Sierra College  
ADMINISTRATIVE PROCEDURE  
No. AP 5032

Collection of Fees and Refunds

Date Adopted: 10/2/2009
Date Revised: 12/13/2013
Date Reviewed: 12/13/2013
References: Education Code Sections 68051, 70902(a), 76300; Title 5 Sections 51012, 54070, 58501, 58508; Military and Veterans Code 824

The District’s Business Officer establishes procedures for the collection, deposit, waiver, refund and accounting for fees as required by law. Fees are published in the college catalog and/or class schedules as authorized by the Board of Trustees.

Collection of Fees:

- Fees are due at the time of registration
- Students are given a 10 calendar day grace period, after which they will be dropped from classes for non-payment
- Student signing up less than 10 days before the semester begins will need to have their accounts paid in full before the first day of the new term
- If fees are owed by the student after the term begins a hold will be placed on their records and their account will be subject to collection

Refund of fees (within published refund deadlines) include:

- Fees collected in error
- Fees refundable due to class cancellation
- Fees refundable because of the student’s reduction in units or withdrawal within the refund deadline
- Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees

(a) The District shall refund upon request any enrollment fee paid by a student for program changes made during the first two weeks of instruction for a primary term-length course, or by the 20 percent point of the length of the course for a short-term course.
(b) The District shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 20 percent point for a short-term course, unless the program change is a result of the action by the District to cancel or reschedule a class or to drop a student where the student fails to meet a prerequisite.

(c) Non-resident tuition will be refunded for reduction of unit load according to the following schedule:

One-half of non-resident tuition will be refunded upon student petition for withdrawal from college within the first six weeks of a semester. (Short-term and summer courses have their own deadlines.)

Exceptions to non-resident tuition refund policies are subject to Board approval. Petitions for refunds can be obtained at and submitted to the Bursar Office.

(d) Any student who is a member of an active or reserve United States military service, who has withdrawn from courses due to military orders, may file a petition with the District requesting refund of the enrollment fee. The District shall refund the entire fee unless academic credit has been awarded.

(e) Criteria for exemptions from certain mandatory and authorized fees are published in the college catalog.

(f) Prior to refunding any enrollment fee or tuition, the district may determine if the student received federal Title IV funds during the term of enrollment. If funds were received, the refund may be held for up to 30 days while the district determines if any institutional or student return to the federal Title IV programs is due under Section 485 of the Higher Education Amendments of 1998, P.L. 105-244. If a return is deemed to be required, the amount of enrollment fee refund may first be used to meet any return obligation of the district and, if an amount of enrollment fee refund remains after the district obligation has been met, that amount may be used to meet any return obligation of the student. If an enrollment fee refund amount remains after all return obligations have been met, the student shall receive the remainder.

**Non Refundable Fees**

Audit Fees
Credit by Exam Fees
Foreign Citizen/Resident Application Processing Fee
Non-District Physical Ed Facilities Fee
Transcript Fees

*This list is subject to change and may be modified at any time by the District.

See Board Policy 5030