PROPOSAL FOR CHANGING THE PROCESS OF
STUDENT LIFE & LEADERSHIP FEE COLLECTION
March 2016

1. Current method for collection of Student Life and Leadership fees at RSCCD

   Currently, the Student Life and Leadership fee has a box that is pre-checked. A sentence that follows explains a student not wishing to pay can un-check the box and will not be charged.

2. Students are proposing a change to the collection process FY 2016-17

   The overall recommendation is to remove the negative check-off option for payment, and allow for fees to automatically be charged.

3. Process for students who do not wish or cannot pay the fees

   Students will be made aware of the fee being optional.

   Refunds are possible with minimal impact to the student seeking a refund.

   In one-step, students can visit their respective cashier's office and state they want a refund with no signatures needed, only their statement of request.

4. This new process adheres to EdCode and CCCCO Student Handbook

   According the CCCCO student handbook charging this fee is allowable as long as it is not mandatory and we make it known online (at the time of payment) that it is indeed optional.

   The CCCCO Student Fee Handbook specifically reads:

   An optional or voluntary student activities fee is permissible. It is imperative that the optional nature of the fee be communicated to students and that students have an effective means of declining to pay the fee. The policy furthers that as long as the process to receive a refund, if the student elects to waive the fee, is not "*unduly burdensome*" it is allowable and legal.

5. 2016-17 Implementation steps

   Student Business Office (SBO) has confirmed that there will be minimal impact to counter traffic with the implementation of the new third party parking and with adequate peak time staffing. SBO can make forms available in A & R at both campuses for evening drop box as well as the Cashier's Office similar to the Rep Fee waiver. Students can call, visit SBO or use the drop box especially if there is a defined refund period similar to the two week parking refund.

   An ITS workflow request has been submitted by Student Services for the Webadvisor payment process to REMOVE the negative check-off box district-wide and ADD the code in the system to automatically charge every credit student including mini-semesters.

   Narratives for class schedules and any other communication or webpage should be edited by each respective department or division regarding the request for refund process.