

## HARTNELL COMMUNITY COLLEGE DISTRICT

### **BP 5030      Fees**

**Reference:** Education Code Sections 76300 et seq., Title 5 Section 58520; ACCJC Accreditation Eligibility Requirement 20

The Board authorizes the following fees. The superintendent/president 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.

#### **Enrollment Fee** (Education Code Section 76300)

Each student (except K-12 concurrent enrollment students) shall be charged a fee for enrolling in credit courses as required and set by law. K-12 concurrent enrollment students will have all enrollment fees waived commencing fall 2013.

#### **Non-Resident Fee** (Education Code 76140 and 76140.5)

Non-resident tuition will be charged to non-resident students unless they qualify for one of the permissive exemption as outlined in Administrative Procedure 5030.

#### **Course Auditing Fees** (Education Code Section 76370)

Persons auditing a course shall be charged a fee of \$15 per unit per semester. 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 shall be required to pay a fee for parking services, in an amount not to exceed the maximum allowable fee per semester or intersession. Recipients of the CA Promise Grant shall receive the appropriate fee adjustment as determined by statute. The superintendent/president will present the Governing Board with any adjustments to parking rates.

Students who are ridesharing or carpooling, as defined in Section 76360, must submit an application for preferred carpool parking. The student must purchase a parking permit first; complete the preferred carpool parking application. If approved, a "Special Carpool Parking Permit" will be provided that allows parking in designated carpool areas at district locations.

Parking fees for disabled students with current DMV placard will not be charged parking fees. Students who have a DMV placard can park anywhere on campus except red and yellow curbs/spaces.

**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.

**Student Activities Fee** (Education Code Section 76360)

The Student Services/Activity Fee of \$10.00 per semester funds activities and services for the entire Hartnell College student body. Part of this fee supports the Associated Students of Hartnell College (ASHC), student clubs, and governance activities. Payment of this fee will also activate the student/cat card ID.

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

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

**Physical Education Facilities** (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.

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

Where the District incurs additional expenses due to transportation costs a fee for the purpose of recovering the cost for use of an incurred by the District for services provided to students and employees.

**Courses and Training by Contract Fee** (Education Code Section 76300)

The District authorizes the superintendent-president or designee to establish fees for courses and other academic or training programs and events offered by contract.

**Child Care and Development Services** (Education Code Sections 6606, 79121, 8263, 8239)

Children of students attending Hartnell College shall have first priority of attendance at a child development center at the institution. Student families utilizing State-funded child care and development services shall pay fees according to the fee schedule established by the superintendent of public instruction. Fees are charged to parents who voluntarily choose to use this service.

**Credit by Exam Fee:** (Education Code Section 76300; Title 5 Section 55050)

The per-unit fee established by Education Code Section 76300 will be charged to students who request to challenge a course offered by the District. The student will be charged the same per-

unit fee for her/his residency status as for any other course. (Financial Aid programs do not cover the enrollment fees for credit by examination.)

**Computer Printing Fee**

Students are charged a fee for printing in selected areas on campus.

**Duplicate Diploma Fee**

Students will be charged a reasonable fee for a duplicate diploma and/or certificate.

**Returned Check Fee**

Students will be charged a reasonable fee for returned checks.

Adopted by Board of Trustees: 02/07/12

Revised: 9/4/12; 4/2/13; 7/10/18