

**Policy****5030 Fees**

The Board authorizes the following fees. 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 College catalogs.

**Baccalaureate Degree Pilot Program Fees:**

**Reference:** 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 pilot program.

**Course Auditing Fees:**

**Reference:** Education Code Section [76370](#)

Persons auditing a course shall be charged a fee not to exceed \$15.00 per unit per term. 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.

**Enrollment Fee:**

**Reference:** Education Code Section [76300](#)

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

**Health Fee:**

**Reference:** Education Code Section [76355](#)

The District shall charge each student a health fee as authorized by Education Code Section [76355](#).

The Chancellor shall present to the Board for approval a fee to be charged to each student for student health services.

**Instructional Materials Fee:**

**Reference:** Education Code Section [76365](#); Title 5 Sections [59400 et seq.](#)

Students may be required to provide necessary instructional and other materials for a credit or non-credit course.

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**International Students Application Processing Fee:**

**Reference:** Education Code Section [76142](#)

The District may charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor.

**Parking Fee:**

**Reference:** Education Code Section [76360](#)

Students shall be required to pay a parking fee as authorized by Education Code Section [76360](#). Parking permits are available at a daily rate or by semester.

The Board may require students in attendance and employees of the District to pay a fee, in an amount, not to exceed \$50 per semester and \$25 per intersession, to be established by the Board, for parking services.

**Physical Education Facilities Fee:**

**Reference:** 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 Activities Fee:**

**Reference:** California Community Colleges Chancellor’s Office Student Fee Handbook

The Associated Student organization at each college may charge students a student activity fee. By statute, the student activity fee is optional. The purchase of the student activity fee typically provides students with discounts or entry to college events and/or discounts with participating local businesses.

**Student Center Fee:**

**Reference:** Education Code Section 76375

A Student Center Fee is assessed for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center.

**Student Representation Fee:**

**Reference:** Education Code Section [76060.5](#)

Students will be charged a \$2 fee per semester to be used to provide support for student governmental affairs representation. Of that \$1 is used at the campus collected and \$1 will be used for the statewide student organization. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

**Transcript and Verification Fees:**

1 **Reference:** Education Code Section [76223](#)

2 The District shall charge a reasonable amount for furnishing copies of any student record  
3 to a student or former student. The Chancellor is authorized to establish the fee, which  
4 shall not to exceed the actual cost of furnishing copies of any student record. No charge  
5 shall be made for furnishing up to two transcripts of students' records, or for two  
6 verifications of various records. There shall be no charge for searching for or retrieving  
7 any student record.

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9 **References:**

10 Education Code Sections [76300 et seq.](#); [ACCJC Accreditation Standards I.C.6](#); Title 5 Section [58520](#)

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11 **Adopted:** June 28, 2004

12 **Revision Adopted:** ~~April 8, 2009, August 10, 2016, April 10, 2019~~, November 4, 2020

13 **Last Reviewed:** ~~August 10, 2016, April 10, 2019~~, November 4, 2020

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## Administrative Procedure

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### 5030 Fees

- I. All Students enrolled in credit or non-credit courses will be charged the State approved maximum health fee.
  - A. Exceptions by Education Code Section [76355](#):
    - 1. Indentured apprentice enrolled in apprenticeship classes only.
    - 2. Those who depend exclusively on prayer for healing (appropriate documentation must be filed with the Dean of Student Services).
  - B. College Exceptions:
    - 1. Those who are enrolled in short-term courses of 16 hours or less duration.
    - 2. Those who enroll in courses offered outside of the YCCD area.
    - 3. Off-Campus Contract Education Courses.
- II. Other Exceptions to this policy must be authorized by the College President.
- III. 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.
- I. Refund of Fees
  - A. When fees authorized or required by the Legislature are to be collected following registration by the student, the additional fees will be calculated and added to the student’s account. Students may access their account through various methods (i.e., online, in person, etc.) The student will be given an opportunity to drop the class (by an established deadline) in order to receive a credit to the student’s account.
  - B. If fees have been collected in error, the student’s account will be credited for the entire amount of the error.
  - C. All enrollment and tuition fees will be refunded if the District cancels classes.
  - D. Fees will be refundable because the student’s reduction in units or withdrawal from a class(es) if the student drops the course during the established refund period.

- 1 E. Fees will be refundable if there is a change in the law or regulation authorizing and establishing
- 2 enrollment fees.
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- 4 F. Students will be notified via the college catalog or class schedules of any exemptions of required
- 5 fees so that they can request consideration to have the fee waived in accordance with applicable
- 6 state regulations governing student fees.
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8 **References:**

9 Education Code Sections [66025.3](#), [68120](#), [70902 subdivision \(b\)\(9\)](#), [76300](#), and [76300.5](#); Title 5 Sections  
10 [51012](#), [58520](#), and [58629](#); [California Community Colleges Chancellor's Office \(CCCCO\) Student Fee](#)  
11 [Handbook](#); [ACCJC Accreditation Standard I.C.6](#)

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13 **Procedure Last Revised:** ~~April 11, 2007, August 10, 2016~~, April 10, 2019

14 **Last Reviewed:** ~~August 10, 2016~~, April 10, 2019