

## **BOARD POLICY 5030**

## **FEES**

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 include required fees, fees allowable by law, and also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. When the State of California increases a mandatory fee, the El Camino Community College District shall increase that fee by the amount and within the timeframe prescribed by law.

Fee amounts shall be published in the college catalogs.

### **A. Enrollment:** E.C. 76300; 5 CCR 58500-58509

#### 1. Establishment of an Enrollment Fee

Each student shall be charged a fee for enrolling in credit courses as required by law. The Superintendent/President shall present for board approval the enrollment fee for students.

#### 2. Non-Applicable Courses

The Superintendent/President shall have the authority to create a list of courses in which the enrollment fee by statute or legal directive does not apply. This list shall be contained in appropriate guidelines and procedures.

#### 3. Waiver of the Enrollment Fee Requirements

The Superintendent/President shall have the authority to create a list of student cohorts whose enrollment fee shall be waived by statute or legal directive. This list shall be contained in appropriate guidelines and procedures.

#### 4. Citation of the Enrollment Fee

The enrollment fee for a course shall be contained in the Schedule of Fees and published annually.

### **B. Nonresident Tuition:** E.C. 76140, 76140.5

#### 1. Establishment of a Nonresident Tuition Fee

The Superintendent/President shall present for board approval a nonresident tuition fee for nonresident students.

The district shall have a separate policy regarding the criteria for determining California residence, the residency determination date, permissive exemptions, corrections to erroneous residency classification, a residency appeals process, falsification of records, drop for non-payment, and all other relevant aspects of residency.

The nonresident tuition fee shall be set by the board not later than February 1 of each year for the succeeding fiscal year. Nonresident students shall be provided with notice of nonresident tuition fee changes during the spring term before the fall term in which the change will take effect.

At the discretion of the Vice-President of Administrative Services (or designee) a non-resident student may be allowed to pay in installments. Payment plans shall be designed to be fair and non-arbitrary or capricious.

2. Citation of the Nonresident Tuition Fee

The nonresident tuition fee for a course shall be contained in the Board of Trustees fee table and published annually.

**C. Allowable Fees:** For a complete reference of code sections, please see AP5030.

1. Course and Service Fees

Where permitted by law and approved by the Board of Trustees, allowable fees shall be collected.

2 Citation of Allowable Fees

Allowable fees for courses and services shall be contained in the Schedule of Fees and published annually.

**Reference: Education Code (E.C.) Sections 70902(b) (9), 76300, 66025.3; Title 5, Section 51012; California Code of Regulations (CCR) 58500-58509; Chancellor's Student Fee Handbook (CSFH)**

Replaces Board Policy 5030.1 and Board Policy 5030.2

El Camino College  
Adopted: 5/18/09