

**1. Collection of Fee and Exemption**

The student activities fee shall be collected during primary terms in the amount of \$10.00 per student. No student activities fee will be collected during the summer term. The student activities fee shall be collected at the time of online registration for courses. An online negative check-off will be made available to students. Concurrently enrolled high school students will be exempt from paying the student activities fee.

**2. Disposition of the Fee**

The funds collected by means of the student activities fee will be utilized to support the programming and services and associated operational expenses offered by or in conjunction with the Associated Student Organization (ASO) and Associated Student Body at El Camino College; student athletics and intramural sports; student clubs and organizations; student newspaper; and student sponsored and student focused activities including, but not limited to, award and recognition ceremonies, co-curricular activities, commencement, educational services, leadership and student conferences, events, facilities, fine arts, forums, equipment, student insurance, and uniforms.

**3. Source of Revenue**

The student activities fee account will not include revenue from the operations of the Campus Food Services, the College Bookstore, and other College auxiliary services.

**4. Revenues**

The funds collected by means of the student activities fee will be deposited into a specific student activities fee account that will be governed by the Auxiliary Services Board (AUX). The account will be managed by Fiscal Services at each respective location which includes the processing of all deposits, expenditures, and investments in accordance with normal College operating procedures. The student activities fee account will be subject to audit. The AUX will serve as the entity responsible for ensuring solvency and will serve as the fiscal responsible agent of the student activities fee account. The disposition of student activities fees shall be made only upon the approval of the majority of the AUX.

## **5. Fund Governance**

The funds collected by means of the student activities fee will be administered by the elected or appointed members of the AUX in accordance with El Camino College Board Policy 3600 Auxiliary Organizations. The AUX membership shall be comprised of individuals that represent students, administrators, classified employees, and faculty members.

The management representative is required to be an employee or official of the College or Center who is designated by the Superintendent/President of El Camino College. The Student Development Office representative who will serve as the chair of the AUX will serve in the role of an official adviser to the ASO/ASB in accordance with California Education Code Section 76063.

## **6. Distribution of Revenue**

The revenue from the student activities fee shall be distributed as follows:

- a. Sixty percent (60%) of the revenue shall go to support AUX sponsored programming and services as outlined in the “Deposition of the Fee” in this administrative procedure.
- b. Thirty-five percent (35%) of the revenue shall go to the ASO and Inter-Club Council (ICC) to support student programming and services in accordance with the College Board Policy 5420 Associated Students Finance. Funds will be divided with 60% allocated to the ASO and 40% to ICC.
- c. Five percent (5%) of the revenue shall be deposited into the student activities fee reserve fund.

## **7. Administration of Fee**

An annual fiscal allocation will be developed by the AUX as a recommendation to the Superintendent/President. Approval by the Superintendent/President is required prior to student activities fee funds being expended. The fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. All student activities fee expenditures need to support the mission of the College. Student activities fees may only be used for programs, services, and activities that benefit students.

## **8. Negative Check-Off**

In accordance with the Student Fee Handbook issued by the California Community Colleges Chancellor's Office Legal Affairs Division, El Camino College "will institute a 'negative check-off' approach to collecting a student activities fee. Under this approach the student, when registering or enrolling, is given the option of checking a box indicating that he or she does not choose to pay a student activities fee. If the student checks the box, he or she will not be charged the fee. If the student leaves the box unchecked, the fee will be assessed. Because this negative check-off approach preserves a student's option to pay or not pay the fee, it is both legal and appropriate." Students will be informed of the negative check-off option in the college catalog, the schedule of classes, and college website.

### Reference:

California Community Colleges Chancellor's Office, Legal Affairs, Student Fee Handbook;  
California Education Code Sections 76062 – 76065