

SOLANO COMMUNITY COLLEGE DISTRICT

FEES

5080

POLICY: The Superintendent-President, or designee, shall present to the Governing Board for approval fees collected by the College. The College shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law.

REFERENCES/

AUTHORITY: California Code of Regulations, Title 5, 1012, 59400, et seq.

California Education Code, Sections 76300, et seq.

CFC:lg

BP5080

Executive Council Review: April 3, 2006

Shared Governance Review: October 11, 2006

ADOPTED: December 3, 1986

REVISED: February 7, 2001; November 1, 2006

SOLANO COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES PROCEDURES

FEES

Policy #5080

- I. Required fees include:
 - Enrollment fee – each student shall be charged a fee for enrolling in credit courses as required by law.
 - Nonresident tuition – nonresident students shall be charged nonresident tuition for all units enrolled.
- II. The Superintendent-President, or designee, shall present to the Governing Board for approval optional fees for services or other fees authorized by law.
- III. Instructional Material Fees:

Students may be required to provide instructional and other materials 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.
- IV. Fee refunds shall be processed as follows:

COMMUNITY COLLEGE ENROLLMENT FEE REFUND

Fall and Spring Semesters

Through the second week of instruction, 100% of the Community College Enrollment Fee will be refunded less a \$10.00 processing fee. Refunds will not be approved after the second week of instruction.

Summer Session and Short Term Courses

Through the second day of instruction (day of instruction refers to the number of days in the session, not to the individual class meeting), 100% of the Community College Enrollment Fee will be refunded less a \$10.00 processing fee. Refunds will not be approved after the second day of instruction.

NONRESIDENT TUITION REFUND

Nonresident tuition is refunded when the Request for Refund form is received in the Office of Admissions and Records or post-marked by the deadline date according to the refund schedule below and under the following conditions:

- a) The tuition was collected in error or as a result of a reduction of the educational program at Solano Community College.

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STUDENT SERVICES PROCEDURES

FEES

Policy #5080

- Tuition is refundable as a result of a student's withdrawal from a class or classes according to the date the Request for Refund form is received in the Office of Admissions and Records.
- Students will be charged a \$20.00 processing fee for tuition refunds.

Tuition Refund Schedule

Fall and Spring Semesters

Before instruction begins	100%	less \$20.00 processing fee
During the first week of instruction	75%	less \$20.00 processing fee
During the second week of instruction	50%	less \$20.00 processing fee
During the third week of instruction	25%	less \$20.00 processing fee
After the third week of instruction	0%	

Summer Session and Short Term Courses

Before the first day of instruction*	100%	less \$20.00 processing fee
During the first day of instruction*	75%	less \$20.00 processing fee
During the second day of instruction*	50%	less \$20.00 processing fee
During the third day of instruction*	25%	less \$20.00 processing fee
After the third day of instruction*	0%	

PARKING FEE REFUND

The parking fee is refundable if the Request for Refund form is received in the Office of Admissions and Records by the last day to register for classes. REFUNDS ARE NOT AUTOMATICALLY PROCESSED. STUDENTS MUST FILE REQUESTS FOR REFUNDS.

PHOTO I.D. REFUND

The Photo I.D. fee is refundable if the I.D. has **not** been issued to the student, and the Request for Refund form with the original receipt is received in the Office of Admissions and Records by the last day to register for classes.

HEALTH AND GRADE MAILING FEES

The Health fee is only refundable if all classes are dropped prior to the beginning of the semester. The Grade mailer fee is only refundable if the student has no official grade of record for the semester.

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STUDENT SERVICES PROCEDURES

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Policy #5080

TELEPHONE REGISTRATION FEE

The Telephone Registration fee is non-refundable.

STUDENT CENTER FEE

The Student Center fee is refundable if all classes are dropped before the semester begins.

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BP5080procedures

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