
**Kern Community College District
Administrative Procedure
Chapter 5 – Student Services**

AP 5030 Fees

Accreditation Related

References:

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

Note: This procedure is legally required.

Required fees include:

- Enrollment fees (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree pilot program fees (Title 5 Section 58520)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for six (6) or fewer units;
 - 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); or
 - All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101 subdivision (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 California Community Colleges Chancellor's Office 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 his/her/their immigration status or will file an application as soon as he/she/they is eligible.
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)

Fees authorized by law include:

- Non-District Physical Education facilities (Education Code Section 76395)
- Noncredit 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 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health fees (Education Code Section 76355)
- Parking fees (Education Code Section 76360)
- Transportation fees (Education Code Sections 76361 and 82305.6)
- Student Center fees (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Childcare (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional tape lease/deposit (Education Code Section 70902 subdivision (b)(9))
- Credit card use fees (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- 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)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- 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)

Students Exempted from Fees:

- 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)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)

Enrollment Fee – K-12 students admitted as special part-time students are exempt from paying the enrollment fee.

Prior to the last day of open registration, students may be dropped for non-payment of enrollment and tuition fees of \$200 or more, ten (10) days after the date that they registered for the particular course(s). Students whose unpaid enrollment and tuition fees are less than \$200 may have holds placed on their transcripts, grades, and diplomas until their enrollment fees are paid.

Beginning with the first day of the term, students owing \$200 or more will not be dropped for non-payment of enrollment fees; however, these students will have holds placed on their transcripts, grades, diplomas, and registration privileges until all fees are paid. Students whose unpaid fees are less than \$200 will have holds placed on their transcripts, grades, and diplomas until all fees are paid. Students unable to pay for tuition and fees are encouraged to contact the Office of Financial Aid to explore options for financial support.

Enrollment fee waivers will be granted according to law. The

following enrollment fee waivers are authorized by law:

1. Special full-time or part-time students enrolled in college courses only for high school credit are not subject to the enrollment fee, and no waiver or exemption is necessary;
2. Children or dependents of a deceased or disabled veteran [Education Code Section 66025.3(a)(2)(A)];
3. Apprentices in courses of supplemental or related instruction (Section 3074.7 of the Labor Code and Education Code Section 76350);
4. Recipients of benefits under the Temporary Assistance to Needy Families (TANF) program [Education Code Section 76300(g)(1)];
5. Recipients of benefits of Supplemental Security Income/State Supplementary program [Education Code Section 76300(g)(1)];
6. General Assistance program recipients [Education Code Section 76300(g)(1)];
7. Students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Title 5, Section 58620 and Education Code Section 76300 (g)(2);
8. California State University or University of California students enrolled in remedial classes provided by a community college district on a campus of the University of California or a campus of the California State University, for whom the District claims an attendance apportionment pursuant to an agreement between the District and the California State University or the University of California [Education Code Section 76300(e)(2)]. Any student who, at the time of enrollment, is a dependent, or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty and while in the active service of the State, was killed [Education Code Section 72252(h)], died of a disability resulting from an event that occurred while in the active service of the State, or is permanently disabled as a result of an event that occurred while in the active service of the State [Education Code Section 76300(h)];

9. Students enrolled in the non-credit courses designated by Education Code Section 84757 [Education Code Section 76300(e)(1)];
10. Students enrolled in credit contract education courses pursuant to Education Code 78021 [Education Code Section 76300(e)(3)];
11. A student who is the surviving spouse or the child, natural or adopted, of a deceased person who met all of the requirements of Education Code Section 68120 which refers to law enforcement officials killed in the performance of actual law enforcement or fire suppression duties. [Education Code Section 76300(i)];
12. A student who is a dependent of any individual killed in the September 11, 2001, terrorist attacks according to the stipulations of Education Code Section 76300(j)&(k);

Subsequent to 2004-05, GTO students enrolling at a California community college will have their enrollment fees waived if they can establish financial need according to the standards noted in Title 5, Section 58620. [Education Code Section 66744(a)&(b)]

Enrollment fees are due at the time of registration.

Enrollment Fee Refund

(1) The student shall be credited any excess enrollment fee computed based on units of current enrollment, if a student drops a course within:

- Two (2) weeks after the starting date of the semester for a semester length course, or
- A date calculated to be ten (10) percent from the starting date of a course other than semester length.

If a course is ten (10) days or less in length, the course must be dropped before the second (2nd) meeting to be credited a refund, computed based on units of current enrollment.

(2) If a class is cancelled or rescheduled, the student shall be credited any excess enrollment fee computed based on units of current enrollment.

(3) A student entitled to receive the enrollment fee refund shall be issued such refund by the end of the second consecutive semester of non-attendance (summer session is not considered a semester)

(4) In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, the entire enrollment fee shall be refunded, unless academic credit is awarded.

Course Audit Fee

Students auditing credit classes shall be charged a fee, except as excluded below in 'Waiver of Fees.'

A student in a course shall not be permitted to change enrollment from credit to audit or audit to credit.

Priority in class enrollment shall be given students desiring to take the course for credit.

A course audit shall be approved under only one of the following conditions:

Participation by audit serves a specific educational purpose necessary to achieve the student's educational goal

Participation by audit benefits other registered participants in performance arts or intercollegiate athletics courses.

The course instructor and College President or designee shall approve audit enrollments.

Student Body Operating and Building Fee

Bakersfield College may charge an annual building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing and operating a student body center. The fee shall not exceed one dollar (\$1.00) per credit hour for courses offered on the main campus up to a maximum of ten dollars (\$10.00) per student per fiscal year.

The following student body operating and building fee waivers are authorized by law:

- (1) Aid to Families with Dependent Children (AFDC) program recipients
- (2) Supplemental Security Income/State Supplementary program recipients
- (3) General Assistance program recipients
- (4) K-8 students who are taking classes
- (5) Students who are in apprenticeship programs

The following student body operating and building fee refund procedures shall apply:

- (1) The student shall be credited any excess student body operating and building fee based on the units or current credit enrollment, if a student drops a course within: Two (2) weeks after the starting date of the semester for a semester length course, or A date calculated to be within ten (10) percent from the starting date of a course other than semester length.
- (2) If a class is cancelled or rescheduled, the student shall be credited any excess student body operating and building fee computed based on units of current credit enrollment.
- (3) A student entitled to receive the student body operating and building fee refund must apply for the refund before the end of the second consecutive semester of non- attendance (summer session is not considered a semester) and shall use the appropriate campus refund request form.

- (4) If a student does not apply for the student body operating and building fee refund within the timeframe noted in number three (3) above, the available funds will revert to the District.
- (5) Exceptions to these procedures must be approved by the College President or designee.

Health Fee Guidelines Health Fee Refund

- 1) The student will be credited the health fee if all classes on the main campus are dropped and an enrollment fee credit is generated by a main campus class during the transaction.
- 2) A student entitled to receive the health fee refund must apply for the refund before the end of the second consecutive semester of non-attendance (excluding summer sessions) and shall use the appropriate campus refund request form.
- 3) If a student does not apply for the health fee refund within the time frame noted above, the available funds will revert to the District.

Health Fee Exemptions

The following Health Fee exemptions are authorized by law:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
2. Students who are attending a community college under an approved apprenticeship training program.

The following local exemptions also are authorized:

1. Students enrolled at campuses and centers where no health services are provided.
2. Students enrolled on weekends (only) when no health services are provided.

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 the collection of the enrollment fee would cause the student undue hardship.