

Sierra College

ADMINISTRATIVE PROCEDURE

AP 5030

Fees

Date Adopted: 12/12/2025

Date Revised:

Date Reviewed:

References: Education Code Sections 66025.3, 68120, 70902 subdivision (b)(9), 76300, and 76300.5; Title 5 Sections 51012, 58501, and 58629; California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook; ACCJC Accreditation Eligibility Requirement 20

Required fees include:

- Enrollment (Education Code Sections 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than persons excluded from the term “immigrant” for purposes of the federal Immigration and Nationality Act (8 U.S. Code Section 1101(a)(15)), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - filing a California Nonresident Tuition Exemption Request form with the District or in the case of students applying for state-based financial aid, by filing a California Dream Act Application (CADAA) with the California Student Aid Commission verifying eligibility for this nonresident tuition exemption; and
 - in the case of undocumented persons, the filing of an affidavit that the student has filed an application to legalize their immigration status or will file an application as soon as they are eligible to do so.

- A nonresident student who enrolls in a credit English as a Second Language (ESL) course at the District and who is any of the following:
 - A recent immigrant, as defined in 8 U.S. Code Section 1101(a)(15);
 - A recent refugee, as defined in 8 U.S. Code Section 1101(a)(42); or
 - A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.

This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year.

This exemption applies only to the tuition fee for credit ESL courses.

- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)

- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

The District's Business Officer establishes procedures for the collection, deposit, waiver, refund and accounting for fees as required by law. Fees and criteria for exemptions from certain mandatory and authorized 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
- Fees paid and subsequent financial aid is awarded

The District will refund 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.

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.

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 disputed charges can be obtained at and submitted to the Admissions and Records Office.

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.

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

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

- Audit Fees
- International Application Processing Fee
- Non-District Physical Ed Facilities Fee

- Transcript Fees

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

See Board Policy 5030.