



ADMINISTRATIVE PROCEDURES

No. 5030.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FEES AND REFUNDS

REQUIRED FEES:

- Enrollment fee (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509): Each student shall be charged a fee as set forth by the Legislature of the State of California for enrolling in credit courses.
- Nonresident tuition (Education Code Sections 76140 and 76140.5): Nonresident students shall be charged nonresident tuition for all units enrolled. Exemptions may be made on a case-by-case basis as deemed appropriate by the Director of Admissions and Records or designee, when compliant with state law as specified in AP 502.1.

FEES AUTHORIZED BY LAW:

- Auditing of courses (Education Code Section 76370): Persons auditing a course shall be charged a fee as set by current legislation. 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. Audit fees are non-refundable.
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408): Students may be required to provide required instructional and other materials for a credit or non-credit course, 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. Instructional materials fees are refunded automatically when associated with semester length courses dropped within the first two weeks of instruction and within 10 percent of a short-term course.
- Health (Education Code Section 76355): The Superintendent/President or designee shall present to the board for approval a fee to be charged to credit, non-credit, full-time or part-time students.
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805): Students will be charged a non-refundable \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.
- Student Center (Education Code Section 76375; Title 5 Section 58510): A mandatory \$1 per unit fee, not to exceed \$10 per fiscal year, is charged as established by two-thirds of

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students voting in an election for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center.

- Copies of student records (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. Transcript fees are non-refundable.
- Credit by Examination (Education Code Section 76300; Title 5 Section 55050): An application fee equal to State mandated per unit enrollment fee will be charged for students requesting Credit by Examinations. Credit by examination fees are non-refundable.
- International Student 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 regulations 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.
- International Student Insurance: International students on the F-1, F-2, or J-1 visa are required to secure, and maintain, health insurance coverage while studying at Mendocino College. Health insurance coverage may be obtained through an approved college plan or secured independently by the student. Students that do not provide proof of independently secured health insurance coverage will be automatically enrolled in the college approved plan.

COLLECTION OF FEES:

Fees are due and payable at the time of enrollment, or thereafter when enacted by the Legislature, following registration by the student. Fees may be paid in person, by mail, online or by telephone.

Prior to the first date of instruction, a student may be dis-enrolled from class(es) for non-payment of enrollment fees, non-resident tuition, and other associated fees if all fees are not paid 5 business days after the student registers for classes, unless:

- the District has awarded the student a Board of Governors Fee Waiver (BOGW), or
- the District has awarded the student a Pell Grant based upon the receipt of an Institutional Student Information Record (ISIR) resulting from the filing of a Free Application for Federal Student Aid (FAFSA).

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WAIVER OF FEES

Enrollment fees will be waived for students, who at the time of enrollment meet one of the following criteria:

- meet the criteria for the Board of Governor's Fee Waiver (low income or dependents of disabled or deceased veterans or National Guard);
- are enrolled in 9-12 grades taking courses at Mendocino College as part time students only. 9-12 students who enroll for more than 11 units per semester, are not exempt from enrollment fees as specified in Education Code 76001, 76300(f);
- are spouses or children of deceased California resident whose principal duty was law enforcement or fire suppression/prevention (non-clerical) and who was killed in the line of duty (Ed Code 68120, 76300i). These students must provide documentation and certification to the Admissions and Records Office;
- are dependents of individuals who were California residents, were killed in the September 11, 2001 terrorist attacks, and meet the requirements for Cal Grant A. (Ed Code 68121, 76300 J-1) Documentation from the State Victim's Compensation Board must be provided to the Admissions and Records Office.

DEFERRED FEES:

Enrollment fees may be deferred for students, who at the time of enrollment, meet one of the following criteria:

- are enrolled in specified contract education courses where the entire cost of the course is paid by a public or private agency with which the District is contracting, and if attendance of these students are not included in calculation of FTES (Ed. Code 78021, 76300c3). Documentation must be provided to the Admissions and Records Office.
- a public or private agency has made written advance arrangements with the District indicating that the agency will pay student enrollment fees. Documentation must be provided to the Fiscal Services Office, prior to the student registering for the course(s).

REFUNDS

Enrollment, nonresident tuition, and instructional materials fees paid by a student will be refunded automatically for semester length courses dropped within the first two weeks of instruction and within 10 percent of a short-term course.

Health and student center fees paid by a student will be refunded automatically for full and complete drops which occur on or before the first day of the semester.

For the purpose of refunds, full term positive attendance courses will be treated as semester length (census) courses and for the purpose of refunds, summer session courses will be treated as short-term courses.

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Refunds will be processed automatically, and will be refunded to the credit card used for payment or will be mailed to the student's address currently on file with the district. It is the responsibility of each student to provide the Admissions and Records Office with the address to which their refund check should be mailed.

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