

**ADMINISTRATIVE PROCEDURE
5030 STUDENT FEES**

I. 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.
 4. All special admit students (see AP 5011);
- E. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes.

II. Student Representation Fee (Education Code Section 76060.5)

A. A student representation fee of \$2 per College, per semester, for each enrolled student, shall be used to provide support for student governmental affairs representation (\$1) and for the Student Senate of the California Community Colleges (\$1). A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing. The Chief Business Officer of the District shall have custody of the money collected pursuant to the Education Code, and the money shall be disbursed for the purposes described above upon the order of the Associated Student Government. The student representation fee authorized by Education Code may be terminated by a majority vote of the students voting in an election held for that purpose. The election shall be called and held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college.

- B. Students exempt from the Student Representation Fee include:
1. Special admit students (see AP 5011).
 2. Students who are only enrolled in non-credit courses.

C. This fee is refundable on or before the last day of the term for which the fee is charged.

III. Capital Outlay

- A. In accordance with California Education Code Section 76141, the Peralta Community College District may establish a Capital Outlay fee for students who are not California Residents. As of Fall 2018 the fee is \$7 per unit.
- B. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes. There will be no refunds after this date.

IV. Enrollment

- A. In accordance with California Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509, 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 California College Promise Grant and Special admit-students (see AP 5011);
 2. Student enrolled in an approved apprenticeship program;
 3. Contract education students enrolled in non-apportionment courses; and
 4. Students who are only enrolled in non-credit 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 subject 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 of 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;
 - 4. Special admit students enrolled in 11 to 15 units or less (see AP 5011); and
 - 5. Students who are only enrolled in non-credit 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 \$50 fee is non-refundable.

VII. International Student Health Insurance Fee

- A. In accordance with California Education Code Section 70902(b)(9), the Peralta Community College District may establish a health insurance fee for nonresident students who are both citizens and residents of a foreign country.
- B. All international students with an F-1 Status will be automatically enrolled in the Peralta International Student Health Insurance Plan.
 - 1. Students engaged in Post-Completion Optional Practical Training (OPT) have the option to opt into the health insurance plan. These students are required to enroll directly with the health insurance provider for the months in which they are applying and approved for Post-Completion OPT.
 - 2. The Office of International Education will have this information and forms available on its website.
- C. The current fees are posted in the class schedule and on the Office of International Education's website. Fees are subject to change per contract renewal.
- D. This fee is only refundable if students have pre-existing health coverage through a governmental agency in their country of residency.
- E. Students must pay the International Student Health Insurance fee prior to enrollment in a payment plan. Students cannot include this fee in a payment plan.

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

- A. In accordance with California Education Code Section 76140 and 7600.5, Title 5 Sections 58500 and 58509, the Peralta Community College District is required to charge Non-Resident Tuition for students classified as 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 non-resident tuition fee thus established will be published in the College catalog, Schedule of Classes, and online.
- C. As of Fall 2021, the fee is \$307. 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).
 8. Any student who meets the following requirements:
 - (a) demonstrates financial need;
 - (b) has a parent who has been deported or was permitted to depart voluntarily;
 - (c) moved abroad as a result of that deportation or voluntary departure;
 - (d) lived in California immediately before moving abroad;
 - (e) attended a public or private secondary school in the state for three or more years; and
 - (f) upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
- E. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.

IX. 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 6 units;
 4. For students enrolled in 6 units or more, the parking fee is as follows:
Fall 2019 – Spring 2020: \$27.21
 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. \$20 permit per Summer semester for all students;
6. \$10 permit per Fall and Spring semester for students with motorcycles; and
 7. \$5 for permit per Summer semester for students with motorcycles.

X. 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 of \$10 from enrollment fees as a refund processing fee.

XI. 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;
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. Pick-Up in District Admissions Office
 - a. First 2 transcripts, \$6 per transcript
 - b. Third transcript or subsequent, \$12 per transcript
2. Same Day Transcripts
 - a. First 2 transcripts, \$19 per transcript
 - b. Third transcript or subsequent, \$25 per transcript.

F. Once ordered, transcripts are mailed within 2-5-business days unless expedition is requested. Records prior to Fall 1970 may take up to 15 business days for processing.

Expedited orders are as follows:

1. Pick-Up in District Admissions Office orders are 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. Express shipping is optional and only available with online ordering via TranscriptsPlus®. The following fees will be charged in addition to the transcript fees if the student requests express delivery via Federal Express.

1. Federal Express domestic delivery to main 48 states
 - a. \$20.00 per order
2. Federal Express domestic delivery to Alaska or Hawaii
 - a. \$23.00 per order
3. Federal Express international delivery
 - a. \$43.00 per order

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

XIII. 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 to collect the enrollment fee would cause the student undue hardship.

XIV. Installment Payment Plan

1. Students in the Peralta Community College District may opt to pay their non-resident tuition or enrollment fee through an installment payment plan.
2. Students who owe fees from the current or previous terms may opt to pay these fees through an installment payment plan. Students are required to pay at least \$25 of their owed fees and develop an installment payment plan prior to enrolling in classes. Students can only participate in one payment plan. *This language is taken from what is stated in the current class schedules.*
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 and 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.

References:

Title 5 Section 51012, 58520, and 58629
Education Code Section 66025.3, 68120, 70902(b)(9); 76300; 76300.5
California Community College Chancellor's Office Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Approved by the Chancellor: October 18, 2012
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Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: February 11, 2016
Revised and approved by the Chancellor: June 14, 2016
Revised and approved by the Chancellor: September 28, 2016
Revised and approved by the Chancellor: January 9, 2017
Revised and approved by the Chancellor: March 6, 2017
Revised and approved by the Chancellor: May 3, 2017
Revised and approved by the Chancellor: November 16, 2018
Revised and approved by the Chancellor: May 21, 2019
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