

Sierra College

BOARD POLICY

BP 5030

Fees

Date Adopted: 1/13/2004

Date Revised: 12/16/2025

Date Reviewed: 12/16/2025

References: Education Code Sections 76300 et seq.; Title 5 Sections 54221 and 58501; California Community College Chancellor's Office Student Fee Handbook; ACCJC Accreditation Standard Eligibility Requirement 20

The Board of Trustees 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 that 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 catalog.

Enrollment Fee:

Education Code Section 76300

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.

Course Auditing Fee:

Education Code Section 76370; Board Policy 4070

Persons auditing a course shall be charged a fee per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. 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.

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).

The Superintendent/President will present the Board with any adjustment to student health fees.

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). The Superintendent/President shall present the Board with any adjustments to parking rates.

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. The District shall ensure student access to textbooks and supplemental materials on the first day of class and strengthen student access to other instructional materials before their required use.

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.

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.

Student Representation Fee:

Education Code Section 76060.5

Students will be charged a \$2 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

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, 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 their application for admission. This processing fee and regulation 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.

See Administrative Procedure 5030.