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**San Bernardino Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

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**AP 5030 FEES**

*(Replaces current SBCCD AP 5030 and AP 5033)*

**Required fees include:**

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- 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 18 U.S. Code Section 1101(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(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(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(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**

### **A. Associated Students Discount Sticker**

\$9.00 - CHC

\$7.50 - SBVC

\$4.00 - Replacement for lost card

### **B. Breakage/Lost Property Fee**

Replacement cost of item(s) broken or lost

### **C. Campus Center Fee**

\$1.00/unit (not to exceed \$10 per fiscal year)

### **D. Capital Outlay Fee for Students on a Visa**

\$41.00/unit

### **E. Catalog**

\$6.00 - purchased on campus

### **F. Credit by Examination**

\$20.00 plus class unit fee

### **G. Document Fee Handling**

\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;

minimum charge of 1 hour

\$0.15 per side copy cost

Fees must be paid prior to document release

### **H. Enrollment Fee**

\$46.00/unit – California Resident

\$162.00/unit – Non-California Resident

### **I. Insufficient Funds Check**

\$15.00

### **J. International Student Application**

\$25.00 (nonrefundable)

### **K. Key Deposit/Replacement**

\$15.00 plus cost of rekeying if needed (metal/electronic key)

L. Learning Center Reproduction Fees, SBVC

\$0.20 - Laser printout: text, black and white printer

\$0.50 - Laser printout: graphics, black and white printer (over ½ page)

\$1.00 - Laser printout: graphics and/or text, color

\$2.00 - Scan text or graphics to disk, per scan

M. Library Fines – SBVC/CHC

\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value  
\$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value

\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value

\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals

\$2.00 - replacement for lost library card

N. Parking Permit Fees (students, faculty, and staff)

\$75.00 - annual permit

\$30.00 - one semester (\$20 BOGG student)

\$15.00 - summer session

\$2.00 - daily

O. Parking Violation Fees

\$ 50.00 - illegal parking

\$ 50.00 - decal violation

\$275.00 - handicap violation

P. Refund Processing Charge

A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.

Q. Replacement – Diploma/Certificate

\$10.00

R. Schedule of Classes

\$3.00 - mailed in U.S. only

S. Student Health and Accident Insurance

\$19.00 - per semester (includes \$1.50 accident insurance)

\$16.00 - summer session (includes \$1.50 accident insurance)

\$1.50 - accident insurance only

T. Student Representation

\$1.00

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181 U. Supplemental Health Services Fee

182 \$10.00 - TB skin test (one-step test)

183 \$10.00 - TB skin test (two-step test)

184 At cost - All Vaccines

185 \$25.00 - Physical Exams

186 \$50.00 - DMV Physical Exams

187 At cost - Prescription medications

188 At cost - In-house Lab Tests

189 At cost - Lab Test sent to external lab

190 At cost - Optional Medical Procedures

191 At cost - Optional Medical Supplies

192 \$ 8.00 - Vision screening (Titmus vision tester)

193 \$ 2.00 per item - Duplication of medical records

194 \$10.00 - Hearing Screening (Audiometer)

195 At cost - Birth Control Pills

196  
197 V. Testing Fees

198 \$200.00 - Paramedic National Registry Testing

199 \$ 25.00 - Retest per skill

200 \$ 10.00 - CPR card

201 Repeat course from Career Tech Department

202 0.5 units - \$12.00

203 1.0 units - \$23.00

204 2.0 units - \$46.00

205 3.0 units - \$70.00

206  
207 W. Transcripts/Verification

208 No cost - First two transcripts

209 \$10.00 - Additional transcripts

210 \$8.00 - 24-hour requests for transcripts

211 \$20.00 - Immediate requests for transcripts

212 \$5.00 plus cost - Online transcripts

213  
214 X. Transportation Fee

215 Students registering for Spring or Fall semester to pay:

216 \$7.50 for 6 or more credits

217 \$7.00 for less than 6 credits

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219 Y. Crafton Hills College Recreation Fee

220 Students registering for CHC for Spring, Fall, or Summer semesters have the  
221 option to pay for the use of the aquatic and fitness centers:

222 \$8.00 per semester

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224 **Fee Refunds**

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226 A. Designated Fees

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228 This regulation covers the following fees:

- 229  
230 1. Enrollment fee  
231 2. Nonresident tuition  
232 3. Parking fee  
233 4. Health fee  
234 5. Accident Insurance fee  
235 6. Student Services Card fee  
236 7. Student Center fee  
237 8. Student Representation Fee  
238 9. Capital Outlay Fee  
239 10. Student Transportation Fee

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241 B. Conditions

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243 If a refund is requested for parking or student services card fees, the parking decal or  
244 the student services card must be attached to the refund request.

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246 C. Military Service Exception

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248 If a student who is a member of an active or reserve military service receives orders  
249 compelling a withdrawal from courses, the District shall, upon petition and a copy of  
250 received orders of the affected student, refund the entire enrollment fee unless  
251 academic credit is awarded.

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253 D. Refund Schedule

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255 This refund schedule applies to all fees listed in Paragraph A, above.

- 256  
257 1. Fees collected in error

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259 Fees collected in error will be refunded in their entirety.

- 260  
261 2. Class cancelled by the college

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263 If a class is cancelled by the college, enrollment and/or non-resident tuition fees  
264 will be refunded in their entirety. If that cancellation results in a student's  
265 withdrawal from the college, refunds of the appropriate fees listed in Paragraph  
266 "A" will apply.

- 267  
268 3. Withdrawal from the College

- 269 a. Enrollment Fee/Nonresident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

- b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

#### 4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

- 5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

#### E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for cancelled classes or over-payment.

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

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