

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
POLICY MANUAL**

<b>Title:</b> <b>STUDENT FEES</b>	<b>Number:</b> <b>BP 5.27</b>
<b>Legal Authority:</b> <b>California Education Code Section 76140, 76141, 68050, 68051, 68130, 68130.5;</b> <b>Title 5, California Code of Regulations, Section 54045.5; 38 U.S.C. Section 3679</b>	

The Board authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund and accounting of fees as required by law.

**I. Enrollment Fee (EC 76300):**

- A. Students enrolling in credit courses will be charged an enrollment fee of \$46 per unit. The fee is subject to change by state legislation.
- B. Students exempt from the enrollment fee include:
  - 1. Students enrolled in credit contract education courses if the entire cost of education is paid for by the contractor.
  - 2. Special Part Time High School students enrolled in 11 units or less admitted pursuant to E.C. 76001 or San Francisco Unified School District Special Admit High School Students taking up to 15 units pursuant to an agreement with the District (EC 76004 College and Career Access Pathways Partnerships).
  - 3. Students enrolled in approved apprenticeship program courses pursuant to EC 76350.
- C. Notwithstanding E.C. 76300, California resident students who live in the City of San Francisco shall not be required to pay enrollment fees. Pursuant to the Free City Program (City and County Ordinance No. 125-17) and a Memorandum of Understanding between the District and City and County of San Francisco, the City and County of San Francisco shall transfer to the District sufficient funds to pay for the enrollment fees for California resident students who live in the City of San Francisco who are not otherwise exempt from the enrollment fee pursuant to Section I.B or I.D of this policy.
- D. The enrollment fee may be waived for the following students who demonstrate eligibility for the California College Promise Grant Fee Waiver prior to the first day of classes:
  - 1. Students who document that they meet income standards established under California College Promise Grant regulations.
  - 2. Students who demonstrate financial need in accordance with the methodology set forth in federal financial aid regulations.
  - 3. Students who are homeless youths as defined in EC 66025.9
  - 4. Students who, at the time of enrollment, document that are recipients of benefits under;
    - a. Temporary assistance to Needy Families Program
    - b. Supplemental Security Income/State Supplementary Program
    - c. General Assistance Program

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5. Students who provided appropriate documentation demonstrating that they are dependents or survivors of certain deceased or disabled persons as follows:
  - a. Dependents or survivors of certain deceased or disabled veterans, or recipients of the Congressional Medal of Honor upon certification by Veterans Affairs.
  - b. The surviving spouse or child of a deceased person who met all the requirements of EC 68120 regarding law enforcement or fire suppression.
  - c. The dependent of any individual killed in the September 11, 2001 terrorist attacks on the World Trade Center, the Pentagon building, or the crash of United Airlines Flight 93 in southwestern Pennsylvania.

**II. Health Fee (EC 76355)**

- A. Students enrolling in credit classes shall be charged a health fee. The Student Health Fee for all students is twenty dollars (\$20) per semester for the Fall and Spring semesters, and sixteen dollars (\$16) for summer session. All students taking at least 0.5 unit/credit hour shall be charged \$20.
- B. The following categories of students shall be exempt from payment of the health fee:
  1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization and submit verifying documentation.
  2. Students who are attending college under an approved apprenticeship training program.
- C. The Board of Trustees shall increase the Student Health Fee based on Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever application of that index produces an increase of one dollar (\$ 1) above the existing fee, the fee may be increased by one dollar (\$1).

**III. Parking Fee (EC 76360):**

- A. Students wishing to park on campus in a student lot, shall pay a fee of \$50 per semester. Students receiving financial aid shall pay a reduced fee of \$30 per semester. Students may alternatively elect to pay a daily fee of \$5 per day.

No student shall suffer removal, disciplinary action, suspension or expulsion for parking on campus without having paid the appropriate fee. However, pursuant to Board Policy and Administrative Procedures 5.12, students shall have student records and registration privileges

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withheld if they fail to pay a parking citation in a timely fashion. Furthermore, unpaid parking citations will be reported to the California Department of Motor Vehicles.

**IV. Instructional Material Fee (EC 76365, 5 CCR 594400):**

- A. Students may be required to provide instructional and other materials for credit or non-credit courses, 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.
- B. All instructional and other materials purchased on campus are to be purchased through the college bookstore.
- C. Employees, other than bookstores employees, are not permitted to sell instructional materials directly to students. Instructors may not require students to purchase instructional material from an entity in which the instructor has a financial interest.

**V. Student Representation Fee (EC 76060.5)**

- A. Students will be charged a two dollar (\$2) fee per semester to be used to provide support for student governmental affairs representation. One dollar (\$1) of the two dollar (\$2) fee shall be expended to establish and support a statewide community college organization.

Students may refuse to pay the fee and will be provided the means to do so at the time of registration.

**VI. Transcript Fee (EC 76233):**

- A. No charge shall be made for furnishing the first two (2) records.
- B. Subsequent to the first two (2) records, the charge for transcripts (including electronic transcripts) will be \$5 for delivery between one to five weeks from the date of the request.
- C. For rush service, 3 to 5 business days, the charge is \$10.
- D. All third party requests will be charged.

**VII. Web Registration Access Fee (EC 70902):**

- A. The District shall charge a \$3 per semester web access fee for students who wish to avail themselves of on-line registration.

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- B. Every service that is offered through web access must also be offered in person. District communication shall include information detailing how all web services can be accomplished in person.

**VIII. Student Activity Fee:**

- A. The District shall charge an optional \$7 per semester Student Activity Fee. Revenue from the 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 and resources developed from student requests.
- B. 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.

**IX. GED Testing Fee**

The District shall charge \$140 for the administration of the full GED test battery. A fee of \$15.00 will be charged for each retest in each subject when a passing score is not achieved. The fee for the administration of the full GED test battery will be reduced to \$100 provide the student is eligible for a BOG fee waiver as defined by section I.D above.

**X. Insufficient Funds Check:**

The District shall charge a \$25 fee for each check returned for insufficient funds. The purpose of this fee is to defray direct costs incurred by the District, such as returned fees incurred.

**XI. Credit by Exam (T5 55045)**

The District shall charge fees for administering the exam. The fee for Credit by Exam will not be more than the current enrollment fee for the course.

**XII. Failure to Pay Fees:**

Students who fail to pay a proper financial obligation are subject to Board Policy 5.12 Withholding of Student Records and Registration Privileges. Students who fail to pay all

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proper fees, or provide all documentation required for exemption, and waiver, shall not be permitted to register for the next semester.

Notwithstanding the above, the provisions of this policy 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.

Note: Duplicate diploma charges are not permissible – per SFH “districts may not charge students for their diplomas, nor may districts charge students a mandatory fee for a diploma cover or require students to purchase a cover from the bookstore or elsewhere.”

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