



BOARD POLICY

5030

DESERT COMMUNITY COLLEGE DISTRICT

FEES

The Board authorizes the following fees. The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs and are available on the college website.

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee of not more than \$15.00 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester. (See Board Policy 4070 Course Auditing and Auditing Fees)

Health Fee (Education Code Section 76355)

The Superintendent/President shall present to the Board for approval a fee to be charged to each full-time student for student health services. .

Parking Fee (Education Code Section 76360)

The Superintendent/President shall present for Board approval fees for parking for students.

Instructional Materials (Education Code Section 76365, 81457, and 81458; Title 5 Sections 59400 eq seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Malpractice Fee (Title 5 Section 55304)

Each student enrolled in Health Occupation Programs that require patient contact for the development of specific skills must obtain insurance coverage for malpractice. The fee amount will be included in the class schedule.

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.

Student Center Fee (Education Code Section 76375; Title 5 Section 58510)

A mandatory \$0.25 per unit fee is charged as established by two-thirds of students voting in an election for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee for supplying student transcripts, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Credit by Examination Fee (Education Code Section 76300; Title 5 Section 55050)

A non-refundable application fee equal to State-mandated per unit enrollment fee will be charged for students requesting credit by examination.

Duplicate Diploma/Certificate Fee (Education Code Section 76223)

A fee will be charged for a duplicate diploma/certificate.

Refund Processing Fee (Title 5 Section 58508)

Student requesting a refund will be charged a processing fee.

Enrollment Verification Fee (Education Code Section 76223)

Students requesting enrollment verification pay a nominal fee. Enrollment verifications requested for the purpose of student loan deferment are fee-exempt.

International Student Health Insurance (Education Code Section 70902 subdivision (b) (9))

College policy requires all international students on the F-1 visa to purchase the COD health insurance plan while they are studying at COD and/or the Intensive English Academy. COD does not accept any health insurance provider other than the approved college policy; this includes both foreign and domestic policies. (See Board Policy 5021 Health Insurance for International Students in F-1 Visa Status)

Fees for Off-Campus Laboratory Experiences (California Community Colleges Chancellor's Office Legal Advisory, May 2002; Joint Commission on Accreditation of Healthcare Organizations, January 2004; Nursing Student Handbook; COD Class Schedule)

To meet health and safety requirements specified by clinical facilities, the District may charge fees to students enrolled in programs or courses with a clinical component. Students accepted into the College of the Desert Nursing Program are required to pay additional fees:

- Malpractice insurance fee;
- LiveScan;
- Background check fee: one-time, unless required by additional clinical site(s) and/or if out of the program for more than one semester;
- Drug screening;
- Student nursing kits for entire program
- Uniform and patch;
- Medical forms and immunizations prior to registering; and
- American Heart Association cardio-pulmonary resuscitation (CPR) card.

See Administrative Procedure 5030 Fees and Administrative Procedure 5031 Instructional Materials Fees

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Administrator: VP Student Success

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