

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

5030

Fees

Reference: Education Code Sections 70902 subdivision(b)(9), 76300, 76300.5, and 66205.3;
Title 5, Section 51012, 58520, and 58629
California Community College Chancellor's Office (CCCCO) Student Fee Handbook;
ACCJC Accreditation Standard I.C.6

All fees, tuition and charges will be reviewed by the Board of Trustees on an annual basis by June 30 pursuant to the education code. Fee amounts shall be published in the college catalog.

Required fees include:

- Enrollment (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 6 or fewer units; or
 - 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);
 - 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 State 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 immigration status, or will file an application as soon as he/she is eligible to do so.

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 (Education Code Section 76355)
- Parking (Education Code Section 76360)

- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination (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 (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)
- Field trip (Title 5 Sections 55450 and 55451)
- 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)
- 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)

Collection and Refund of Fees

- Fees are assessed upon registration and must be paid at that time, or 1 day prior to the beginning of the term, whichever occurs first.
 - California residents are charged an enrollment fee and do not pay tuition.
 - Nonresidents of California enrolling in for-credit classes will be charged a nonresident tuition fee plus the state enrollment fee.
 - Nonresidents from the state of Arizona living in La Paz, Mohave and Yuma counties will be charged a special fee in accordance with inter-district agreements. This fee includes the state enrollment fee.
- Fees collected in error will be processed for refund upon detection.
- When requested by the student, a full refund shall be made for the class(es) he/she drops during the first ten (10) days of classes in each semester unless the program change is a result of action by the District to cancel or reschedule a class(es).
- Workshops and one day courses are fully refundable if the student withdraws before the class begins.
- Short term courses offered in short sections are fully refundable if the student withdraws by the 10% point of the length of the course.
- Nonresident tuition refunds for official withdrawal or complete withdrawal shall be made according to the following schedule:
 - First 3 weeks of semester: 75%
 - 4th and 5th weeks of semester: 50%
 - No refunds will be made after the 5th week of each regular semester
- The collection, deposit, waiver, refund, and accounting for fees will be administered by the Office of Administrative Services in accordance with accounting practices and applicable laws and regulations (see Chapter 6, Business and Fiscal Affairs).

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.

See also BP/AP 5035 - Withholding of Student Records

(Formerly PVC Administrative Regulation 5060)

07/26/11 Board Information Item
 04/17/18 College Council Review
 05/08/18 Board Information Item
 05/15/18 College Council Review
 06/12/18 Board Information Item