
**Kern Community College District
Board Policy
Chapter 5 - Student Services**

BP 5030 Fees

Rely Primarily Upon the Advice and Judgment

Reference:

Education Code Sections 76300 et seq.;
Title 5 Section 58520;
ACCJC Accreditation Standard I.C.6

The Board of Trustees authorizes the fees herein. The Chancellor or designee 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. Fee amounts shall be published in the college catalog.

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law. Unless expressly exempted, or entitled to a waiver, all students enrolling in credit courses shall pay the enrollment fee established by law. K-12 students admitted as special part-time students are exempt from paying the enrollment fee.

Baccalaureate Degree Program Fees (Title 5 Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree program.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee of not more than \$15.00 per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged this fee to audit three (3) or fewer units per semester. (see BP/AP 4070 titled Auditing and Auditing Fees).

Health Fee (Education Code Section 76355)

Each College may charge a student fee for health services.

Health Fee examination will be granted according to law. See AP 5030 for Health Fee Exemptions and Refund Guidelines.

Parking Fee (Education Code Section 76360)

Colleges may assess a parking fee for services according to law. The fee may be assessed only to those students who use parking facilities.

To encourage ridesharing, a student may certify in writing at the time of payment of the fee that he/she/they regularly has two (2) or more passengers commuting with him/her/them.

Instructional Materials (Education Code Section 76365; 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)

Where the District incurs additional expenses because a Physical Education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a \$2 fee per semester to provide support for student governmental affairs representation. A student may refuse to pay the student representation fee. The community college shall provide the student with a means to refuse to pay the student representation fee on the same form that is used for collection of fees. Such form shall be as nearly as practical in the same form as the model prescribed by regulations of the Board of Governors of the California Community Colleges.

Student Transportation Costs (Education Code Section 76361)

Fees are not charged unless a vote of the students in accordance with the Education Code establishes otherwise.

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 or designee is authorized to establish the fee, which shall not 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 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/her/their application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor or designee. The fee shall not exceed the lesser of the actual cost of processing an application and other documentation required by the U.S. government, or up to one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Community Service Course Fee

Student fees for non-credit community service classes are authorized by the Board of Trustees. The fees are set by each College President at a level to be self- supporting.