



AP 5030 Fees

Required fees include:

- Enrollment (Education Code Sections 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Non-Resident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101 subdivision (a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her/their immigration status or will file an application as soon as he/she/they is eligible to do so.
 - Student representation (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community services courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of Student Records (Education Code Section 76223)



AP 5030 Fees

- Dormitory (Education Code Section 81670)
- Childcare (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Leases / Deposits (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance Fee (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Mandatory Student Body Organization (CCCCO Student Fee Handbook)
- Non-resident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks.- (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)



AP 5030 Fees

- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability/malpractice insurance (Title 5 Section 55304)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees/Tuition

When fees authorized or required by the Legislature are to be collected following registration by the student(s), the additional fees will be calculated and added to the student(s) account. The student(s) will be notified of the fee amount.

If fees have been collected in error, the student(s) account will be credited for the entire amount of the error.

Fees will be refundable because of a reduction in the educational program of the District.

Fees will be refundable because of the student(s) reduction in units or withdrawal from class(es) if the student(s) drop the course during the established refund period.

Fees will be refundable because of changes in law or regulation authorizing and establishing enrollment fees.

A notice to students will be sent of availability of exemptions from certain mandatory and authorized fees.

Collection: Prior to the start of each term, all registration fees must be paid in full within ten (10) business days of registering. Beginning the first day of each term, fees must be paid within 24 hours of registration. At the Bursar's Office, acceptable forms of payment are: cash, check, money order, MasterCard, debit card, Visa, Discover and American Express. Acceptable forms of online payment are: MasterCard, Visa, Discover and American Express.

Students who receive a scholarship or who receive third party payment vouchers from agencies such as the Department of Rehabilitation, Department of Veterans Affairs, GAIN, Workforce Development, or other third party agencies must present their voucher to the Bursar's Office for verification and processing. Verified vouchers will be treated as an acceptable form of payment. Students are responsible for processing their own voucher Payment plans, complete financial aid award letters and/or BOG fee waivers will also be treated as acceptable forms of payment. Students are responsible to submit applications and required documentation in a timely manner to ensure processing.



AP 5030 Fees

Payment Plans: A Payment Plan must be set up or fees paid in full prior to the payment deadline for each Term.

You can sign up for a payment plan and pay via ACH (direct debit from your bank account), credit or debit card.

If an installment payment is late, a \$25 late fee will be assessed to your student account. Payments must be made immediately or you may be dropped from your classes for the amount owed.

The Payment Plan adjusts your installment amounts as new charges or credits are applied to your student account.

If a student is awarded financial aid for a semester, installment payments will be reduced to reflect the amount of the award. If a student(s) award is reduced during the semester and a balance is owed, installment payments will process against the card/account on file for any installment due dates that have not passed.

Victor Valley College's Payment Plan charges a \$25 Enrollment fee.

Victor Valley College charges a 2.85% convenience fee for credit card use within the Payment Plan.

Payments through any method will reduce your plan amount automatically. Any payment you make to Victor Valley College will go toward your next plan installment.

At enrollment, the payment plan is calculated on the balance owed after all payments and/or financial aid credits are deducted from the amount due. Financial aid awarded after the initiation of the plan reduces all installments equally.

Your payments are posted immediately as soon as a payment is processed successfully.

Students may setup authorized users to view their billing information and/or their student bill on his/her/their behalf. Please note that, in accordance with FERPA, this does not allow the authorized user to view the student's academic records, course schedule, or other personal information. Authorized users information. Authorized users may view student account activity, make payments, and set up payment plans.

The student may sign up for the plan themselves and then give access to each parent as an authorized user. Each parent will pay his/her/their personally agreed upon portion of the plan each month.

Failure to Pay Financial Obligations: The district may withhold grades, transcripts and diplomas, and may withhold enrollment privileges or any combination thereof from



AP 5030 Fees

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 their financial obligation (California Education Code Section 72237).

Collection when Legislature Changes Fees Following Registration: When, by an act of the Legislature, the registration fees are increased during a semester in which a student has already registered and paid fees in full, the student will be sent a bill informing them of the fee increase. The student will be allowed to continue enrollment for the semester currently in progress, but will not be given a copy of a transcript, or allowed to enroll in classes the following semester until payment for the fee increase is made in full.

Refund Policy: Registration fees are refundable when a student withdraws from class(es) by the 10% point of the length of the course for short-term courses, by the end of the 4th day for winter/summer courses, or by the end of the second week for full-term fall/spring semester courses. No refunds will be made after the second week of instruction. Students requesting a refund will be assessed a \$10.00 processing fee. The processing fee will be deducted from the refund.

THERE WILL BE NO REFUND OF PARKING FEES, ASSOCIATED STUDENT BODY FEES, STUDENT REPRESENTATION FEES, OR STUDENT USE FEES BEGINNING ON THE FIRST OFFICIAL DAY OF INSTRUCTION.

A Refund Request Form must be submitted to the Bursar's Office by the drop deadline. Please refer to the current term schedule for specific dates. A refund check will be mailed to the student within six (6) to eight (8) weeks from the drop date.

Students will receive a full refund for any classes cancelled by the college or from which they are administratively dropped. Refunds will be processed automatically by the district. No Refund Request Form is required and the refund processing fee will be waived.

Processing Time: The processing time for semester refunds is approximately two weeks after the last day to drop a full-term class. Once this time frame has lapsed, refunds are then processed on a monthly basis.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors



AP 5030 Fees

Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

Exempt Fees

Students included in courses contained within articulated course credit memorandum of understanding agreements between secondary school sites and Victor Valley College shall be exempt from minimum unit requirements and fees that are normally associated with the “credit by exam” process.

Collection of Fees for Service or Other Fees:

(A) Fees are payable online for transcript requests (first two copies free) and enrollment and degree verification.

References:

Education Code Sections: 66025.3, 68120, 70902subdivision (b)(9), 76300, and 76300.5;
Title 5 Sections 51012, 58520, and 58269;
California Community Colleges Chancellor’s Office (CCCCO) Student Fee Handbook; ACCJC Accreditation Standard I.C.6