition shall be paid in full at the time of registration with these permissive exemptions (Education Code Sections 76140 and 76140.5):

- All non-resident students enrolling for 6 or fewer units;
- A student who is a citizen and resident of a foreign country who demonstrates financial need.

**Auditing Fees:**

Persons auditing a course shall be charged a per unit, per semester fee, not to exceed the maximum fee allowed by Education Code, Section 76370. The fee amount shall be adjusted proportionally based upon the term length. 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.

**Health Fee:**

The District will charge the maximum allowable fee as approved by the State Chancellor's office in accordance with the Education Code, unless otherwise indicated by financial activity review or directed by the Board of Trustees. The Board of Trustees and the Associated Student Body government will be notified of changes in the maximum allowable fee prior to implementation.

**Parking Fee:**

Students shall be required to pay a fee for parking services, in an amount not to exceed the maximum allowable fee per semester or intersession, pursuant to Education Code, Section 76360(a)(1).

Instructional Materials:

Education Code and 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.

Physical Education Facilities:

Education Code Section 76395

The District will impose a fee on participating students for the additional expenses incurred when kinesiology courses necessitate use of non-District facilities. These additional fees will not be assessed unless such assessment would occur on all District campuses. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District. Where kinesiology courses include charges made to individual students by non-District facilities, students will pay those individualized costs independent of the District.

Transcript Fees:

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 Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two (2) transcripts of students' records, or for two (2) verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students 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 his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

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Date Adopted: August 21, 2007

Revised: June 16, 2015

Replaces Policy 6042

Revised: December 13, 2016

## **AP 5030 STUDENT FEES**

### **References:**

Education Code Sections 70902(b)(9), 76300, 76003.5 and 66025.3;  
Title 5 Section 51012;  
State Chancellor's Office Student Fee Handbook;  
ACCJC Accreditation Standard I.C.6

### **Required fees include:**

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

- Students qualifying for a Board of Governor's Waiver are exempt from paying enrollment fees.
- Specially enrolled part-time students (attending elementary, middle school or high school and college concurrently) may be exempt from paying the enrollment fee.

Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5:

- All nonresident students enrolling for 6 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 non-immigrant aliens under 8 U.S.C. 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 Chancellor or designee 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 her/her immigration status, or will file an application as soon as he or she is eligible to do so.

Nonresident tuition. However, the District may exempt a nonresident student who is a citizen and resident of a foreign country who demonstrates financial need. (Education Code Sections 76140 and 76140.5) (See also Administrative Procedure 5020, titled Nonresident Tuition).

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)\*\*
- Non-credit 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 59400-59408)\*\*
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with CSU or UC (Education Code Section 66753)
- Health (Education Code Section 76355)\*\*
- Parking (Education Code Section 76360)\*\*
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801-54805)
- 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 by Examination (Education Code Section 76300; Title 5 Section 55753)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

\*\* Fees charged RCCD students

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Mandatory Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- 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)
- 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)
- Mandatory Fee for use of Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Mandatory 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) Announcement of Fees

All student fees shall be printed in the College Catalog, the Schedule of Classes and on the RCCD Web site (<http://www.rccd.edu/services/admissions/fees.cfm>).

All fees are set in accordance with the California Education Code and Title 5 Regulations.

### Fee Amounts

- A. Enrollment Fee (per unit) — Set by state legislation (subject to change)
- B. Health Fee

The District will charge the maximum allowable fee as approved by the State Chancellor's office in accordance with the Education Code, unless otherwise indicated by periodic financial activity review or directed by the Board of Trustees. Students receiving a Board of Governor's Waiver are NOT exempt from paying the Health Fee.

- C. Nonresident Tuition (per unit) \$246  
(International students pay both the enrollment fee - \$46 and nonresident tuition - \$200)

D.	International Student Surcharge Fall/Spring/Summer (per unit/per semester)	\$36
E.	Student Services Fee (This fee supports such areas as student ID Card, scholarships, college lectures, admission to college events, intramural activities, journalism, music, theater arts, athletics, fine arts, college orientation programs, student government and other co-curricular activities.)	
	Fall/Spring Semesters (per semester) (Eff. Fall 2013)	\$15
	Winter Session	\$2
	Summer Session	\$2
F.	Parking Fee	
	Fall/Spring – Auto (regular)	\$50
	Fall/Spring – Auto – Financial Aid Students California Board of Governor Grants (BOGG)	\$30
	Fall/Spring – Motorcycle	\$15
	Summer– Auto (regular)	\$25
	Summer – Auto – Financial Aid Students Qualifying for Federal Title IV funds And California Board of Governor Grants (BOGG)	\$25
	Summer – Motorcycle	\$10
	Shipping & Handling Fee For Permits Issued Through Web Advisor	\$3.45
G.	Student Photo Identification Card	No Charge*
	*There will be no charge for the initial card or a second card in the case of lost or stolen cards. However, there will be a \$5.00 charge for a third replacement card. After the third card, students will be issued a paper ID card.	
H.	International Student Application Processing Fee	\$50
I.	Transcripts	
	Official Transcript – Each copy *	\$7
	Rush Services (24 hours, additional service fee)**	\$10
	On Demand Services (10-15 minutes, additional service fee)**	\$13
	Unofficial transcript (can be printed free on Web Advisor)	\$1

\*No charge will be made for furnishing the first two official transcripts of student's records.

\*\*Rush and On Demand Services requests for the third transcript include both the transcript fee and additional service fee.

J. Enrollment Verification Fee *	\$2
*No charge will be made for furnishing two verifications of student's enrollment.	
K. Duplicate Diploma	\$2
L. Transportation Fee – 6 or more units	\$5.50
Under 6 units	\$5.00
Fees are charged for each of the fall, spring & summer semesters (These fees apply to students at Moreno Valley College (BCTC students are exempt) and Riverside City College)	
M. NSF (returned) Checks/Stop Payment Fee	\$20

### Collection of Fees

Fees will be collected once students have registered. Students will not be dropped for non-payment after instruction has begun. (CCC Chancellor's Office, Legal Opinion O 04-14) Students with outstanding fees will have a hold put on their record; they will not be able to register for classes, receive unofficial or official transcripts until the fees are paid. Checks returned by a student's bank for any reason will result in cancellation of enrollment and a "returned check" fee.

### Refunds

#### A. Refund Deadlines per Title V Regulations

RCCD shall refund any enrollment fee paid by a student for withdrawal from a class during the first two weeks of instruction for full-term 16 week courses and at the 10 percent (10%) point of the length of the course for a short-term course.

#### B. Enrollment, Student Service, Health, Parking and International Student Surcharge Fees

Students who withdraw or are dropped from all classes prior to the refund deadline shall be eligible for a 100% refund of all fees.

Students who partially withdraw or are dropped from courses prior to the refund deadline will be eligible for a refund of only the enrollment fees paid for the courses from which they are withdrawing.

## Responsibility

The Vice Chancellor, Educational Services & Strategic Planning, in cooperation with the Vice Chancellor of Business and Financial Services, shall be responsible for the implementation of all procedures regarding the assessment of student fees and exemptions per the Education Code.

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning  
Vice Chancellor, Business and Financial Services

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(Replaces Regulation 6042)  
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