

A. Student Enrollment Fee (Education Code section 76300; 5CCR sections 58500-58509)

All students enrolling in credit classes shall pay an enrollment fee as prescribed by state law.

B. Baccalaureate Degree Pilot Program Fees (Title 5 section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper-division coursework in a baccalaureate degree pilot program.

C. Instructional Materials Fee (Education Code section 76365; Title 5 section 59400)

Students may be charged a materials fee when a product or item of any kind is produced in class and when that item becomes the property of the student. The amount of this fee can vary for each class since students pay only for the actual cost of materials. Student-fee collection is under the supervisor of the Cashier's Office.

D. Health Services Fee (Education Code section 76355)

All students enrolled in credit courses and taking any number of credit units at the Oceanside Campus, San Elijo Campus, or Community Learning Center will pay a health-services fee as prescribed by the Board of Trustees.

E. Students enrolled in credit courses conducted at locations other than the Oceanside Campus, San Elijo Campus, or the Community Learning Center must also pay the health fee. Companies or school districts that arrange for MiraCosta College to conduct classes at off-site locations may request a waiver of the health fee by providing proof of accident insurance. Arrangements for a fee waiver must be made with the Office of Instruction at the time negotiations are conducted for off-site classes.

**MiraCosta Community College District**

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Effective Date: 1/19/10, 10/28/10, 9/6/11, 5/6/16

Periodic Review: 7/6/15

References: Education Code §§ 66025.3, 70902(b)(9), 76300  
Title 5, §51012

California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook  
[www.cccco.edu/divisions/legalstudentfeehandbook\\_files/studentfeehandbook.htm](http://www.cccco.edu/divisions/legalstudentfeehandbook_files/studentfeehandbook.htm)

Accrediting Commission for Community and Junior Colleges  
Accreditation Standard I.C.6

Reference Update: 4/15

CCLC Update: #27, 10/15; #26, 4/15

Steering: VPSS / N/A

The following are exempt from paying the Health Services fee:

1. Students studying abroad.
2. Students who are in an approved apprenticeship-training program.
3. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
4. Full-time permanent faculty and classified staff who enroll in credit classes.
5. Students who are enrolled in noncredit courses are not required to pay the health services fee; however, they may elect to do so if they want to avail themselves of the services.

F. Child Development Center Fee (Education Code sections 79121 et seq., 66060)

The Child Development Center shall be operated as a laboratory school rather than as a drop in childcare facility, with enrollment priority given to children of students and staff. Children of parents not associated with the district may be enrolled on a space available basis. The board will periodically review fees charged by the center and approve any modifications. Fees for MiraCosta students will be on a sliding scale based on the student credit-course load. Information on current fees will be made available in the Child Development Center office.

G. Student Parking Fee (Education Code section 76360)

Students using district parking facilities must register their vehicles and pay a parking fee. This fee shall be approved by the board and charged each semester and summer session. A parking permit must be properly displayed according to current procedures. College Police are authorized to enforce all on-campus parking regulations.

H. Student Center Fee (Education Code section 76375; 5 California Code of Regulations section 58510)

Students enrolled in credit classes will be charged a student center fee of one dollar (\$1) per credit unit with a maximum of ten dollars (\$10) per fiscal year (July 1 to June 30). Students on TANF, SSI, or General Relief shall be exempt from this fee. Students who enroll only in online courses or who are studying abroad are not required to pay the student center fee.

I. GED Examination Fee

A fee will be charged for each of the General Education Development (GED) tests offered by the district. In addition, a state certificate fee will be charged at the time of the first test administration.

J. Penalty and Processing Fee

Students who write checks backed by insufficient funds or who establish indebtedness to the district in any way shall be required to pay a ten dollar (\$10) penalty and/or a ten dollar (\$10) processing fees. The Child Development Center may add a ten dollar (\$10) late fee if balance due is not paid by the tenth of the month.

K. Nonresident Tuition Fee (Education Code sections 76140, 76140.5)

The district establishes a nonresident tuition fee no later than February 1 for the succeeding fiscal year for all nonresident students who attend public community colleges. These fees are due and payable at the time of registration. Exemptions from nonresident classification are evaluated and determined by the Office of Admissions and Records.

L. Capital Outlay Fee (Education Code section 76141)

The California Legislature authorizes community college districts to charge a capital outlay fee for students who are both citizens and residents of a foreign country. This fee may be established no later than February 1 for the succeeding fiscal year for all nonresident students who attend public community colleges.

The capital outlay fee may be charged in addition to other enrollment and nonresident fees. Revenue from any fee charged as a capital outlay fee shall be expended only for purposes of capital outlay, maintenance and equipment.

Any student who can demonstrate economic hardship or who is a victim of persecution or discrimination in the country in which the student is a citizen and resident is exempt from this fee. The exemption is authorized, on a per-semester basis, when a student meets the criteria above. The student will be deemed to have met the economic hardship criteria when the student has met the eligibility criteria for benefits under the Aid to Families with Dependent Children program, the Supplemental Income/State Supplementary Program, or a general-assistance program.

M. Nonresident Capital Outlay Fee (Education Code section 76141)

A district may also charge nonresident students a capital outlay fee. This portion of the Education Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to any nonresident student, except AB 540 students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital fee will be charged only to nonresidents who were citizens and residents of a foreign country.

N. International Student Medical Insurance (Education Code section 70902(b)(9))

The district offers accident and sickness insurance for all international students. Premiums are charged to each international student every fall and spring semester at the time of enrollment. Students may seek an exemption from the mandatory insurance policy if they can provide a copy of a comparable health insurance policy (written in English), which includes the following information:

1. Effective dates of coverage
2. Amount of coverage
3. Outline of covered services, which must include:
  - a. Mental-health care with patient care
  - b. Hospitalization
  - c. Maternity
  - d. Medical evacuation
  - e. Repatriation
  - f. List of excluded services
  - g. Information about how to reach the insurance company (address, telephone number, etc.)

Exemptions from the mandatory insurance premium must be approved prior to fall and spring registration by the Director of Risk Management.

O. Waivers (Education Code section 76300)

A waiver may be authorized on a per-semester basis when a student meets the criteria. The district shall assure students enrolled in credit courses who are exempt from or for whom the fee is waived are properly enrolled and accounted for.

**Prohibited fees**

Prohibited fees include, but are not limited to the following (see California Community Colleges Chancellor's Office [CCCCO] Student Fee Handbook for a more comprehensive list):

- A. Late application (CCCCO Student Fee Handbook)
- B. Add/Drop (CCCCO Student Fee Handbook)
- C. Mandatory student activities (CCCCO Student Fee Handbook)
- D. Mandatory student identification cards (CCCCO Student Fee Handbook)
- E. Fees charged through student-body organizations (CCCCO Student Fee Handbook)
- F. Nonresident application (CCCCO Student Fee Handbook)
- G. Field trip, unless students who do not have sufficient funds are exempted (5 California Code of Regulations sections 66560, 55451)

- H. For dependents of certain veterans (Education Code section 66025.3)
- I. For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- J. For certain recipients of the Congressional Medal of Honor and certain children of the recipients of the Congressional Medal of Honor (Education Code section 66025.3)
- K. Required or funded services (CCCCO Student Fee Handbook)
- L. Refundable deposits (CCCCO Student Fee Handbook)
- M. Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- N. Mandatory mailings (CCCCO Student Fee Handbook)
- O. Mandatory fee for the use of practice rooms (CCCCO Student Fee Handbook)
- P. Apprenticeship courses (Education Code section 76350)
- Q. Technology fee (CCCCO Student Fee Handbook)
- R. Late-payment fee (5 California Code of Regulations sections 58502, 59410)
- S. Nursing/healing-arts student liability insurance (5 California Code of Regulations section 55234)
- T. Cleaning fees (CCCCO Student Fee Handbook)
- U. Breakage fees (CCCCO Student Fee Handbook)
- V. Test-proctoring fees (CCCCO Student Fee Handbook)

### **Collection**

Each student is responsible for paying all fees for a term or session. If the California Legislature changes the fees, the student is responsible for any fee increase for classes that remain on or are added to the student schedule. When fees are not paid, the fees owed are past due and subject to the collections process. If a delinquent debt is sent to collections, a twenty-five-percent penalty charge may be added to the balance owed.

### **Failure to Pay Financial Obligations**

The district may withhold grades, transcripts, and diplomas and may withhold enrollment privileges or any combination thereof from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the district. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation (authorized in Education Code section 72237.)

## **Refund of Student Fees**

A refund of fees will be given to eligible students, providing at least one of the following eligibility requirements is met:

- A. A student's class has been canceled by the district.
- B. The fee was collected in error.
- C. A student has officially withdrawn from a class or classes by the refund deadline (during the first two [2] weeks of the semester or by the ten-percent date for a short-term course or intersession).
- D. A student who is a member of an active or reserve military service and has received orders compelling a withdrawal from courses at any time during the semester.

If a student drops all classes by the refund deadline, he/she shall be eligible to receive a refund of the enrollment fee, health services fee, materials fee, nonresident tuition, and student center fee. Classes dropped after the refund deadline (the first two weeks for regular session or the ten-percent date for short-term courses) will not be refunded. It is the student's responsibility to drop classes by the refund deadline or incur the fees. Processing of refunds will begin after the tenth day of classes for regular semester and after the ten-percent date for short-term class periods. Refunds will be automatically mailed to the student or credited to his or her credit card if payment was made by credit card. Students should allow four to six weeks after the drop deadline for processing. The parking fee and I.D. card fee are nonrefundable.