

ADMINISTRATIVE PROCEDURE 5030 STUDENT FEES

- I. AC Transit EasyPass
 - A. In accordance with California Education Code Section 76361, the Peralta Community College District may establish a transportation fee if the majority of the students vote that all students will pay.
 - B. Proposition A, which was passed in the May 2009 student elections, requires all full time Peralta students carrying nine or more units to pay an AC Transit EasyPass bus pass fee, thereby making them eligible to receive an AC Transit EasyPass bus pass. The AC Transit EasyPass allows students to ride all AC Transit bus lines, including local and Transbay services, for the semester.
 - C. The fee schedule is as follows:
 1. Fall 2009-Spring 2012: \$62 per student annually (\$31 per semester)
 2. Fall 2012-Spring 2015: \$72 per student annually (\$36 per semester)
 3. Fall 2015-Spring 2016: \$82 per student annually (\$41 per semester)
 - D. Students exempt from the AC Transit Easy Pass include:

Contract education students enrolled in non-apportionment courses
 - E. This fee is refundable if the student drops below 9 units on or before the last day to drop regular session credit classes.
- II. Campus Center Use
 - A. In accordance with California Education Code Section 76375, the Peralta Community College District may establish a Campus Center use fee to students for the purpose of operating a student body center.
 - B. The current fee is \$2 per semester per campus.
 - C. In accordance with Title 5, section 58510, the fee is subject to change only after a favorable vote of two-thirds of the students voting in a student election.
 - D. Students exempt from the Campus Center Use fee include:
 1. Student enrolled in non-credit courses
 2. Recipients of Temporary Assistance to Needy Families (TANF), SSI/SSP, or general assistance.
 3. Contract education students enrolled in non-apportionment courses
 - E. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes.
- III. Capital Outlay
 - A. In accordance with California Education Code Section 76141, the Peralta Community College District may establish a Capital Outlay fee to nonresident students who are both citizens and residents of a foreign country.
 - B. The current fee is \$6 per unit, not to exceed \$144 in an academic year.
 - C. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes
- IV. Enrollment
 - A. In accordance with California Education Code Section 76300, students enrolling at the Peralta Community College District will be charged an enrollment fee as established periodically by the State of California
 - B. The current fee is \$46 per unit. The fee is subject to change by the state legislature and applies to credit courses only
 - C. Students exempt from the Enrollment fee include:
 1. Students who meet the criteria for the Board of Governor's Fee Waiver
 2. Special Part Time High School students enrolled in 11 units or less
 3. Student enrolled in an approved apprenticeship program
 4. Contract education students enrolled in non-apportionment courses
 - D. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.

- E. Students who fail to pay the enrollment fee or non-resident tuition by two weeks before the semester start date shall be dropped from their classes for non-payment of fees. Students who enroll in classes subsequent to two weeks before the semester start date, but do not pay the enrollment fee, will be subjected to the penalties described in Board Policy 5035 as of the first day of classes. The only possible exemptions from the mandatory drop and/or penalties for non-payment are listed in section IV.C above and section XII below.
- F. The Vice Chancellor Finance and Administration is authorized to participate in the state Chancellor's Tax Offset Program (COTOP) in order to recover outstanding student debts.

V. Health Fee

- A. In accordance with California Education Code Section 76955, the Peralta Community College District may establish a student health fee.
- B. The current fee is \$18 per Fall and Spring semester and \$15 per Summer semester. The fee is subject to increase by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever the calculation produces an increase of \$1 above the existing fee, the fee may be increased by \$1.
- C. Students exempt from the Health fee include:
 - 1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization (documentation required)
 - 2. Students who are attending college under an approved apprenticeship training program
 - 3. Contract education students enrolled in non-apportionment courses
- D. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes

VI. International Application Fee

- A. In accordance with California Education Code Section 76142, the Peralta Community College District may establish an International Application Fee
- B. The application fee is due and payable with submission of an application for admission into one of the Peralta Community College District's Colleges by an international applicant.
- C. This fee is non-refundable

VII. Non Resident Tuition (Out of State and/or International)

- A. In accordance with California Education Code Section 76140, the Peralta Community College District is required to charge Non Resident Tuition to students classified as a non-residents.
- B. Non Resident Tuition will be set by the Board of Trustees no later than February 1 for the succeeding fiscal year. The fee will be calculated by a formula in accordance with the Education Code and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education. The nonresident tuition fee thus established will be published in the College catalog and Schedule of Classes.
- C. The current fee is \$190 per unit. The fee is subject to change by the state legislature and applies to credit courses
- D. Students exempt from Non Resident Tuition include:
 - 1. California State Residents
 - 2. Students taking noncredit courses
 - 3. Students who are members of the armed forces of the United States stationed in this state on active duty
 - 4. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces.
 - 5. Students enrolled in an approved apprenticeship program
 - 6. Contract education students enrolled in non-apportionment courses
 - 7. Students who attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an

application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Education Code 68130.5).

- E. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.

VIII. Parking Fee

A. In accordance with California Education Code Section 76360, Peralta Community College District may establish a Parking fee

B. The fee schedule is as follows:

1. \$2 per day (exact change only)
2. A student decal for enrolled/registered students may be required
3. \$40 permit per Fall and Spring semester for students enrolled in less than 9 units
4. \$29 permit per Fall and Spring semester for students enrolled in 9 units or more
5. \$20 permit per Fall and Spring semester for low-income students.

A low income student is defined as a person who demonstrate(s) financial need under federal standards or income standards established by the Board of Governors and students receiving benefits under the Temporary Assistance to Needy Families Program (formerly Aid to Families with Dependent Children), the Supplemental Security Income/State Supplemental Payment Program or a general assistance program. Students with BOG waivers are considered low income students.

6. \$20 permit per Summer semester for all students
7. \$10 permit per Fall and Spring semester for students with motorcycles
8. \$5 for permit per Summer semester for students with motorcycles

IX. Refund Processing Fee

In accordance with Section 58508 of title 5 of the California Code of Regulations, the Peralta Community College District may retain a maximum \$10 from enrollment fees as a refund processing fee

X. Transcript Fee

A. In accordance with California Education Code Section 76223, the Peralta Community College District is authorized to charge a Transcript Fee for furnishing copies of student records.

B. Students must pay all outstanding debts to the college prior to release of transcripts, including fees owed for the current semester.

C. Transcripts are ordered:

1. In person at the campus Admissions & Records offices
2. In person at the District Admissions & Records office.
3. Online via TranscriptsPlus@,
4. By Mail. Students can fill out a transcript request form available on Admissions & Records website and mail the request with payment to any Admissions & Records Office.

D. The transcript fee schedule is as follows:

1. First 2 transcripts are free or at no charge
2. Additional transcripts (3rd transcript and subsequent transcripts) are \$6 per transcript.

E. Expediting fees are optional but will be charged in addition to the transcript fee if the student requests expedition. The following expediting fee schedule includes the \$6 transcript fee when applicable:

1. Rush order
 - a. First 2 transcripts, \$4 per transcript
 - b. Third transcript or subsequent, \$10 per transcript
2. Same Day
 - a. First 2 transcripts, \$19 per transcript
 - b. Third transcript or subsequent, \$25 per transcript.

- F. Once ordered, transcripts are available within 7-10 business days unless expedition is requested. Expedited orders are as follows:
 - 1. Rush orders are mailed to the recipient within 3-5 business days or available for pick up within 2 business days.
 - 2. Same day orders are available within 2 hours.
 - 3. Same day orders can only be requested in person at the District Admissions and Records Office.
- G. Delivery fees are optional but will be charged in addition to the transcript fee if the student requests transcript expedited delivery via TranscriptsPlus®. The following delivery fee schedule via Federal Express includes the \$6 transcript fee when applicable.
 - 1. Federal Express domestic delivery to main 48 states
 - a. First 2 transcripts, \$16.50 per transcript
 - b. Third transcript or subsequent, \$22.50 per transcript
 - 2. Federal Express domestic delivery to Alaska or Hawaii
 - a. First 2 transcripts, \$19.50 per transcript
 - b. Third transcript or subsequent, \$25.50 per transcript
 - 3. Federal Express international delivery, \$35.50 per transcript
 - a. First 2 transcripts, \$35.50 per transcript
 - b. Third transcript or subsequent, \$41.50 per transcript

XI. Other Fees as allowable by Law. Material Fees are described in AP 5031.

XII. Installment Payment Plan

- 1. Students in the Peralta Community College District, who have paid all financial obligations from previous terms, may opt to pay their non-resident tuition or enrollment fee through an installment payment plan.
- 2. Students are required to pay at least the first \$25 of their enrollment fee or non-resident tuition and complete a installment payment plan prior to enrollment in classes.
- 3. New foreign students are required to pay at least the non-resident tuition for 12 units plus all other required fees for both the fall & spring semesters prior to enrollment in their first year classes.
- 4. The payment plan will be interest free.
- 5. The payment plan will include the specific amount and due date for each installment. All of the payments will be completed within the term for which the enrollment is made.
- 6. Failure to make timely payments will subject the student to the penalties described in Board Policy 5035.

Reference:
Title 5 Section 55007

Approved by the Chancellor: October 18, 2012