

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: STUDENT FEES	Number: AP 5.27
Legal Authority: California Education Code Sections 76140, 76141, 68050, 68051, 68130, 68130.5; Title 5, California Code of Regulations, Section 54045.5; 38 U.S.C. Section 3679	Related to CCLC AP 5030

A. Enrollment Fee

1. Enrollment Fees are due and payable at the time of registration.
2. To obtain a refund for courses dropped before the drop with refund deadline, students must submit a completed application for refund to the Tuition and Fees Office.

B. Student Representation Fee

1. One dollar (\$1) of every two dollars (\$2) collected shall be expended to support the state-wide community college student organization.
2. The District shall provide students with the option to refuse to pay the student representation fee on the same form that is used for the collection of fees.
3. The District may retain a portion of fees collected and deposited that is equal to the actual cost of administering the fee, but not more than 7% of the fee collected and deposited.

C. Student Activity Fee

1. Revenue from the optional \$7 Student Activity fee shall be used solely by the Associated Student Councils, in collaboration with the Student Activities Office, to enrich the academic and social growth of the student body with a wide range of activities, programs, and resource centers as provided in the Guidelines for the Management of Associated Students Funds.
2. Students will have the option of declining to pay the Student Activity Fee. Alternatively, students can complete a reversal of fees form provided by the District and submit that form to the Dean of Student Activities. Completed forms will then be submitted to Office of Tuition and Fees for processing.

Recommended by Participatory Governance Council: October 5, 2023

Approved by Chancellor: October 19, 2023

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3. The Associated Students Executive Council may, upon a two-thirds vote, recommend to the Board of Trustees one change to the student activity fee in each academic year. Upon certification of the voting results, the recommendation for a fee increase or decrease shall be presented to the Board of Trustees.

D. Fee Payment Due at Registration

1. All applicable fees are due and payable at the time of registration.
2. Students who fail to pay a proper financial obligation are subject to Board Policy 5.12 Withholding of Student Records and Registration Privileges.

E. Deferral of Fee Payment

1. The payment of fees required at registration may be deferred upon selection of a payment plan or a third-party payer provided the following conditions are met.
 - a. Students provide documentation that their fees are to be paid for by another company or organization.
 - b. The documentation must include an installment payment schedule demonstrating satisfaction of the debt by the end of currently enrolled term for the academic year in which the debt was obligated.
2. Students who do not provide the appropriate documentation will be subject to the process outlined in Administrative Procedure AP 5.12 Withholding of Student Records and Registration Privileges.

F. Inapplicability to Post-9/11 GI Bill Recipients

Notwithstanding the above, the provisions of this procedure shall not apply to students who are recipients of Chapter 31 and Chapter 33 (of Title 38, U.S.C.) Post-9/11 GI Bill benefits, until ninety (90) days after a Certificate of Eligibility form has been submitted to the District.

G. Materials Fees

Students may be required to provide their own instructional materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where fee-based instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to

maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years while they have current student status. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

Periodically, a systematic review will be conducted on courses with instructional materials fees to ensure all standards are met and to modify existing materials fees, if necessary. Courses initiated by faculty where a new instructional materials fee is recommended must follow the guidelines as published by the State Chancellor's Office in "[Student Fee Handbook](#)," under the section titled, "Instructional Materials." All course instructional material fees will be published in the class schedule.

Definitions

1. "Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment, or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.
2. "Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and
 1. The instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or
 2. The instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.
3. "Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.