

# SOLANO COMMUNITY COLLEGE DISTRICT

## STUDENT SERVICES PROCEDURES

### FEES

Policy #5080

#### I. REQUIRED FEES

- A. Enrollment Fee – Each student shall be charged a fee as set forth by the Legislature of the State of California for enrolling in credit courses (Education Code Section 76300; Title 5 Sections 58500 and 58509).
- B. Nonresident tuition – Nonresident students shall be charged nonresident tuition for all units enrolled. Permissive exemptions may be made on a case-by-case basis as deemed appropriate by the Vice President of Finance and Administration and Executive Vice President of Academic and Student Affairs or their designees, when compliant with state law (Education Code Sections 76140 and 76140.5).

#### I. OPTIONAL FEES

- A. The Superintendent-President, or designee, shall present to the Governing Board for approval optional fees for services or other fees authorized by law.
- B. Instructional Material Fees-Students may be required to provide instructional and other materials fees required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the College.

#### III. COLLECTION AND REFUND OF FEES

All fees are processed electronically. Upon a student's status changing in a manner that results in a credit balance, a refund will be generated and a check mailed to the student. All students, resident and non-resident, are responsible for the payment of Enrollment Fees. Non-resident students are also responsible for the payment of Non-resident Tuition.

##### A. Enrollment Fee-Full Term Courses

Through the second week of instruction, 100% of the Community College Enrollment Fee will be refunded. Refunds will not be approved after the second week of instruction.

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B. Enrollment Fee-Short Term Courses and Summer Session Courses

Through 10% of a course, which is calculated using the number of course meetings, 100% of the Community College Enrollment Fee will be refunded.

C. Non Resident Tuition Refunds

Nonresident Tuition is refunded to students who drop classes by the Last Day to Drop for Refund which is roughly 10% of a class.

D. Parking Fee Refund

The Parking Fee is refundable through the second week of instruction for fall and spring terms and through the first week of instruction for summer term. Requests for parking fee refunds require submission of the parking decal which must be returned to the Office of Admissions and Records by the stated deadlines.

E. Photo ID Fee Refund

The Photo I.D. Fee is refundable if the I.D. has not been issued to the student. The student must submit a Request for Refund form with the original no later than the Last Date to Enroll.

F. Health Fee Refund

The Health fee is refundable if all classes are dropped prior to the start of the term.

G. Student Center Fee Refund

The Student Center fee is refundable if all classes are dropped prior to the start of the term.

Governing Board Review: January 18, 2012