

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 5
Student Services

AR 5030 Fees

References:

Education Codes 68000 et seq., 70902(b)(9), 76223, 76300, 76300.5, and 66025.3
Title 5, Sections 51012, 58520, and 58629
California Community College Chancellor's Office (CCCCO) Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Fees

1. All college credit students are required to pay enrollment fees as established by the California Legislature. Students shall be assessed an enrollment fee at the time of enrollment. The amount of the fee is established by law and published in the college catalog(s) and other print and electronic publications. The District may adjust, waive, or partially refund the fee as provided in the California Education Code. Credit cards and checks are accepted for payment. If enrollment fees are not paid within three (3) days of registration, or any time thereafter, student may be dropped from all classes and have to re-register. A final outstanding balance drop date may also be implemented to drop students who have not paid in full by the Friday before the start of the semester.

The enrollment fee will be waived for:

- a. California College Promise Grant (formerly Board of Governor's Fee Waiver [BOGW}) students
- b. High School students in grades 9, 10, 11, and 12 enrolled less than full-time
- c. *Apprentice courses which are State-sponsored, such as Apprenticeship (excluding journeyworker), will appear in the system as waived while the State is reimbursing tuition.*
- d. Children of veterans who have a service-connected disability. The Department of Veterans Affairs shall determine eligibility of the applicant for this program by providing documentation (letter of support) that the student is eligible for this fee waiver. The student should bring the documentation to the Veterans Office at Santa Ana College or Santiago Canyon College.
- e. Certain eligible dependents of an individual killed in the September 11, 2001, terrorist attacks - The California Victim Compensation and Government Claims Board shall confirm the eligibility of persons requesting this

waiver. The student shall bring such documentation to the Veterans Office at Santa Ana College or Santiago Canyon College.

Education Code Section 68121 includes the following requirement for the deceased person:

- 1) S/he was a resident of California.
- 2) S/he was employed by a public agency.
- 3) His/her principal duties consisted of active law enforcement service or active fire suppression and prevention.
- 4) S/he was killed in the performance of active law enforcement or active fire suppression and prevention duties.

2. Baccalaureate Degree Program Fees

- a. Each student shall be charged a fee in addition to an enrollment fee for upper division coursework that is part of a baccalaureate degree program. The upper division coursework fee is in addition to the enrollment fee for 300 and 400 level courses as annually determined by the District (**Not eligible for Board of Governor Fee Waiver**). Payment is required of all students upon registration for classes. These fees are subject to change.

3. Nonresident Tuition

- a. Nonresident students shall be charged nonresident tuition as determined annually by the District. Students shall be charged nonresident tuition for all units enrolled at the District, plus the enrollment fee per unit and Baccalaureate Degree program fee for applicable upper division coursework unless specifically exempted by law or District policy. In addition to the enrollment fee for nonresidents, out-of-state residents/international students must also pay a nonresident capital outlay fee. Residency questions should be directed to the Admissions and Records Office. Any international questions should be directed to the International Students Office.

4. All students are required to pay a health fee, with the following exemptions:

- a. Students who are enrolled exclusively in the academy classes of criminal justice, fire academy, fire officer training, or fire public safety. This exemption does not apply for students who are independently enrolled and not sponsored by their employer through a contractual agreement with RSCCD.
- b. Any student enrolled in an approved Apprenticeship Program. A request for an exemption may be filed at the Admissions and Records Office.
- c. Any student who depends upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization, provided that the student presents documentary evidence of an affiliation with such a bona fide religious sect, denomination or organization. Students who request this exemption must obtain approval from the supervising administrator of the college health center.
- d. Students enrolled exclusively in off-campus, i.e., not on SAC or SCC campuses, or distance education courses.
- e. Low income students who demonstrate financial need under federal standards established by the Board of Governors and students receiving benefits under the TANF program.

5. Rancho Santiago Community College District (RSCCD) requires parking permits for student and staff lots. Parking permits may be purchased at time of registration. For current information regarding disabled student parking fees, please see college schedule. Parking permits are valid at both Santiago Canyon College and Santa Ana College.
6. A student representation fee is payable at the time of registration per semester. The mandatory fee is used by the Associated Student Government to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government. A student may, for religious, political, financial, or moral reasons, refuse to pay the student representation fee established under this section. The refusal shall be submitted in writing to the community college officials at the time the student pays other fees collected by the community college officials. The refusal shall be submitted on the same form that is used for collection of fees as provided by the community college, which, as determined by the community college, shall be as nearly as practical in the same form as a model form prescribed by regulations of the Board of Governors of the California Community Colleges.
7. An optional Student Life and Leadership fee for ASB and college activities is payable at the time of registrations.
8. Students may be required to procure required instructional and other materials for a course, provided that such materials are of a continuing value to the student outside the classroom; and provided that such materials are not solely or exclusively available from the District; and provided at actual cost. Costs of the student materials will be posted in the class schedule and payable at registration.
9. International Student Application Fee
Students who are citizens or residents of another country and apply for the F1 visa status and admission to the International Student Program are charged an application fee.

The non-resident tuition may be waived for students who can demonstrate financial need by petition and who are enrolled in six units or less.

10. Transcript Fee

A student/former student shall be entitled to two free copies of the transcript of his/her record. Additional copies shall be made available to the student, or to an addresses designated by him/hear, at a rate published in the College Catalog. Students may request special processing of a transcript.

Electronic Transcripts

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

Fees and procedures are subject to change due to technological advancements resulting in implementation of new policies.

Collection and Refund of Fees

Students who withdraw from class(es) through the first two weeks of instruction for a full semester class (or an appropriate prorated amount of time relative to the total length of the course) may request a 100% refund. Students withdrawing after the two weeks are not eligible for a refund. No refund will be processed until assurance has been given that payment by check has cleared.

The Admissions and Records Office may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Responsible Manager: Vice President of Student Services or designee

Revised: September 2004

Revised: May 7, 2018 (previously AR 5011)