

## STUDENT FEES

As delineated in the California Community Colleges Chancellor's Office *Student Fee Handbook*, all mandatory student fees must be expressly authorized by statute. Under certain circumstances, as permitted by Education Code, optional student fees or charges may be assessed.

### MANDATORY

Mandatory fees are generally defined as being required for registration, enrollment, entry into class, or completion of the required objectives of the class. Per California Code of Regulations Title 5, certain students may be eligible for waivers from these mandatory fees. Mandatory fees shall be charged for enrollment and nonresident tuition.

### PERMISSIVE

"Required instructional and other materials" are materials which a student must procure or possess as a condition of registration, enrollment, or entry into a class and which is necessary to achieve the required objectives of a course. Course fees for student materials may be charged if the fee-supported materials are personal property that will be owned or primarily controlled by the student and will have continuing value to the student outside the classroom. The fee may not exceed the cost to the District to provide the materials, and the fee must be waived if the student is able to procure identical materials from another source.

Other certain permissive fees may be charged for *optional* goods or services to students or to replace lost or broken items used by students if the loss is considered beyond the expected loss threshold of conducting a program. For example, books and/or equipment issued/loaned to a student are expected to be returned in reasonable, reusable condition, and students may be charged the replacement cost if not returned or if the items are broken or unusable due to negligence. On the other hand, a certain amount of breakage/loss of small-cost items, such as laboratory glassware, is an expected cost of doing business and may not be charged to the student.

Permissive fees may be charged for the following non-inclusive list, when in compliance with all applicable codes and regulations:

Foreign student admissions processing	Parking-permits and meters
Administration of Justice materials	Motorcycle parking
Library books, lost/unreturned	Parking permit carriers
Police Services reports	Copier use and microfilm use
Child Care food and care	Optional planetarium shows
Allied Health insurance premiums	Dental Hygiene materials
Field trips, incidental expenses	Unreturned instructional equipment/materials
Returned check charges	Non-FTES-generating workshops,
Intercollegiate athletic insurance	lectures, conferences,
Transcripts	seminars, performances, swim programs,
Student representation fee	community service classes
Typing skill certificates	College catalogs

Student Body Center building and operating fee  
Credit by examination fee  
Instructional materials which become solely owned by the student and provide continuing value outside the classroom

Telephone registration  
Course schedules  
Course audit fees  
Non-District Physical Education facilities  
Optional student activities fee  
Student Health Insurance

**PROHIBITED**

Only fees that are specifically required or authorized by law may be imposed as mandatory fees. The following fees are expressly prohibited:

Late application fee  
Mandatory student activities fee  
Mandatory student body fee  
Mandatory field trip fee  
Fees for required or funded services, e.g., student services fee  
Mandatory practice room fee  
Mandatory technology use fee  
Nursing student insurance fee  
Breakage fees  
Instructional materials that are expended or transformed in the classroom and have no continuing value to the student after being used

Add/drop fee  
Mandatory student ID card fee  
Domestic nonresident application fee  
Fees for dependents of certain veterans  
Refundable deposits imposed as a condition of enrollment  
Apprenticeship course fees  
Late payment fee  
Cleaning fee, e.g., lockers  
Test proctoring fees  
Scantrons

Education Code 32221, 76140, 76223, 76300, 76350, 76355, 76360, 76361, 76365, 76370, 76375, 76380, 76385, 76395, 78300  
California Community Colleges Chancellor's Office *Student Fee Handbook*