

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

STUDENT SERVICES

Chapter 5

**Fees**

**5030**

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.

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

**Auditing fees:** 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.

**Parking fee:** The superintendent/president shall present for board approval fees for parking for students.

**Student representation fee:** 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:** 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, 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:** 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.

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**Instructional materials usage fees:** The superintendent/president is authorized to establish instructional materials/usage fees which may vary by course.

Reference: Education Code Sections 76300, et seq., Education Code 76370, Education Code 76360, Education Code 76060.5, Education Code 76223, Education Code Section 76142

See Administrative Procedures [ ].