

BOARD POLICY  
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT

**Subject:**               **Fees**

**Adoption Date:**

6/16/1966

**Revision Dates:**

2/1/1994

2/3/1998

12/10/2002

8/5/2008

6/3/2014

11/3/2015

2/2/2016

**Policy Reference:**   **California Education Code Sections 76300, et seq.;**  
                                  **Title 5 Section 58520;**  
                                  **ACCJC Accreditation Standard I.C.6;**  
                                  **California Community College Chancellor’s Office (CCCCO)**  
                                  **Student Fee Handbook**

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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 catalog and schedule of classes.

**Enrollment Fee:** Education Code Section 76300, 76300(f), Title 5 Sections 58500 and 58509  
Each student shall be charged a fee for enrolling in credit courses as required by law unless entitled to a waiver. California High School students are exempt from paying this fee. Fees are due at the time of registration.

**Auditing Fees:** Education Code Section 76370; Board Policy 4070  
The fee for auditing courses shall be no more than allowed by Education Code Section 76370. 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.

**Community Education Fee:** Education Code Section 78300; Board Policy 4400  
No general fund monies may be expended to establish or maintain community education classes. Students shall be charged a fee not to exceed the cost of maintaining classes.

**Credit by Exam Fee:** Education Code Section 76300; Title 5 Section 55050; Board Policy 4235  
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. Non-resident students will be charged the appropriate non-resident tuition.

Foreign Citizen/Resident Application Process Fee: Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulation for determining economic hardship may be established by the Business Officer. The fee shall not exceed the lesser of:

- 1) the actual cost of processing an application and other documentation required by the U.S. government; or
- 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Non-Resident Tuition: Education Code Sections 68050, 68051, 68130, 68130.5, 76140, 76141; Title 5 Section 54045.5; Board Policy 5020

Non-resident students shall be charged non-resident tuition for all units enrolled in accordance with the law. Additional information may be found in Board Policy 5020, Non-Resident Tuition.

Health Fee: Education Code Section 76355

The District may charge up to the maximum health fee allowable by law for health supervision and services as calculated by the Implicit Price Deflator for State and Local Government Purchases of Goods and Services (U.S. Department of Commerce) with the following exemptions:

- Recipients of Board of Governor's Fee Waiver type "A"
- Students enrolled exclusively in contract education, non-credit, and public safety in-service classes.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.
- Students who are special admits/dually enrolled K-12 grades students.

District staff will present the Board with any adjustment to student health fees.

Instructional Materials Fee: Education Code Section 76365; Title 5 Sections 54900 et seq.; Administrative Procedure 5031

Students may be required to provide required instructional materials for a credit or non-credit course or purchase such materials from the District, 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.

Parking Fee: Education Code Section 76360; Board Policy 6750  
College of the Siskiyous currently does not charge a parking fee.

Non-District Physical Education Facilities Fee: 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.

Residence Hall Fee: Education Code Section 81670

Fees are determined annually and approved by the Board of Trustees.

Student Representation Fee: Education Code Section 76060.5

Students will be charged a \$1.00 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Student Transportation Costs: Education Code Section 76331

College of the Siskiyous currently does not charge for student transportation costs.

Student Body Center Building and Operating Fee: Education Code Section 76375

The District shall charge students an annual building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center, not to exceed the maximum amount allowable by law.

Student ID Card Fee: California Community College Chancellor's Office Student Fee Handbook

Student ID cards are given to all credit students. Students enrolled in non-credit courses can purchase a student ID card for \$10.00.

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 Director, Enrollment Services is authorized to establish the fee, which shall not 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. See Board Policies 4070, 4235, 4400, and 5580; Administrative Procedures 5031 and 6750.

**See Administrative Procedures 5030, 5031**