

ACADEMIC SENATE 2nd READING – May 2, 2013 - APPROVED

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

Student Services
Fees

Chapter 5
AP 5030

Reference:

Education Code Sections: 66025.3, 66060, 70902(a),(b)(9), 76060.5, 76140-2, 76140.5, 76223, 76300, 76350, 76355, 76360, 76361, 73365, 76370, 76375, 76385, 76395, 79121 et seq, 81457, 81458, 81670, 81901b3, 82305.6; Title 5 Section 51012, 514012, 54801-54805, 55234, 55450, 55451, 55753, 58500-58510, 59400-59410, CCCCC Student Fee Handbook

Required fees include:

- A. Enrollment
- B. Non-Resident Tuition

Fees authorized by law include:

- A. Non-District physical education facilities
- B. Noncredit courses
- C. Community services courses
- D. Auditing of courses
- E. Instructional materials
- F. Athletic insurance
- G. Health
- H. Parking
- I. Transportation
- J. Student representation
- K. Student Center
- L. Student Records
- M. Dormitory
- N. Childcare
- O. Nonresident application processing
- P. Credit by Examination
- Q. Use of facilities financed by revenue bonds
- R. Refund processing
- S. Telephone / Internet registration
- T. Physical fitness test
- U. Instructional Tape Leases / Deposits
- V. Credit Card Use or Noncash
- V. International Student Medical Insurance Fee
- W. Providing Special Certificates

Prohibited fees include:

- A. Late application
- B. Add/drop
- C. Mandatory student activities
- D. Student Identification Cards

- F. Non-resident application
- G. Mandatory fieldtrips
- H. For dependents of certain veterans
- I. For dependents of certain victims of the September 11, 2001, terrorist attacks.
- J. For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor
- K. Required or funded services
- L. Refundable deposits
- M. Distance education (Internet Access)
- N. Mandatory mailings
- O. Mandatory fee for use of practice rooms
- P. Apprenticeship courses
- Q. Technology fee
- R. Late payment fee
- S. Nursing/healing arts student liability/malpractice insurance
- T. Cleaning fees
- U. Breakage fees
- V. Test proctoring

Collection and Refund of Fees/Tuition

Collection: Prior to the start of each term, all registration fees must be paid in full within five (5) working 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 vouchers.

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.

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 their financial obligation (California Education Code Section 72237).

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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. ~~The processing fee will be deducted from the refund.~~ No refunds will be made after the second week of instruction. Students requesting a refund will be assessed a \$10.00 processing service 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.

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.

Non-resident student tuition will be refunded at the same rate as residents.

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.