
San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5030 FEES

(Replaces current SBCCD BP 5030 and BP 5033)

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing 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 or class schedules (Schedule of Classes.)

Enrollment Fee (Education Code Section 76300)

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

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee of \$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 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)

Students *and employees* shall be required to pay a fee, in an amount not to exceed \$75.00 - annual permit; \$30.00 - one semester (\$20 BOGG student); \$15.00 - summer session; or \$2.00 - daily for parking services.

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

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. (See BP/AP 5031 titled Instructional Materials Fees)

44
45 **Physical Education Facilities** (Education Code Section 76395)

46 Where the District incurs additional expenses because a physical education course is
47 required to use non-district facilities, students enrolled in the course shall be charged a
48 fee for participating in the course. Such fee shall not exceed the student's calculated
49 share of the additional expenses incurred by the District.
50

51 **Student Representation Fee** (Education Code Section 76060.5)

52 Students will be charged a \$1 fee per semester to be used to provide support for
53 student governmental affairs representation. A student may refuse to pay the fee for
54 religious, political, financial or moral reasons and shall submit such refusal in writing.
55

56 **Student Transportation Costs** (Education Code Section 76361)

57 Students shall be charged a fee for the purpose of recovering transportation costs
58 incurred by the District for services provided by common carriers to students. The fee
59 shall be \$7.50 for 6 or more credits or \$7.00 for less than 6 credits. These fees will only
60 paid by students who use the transportation services, unless a vote of the students in
61 accordance with the Education Code establishes otherwise.
62

63 **Transcript Fees** (Education Code Section 76223)

64 The District shall charge a reasonable amount for furnishing copies of any student
65 record to a student or former student. The Chancellor is authorized to establish the fee,
66 which shall not to exceed the actual cost of furnishing copies of any student record. No
67 charge shall be made for furnishing up to two transcripts of students' records, or for two
68 verifications of various records. There shall be no charge for searching for or retrieving
69 any student record.
70

71 **International Students Application Processing Fee** (Education Code Section 76142)

72 The District shall charge students who are both citizens and residents of a foreign
73 country a fee to process his/her application for admission. This processing fee and
74 regulations for determining economic hardship may be established by the Chancellor.
75 The fee shall not exceed the lesser of 1) the actual cost of processing an application
76 and other documentation required by the U.S. government; or 2) one hundred dollars
77 (\$100), which shall be deducted from the tuition fee at the time of enrollment.
78

79 **Fee Refunds**

80 The Board of Trustees authorizes refunds to be made according to administrative
81 procedures established by the Chancellor. All refunds must comply with Education
82 Code and Title 5 regulations, and the refund schedule shall be published in the college
83 catalogs and class schedules.
84

85 **References:** Education Code Sections 76300 et seq., 76370, 76355, 76360, 76365,
86 76395, 76060.5, 76361, 76223, and 76142;
87 Title 5 Sections 59400 et seq., 58520
88 ACCJC Accreditation Standard I.C.6
89

Adopted: 6/10/04 (for BP 5030) and **4/8/04**
(for BP 5033)

Revised: 11/13/14, 6/11/15, 2/25/16

90

91