Sierra College
BOARD POLICY
BP 5030

Tuition and Fees

Date Adopted: 1/13/2004
Date Revised: 6/13/2017
Date Reviewed: 6/13/2017
References: Education Code Sections 68050, 68051, 68130, 68130.5, 70902(a)(9), 76141, 76142, 76223, 76300 et seq., 76355, 76360, 76365, 76370, 76375, 76395, 78300, 81720; Title 5 Sections 54045.5, 55050, 58500, 58509, 59400 et seq.; California Community College Chancellor’s Office Student Fee Handbook; ACCJC Accreditation Standard I.C.6

The Chief Business Officer shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure that those who are exempt from the fees, or for whom the fee is waived, are properly enrolled and accounted for. Fee amounts shall be published in the college catalog and/or class schedules. The Board has authorized the following fees:

Auditing Fee:
Education Code Section 76370; Board Policy 4070
The fee for auditing courses shall be no more than allowed by Education Code Section 76370.

Community Education Fee:
Education Code Section 78300; Board Policy 4400
No general fund monies may be expended to establish or maintain community education classes. Students shall be charged a fee not to exceed the cost of maintaining classes.

Credit by Exam Fee:
Education Code Section 76300; Title 5 Section 55050; Board Policy 4235
The per unit fee established by Education Code Section 76300 will be charged to students who request to challenge a course offered by the District. Non-resident students will be charged the appropriate non-resident tuition.
Enrollment Fee:
*Education Code Sections 76300, 76300(f), Title 5 Sections 58500 and 58509*
Each student shall be charged a fee for enrolling in credit courses as required by law unless entitled to a waiver. Fees are due at the time of registration. The following are exempt from paying this fee:

- Admitted Ghidotti Early College High School students
- Students enrolled at the Tahoe Truckee Unified School District
- Special admittance/concurrently enrolled high school students
- High school students enrolled in Career and College Access Pathways (CCAP) and Partnership for Advanced College Enrollment (PACE) courses

Foreign Citizen/Resident 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 regulation for determining economic hardship may be established by the Chief Business Officer. 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.

Non-resident Tuition
*Education Code Sections 68050, 68051, 68130, 68130.5, 76140, 76141; Title 5 Section 54045.5; Board Policy 5020*
Non-resident students shall be charged non-resident tuition for all units enrolled in accordance with the law. Additional information may be found in Board Policy 5020, Non-resident Tuition.

Non-resident Capital Outlay Fee:
*Education Code Section 76141*
Non-resident students will be charged a capital outlay fee, not to exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students. Not later than February 1 of each year, the Chief Business Officer shall bring to the Board for approval an action to establish the Non-resident Capital Outlay Fee for the following fiscal year. Any student who can demonstrate economic hardship is exempt from this fee. Economic hardship is defined as victims of persecution or discrimination in the foreign country in which the applicant is a citizen and resident, or who is a recipient of benefits under the Aid to Families with Dependent Children Program, the Supplemental Income/State Supplementary Program, or a general assistance program.

Health Fee:
*Education Code Section 76355*
The District shall charge the maximum health fee allowable by law for health supervision and services as calculated by the Implicit Price Deflator for State and Local Government Purchases of Goods and Services (U.S. Department of Commerce) with the following exemptions:
• Recipients of Board of Governor’s Fee Waivers type “A”
• Students enrolled exclusively in contract education, non-credit, and public safety in-service classes
• Students enrolled in the Ghidotti Early College High School Program
• Students enrolled at the Tahoe Truckee Unified School District
• Special admittance/concurrently enrolled high school students
• High school students enrolled in Career and College Access Pathways (CCAP) and Partnership for Advanced College Enrollment (PACE) courses

District staff will present the Board with any adjustment to student health fees.

Instructional Materials Fee:
*Education Code Section 76365; Title 5 Sections 59400, et seq.; Administrative Procedure 5031*
Students may be required to provide required instructional materials for a credit or non-credit course or purchase such materials from the District, 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.

Parking Fee:
*Education Code Section 76360; Board Policy 6750*
The District shall charge the maximum parking fee allowable by law for parking services as calculated by the Implicit Price Deflator for State and Local Government Purchases of Goods and Services (U.S. Department of Commerce). Recipients of Board of Governor’s Fee Waivers types “A” and “B” shall receive the appropriate fee adjustment as determined by statute. District staff will present the Board with any adjustments to parking rates.

Non-District Physical Education Facilities Fee:
*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.

Residence Hall Fee:
*Education Code Section 81670; Board Policy 5580*
The Superintendent/President is authorized to operate and maintain a residence hall facility for full-time student to be fully supported by student fees. District staff shall present to the Board any proposal to increase rates.

Student Body Center Building and Operating Fee:
*Education Code Section 76375*
The District shall charge students an annual building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center, not to exceed the maximum amount allowable by law with the following exemptions:
- Recipients of Board of Governor’s Fee Waivers type “A”
- Students enrolled exclusively in non-credit classes
- Students enrolled in the Ghidotti Early College High School Program
- Students enrolled at the Tahoe Truckee Unified School District
- Special admittance/concurrently enrolled high school students
- High school students enrolled in Career and College Access Pathways (CCAP) and Partnership for Advanced College Enrollment (PACE) courses.

Student ID Card Activity Sticker Fee:
*California Community College Chancellor’s Office Student Fee Handbook*
The District offers for a fee an optional activity sticker for the Student ID Card.

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 Admissions Officer 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.

See Board Policies 4070, 4235, 4400, and 5580; Administrative Procedures 5031 and 6750.