



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 required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student

1 outside the classroom and provided that such materials are not solely or exclusively
2 available from the District.

3
4 **Parking Fee:**

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

6 Students shall be required to pay a parking fee as authorized by Education Code Section
7 [76360](#). Parking permits are available at a daily rate or by semester.

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9 The Chancellor shall present for Board approval fees for parking for students.

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11 **Physical Education Facilities Fee:**

12 **Reference:** Education Code Section [76395](#)

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

17
18 **Student Activities Fee:**

19 **Reference:** [California Community Colleges Chancellor's Office Student Fee Handbook](#)

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

24
25 **Student Center Fee:**

26 **Reference:** Education Code Section [76375](#)

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

29
30 **Student Representation Fee:**

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

32 Students will be charged a fee per term to be used to provide support for student
33 governmental affairs representation. A student may refuse to pay the fee for religious,
34 political, financial or moral reasons and shall submit such refusal in writing.

35
36 **Transcript and Verification Fees:**

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

38 The District shall charge a reasonable amount for furnishing copies of any student record
39 to a student or former student. The Chancellor is authorized to establish the fee, which
40 shall not to exceed the actual cost of furnishing copies of any student record. No charge
41 shall be made for furnishing up to two transcripts of students' records, or for two
42 verifications of various records. There shall be no charge for searching for or retrieving
43 any student record.

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References:

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

Adopted: June 28, 2004

Revision Adopted: ~~April 8, 2009~~, August 10, 2016

Last Reviewed: August 10, 2016

Administrative Procedure

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 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.

References:

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

Procedure Last Revised: April 11, 2007, August 10, 2016

Last Reviewed: August 10, 2016