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## 1.0 Student Enrollment Fee

- 1.1 The amount of fees charged to students of the Los Rios Community College District for each credit unit is established by the State of California. Fractional units shall be computed by multiplying the fraction times the applicable semester unit rate and rounding off to the nearest dollar (Ca. Code of Regs., tit. 5, § 58501).
- 1.2 The enrollment fee shall be charged at the time the student is enrolled in a class.
  - 1.2.1 Variable Unit Classes - Students shall be charged for a variable unit class at the time the student enrolls in the class. The enrollment fee shall be based on the number of units in which the College enrolls the student. If the student later earns additional units, the student may add those units pursuant to the District's Policy for adding classes. Any additional enrollment fee shall then be charged to the student. No refund shall be made for units not earned by the student.
  - 1.2.2 Program Additions or Changes - The enrollment fee shall be adjusted to reflect added or dropped courses.

## 2.0 Refund Schedule

- 2.1 No refunds of any enrollment fee paid by a student for program changes made after Friday of the second week of instruction (full semester course) or by Friday of the first week of instruction or as published by the College (short term course or summer session) shall be made unless:
  - 2.1.1 the program change is a result of action by the District to cancel or reschedule a class, or
  - 2.1.2 the program change is a result of action by the District to drop a student where the student fails to meet a prerequisite (Ca. Code of Regs., tit. 5, § 58106).
- 2.2 A full refund for general enrollment fees paid shall be provided upon request by the student for program changes made, if the request for refund is made by the last day of instruction in the semester or summer session for which the fee was paid subject to Section 2.1 above. For short term courses, a full refund for general enrollment fees paid shall be provided upon request by the student for program changes made, upon the terms and conditions published by the College.
- 2.3 Enrollment fees paid to the District from federal Title IV program funds shall follow the Pro-Rata Refund Policy established by the federal government.

## 3.0 Method of Payment of Fees

- 3.1 The enrollment fee is to be paid to the District by the student before completion of

registration. Students may elect to pay fees due by cash, check, or credit card.

3.2 Students will be assessed a returned check fee of Fifteen Dollars (\$15.00) for each check not accepted by their bank for any reason other than bank error (proven by a bank letter). Any check written for payment of fees and returned by the bank will constitute nonpayment and therefore, may result in disenrollment without further notice.

3.3 A student with an overdue outstanding balance at any College of the District cannot enroll into subsequent courses or semesters until the overdue balance and late charges are paid in full.

3.3.1 Students with outstanding balances less than the minimum amount set by the Vice Chancellor of Finance, or designee, shall be exempt from the rule barring their enrollment into subsequent courses or semesters. Further, the Vice Chancellor of Finance, or designee, may make exceptions to this rule in appropriate circumstances

3.4 STUDENT TRANSCRIPTS WILL NOT BE RELEASED UNTIL OUTSTANDING FEES ARE PAID IN FULL.

#### 4.0 Special Part-Time Students Waiver of Fees

4.1 A special part-time student enrolled in one or more of the District's credit courses is exempt from the student enrollment fee as provided per Education Code, section 76300(f).

4.2 A "special part-time student" is a pupil attending a local school district who has been determined by the governing board of the school district, the principal of the school of attendance, and with parental consent, to benefit from advanced scholastic or vocational activities at the community college level (Ed. Code, § 48800).

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LRCCD

Adm. Regulation Adopted: 6/16/93

Adm. Regulation Revised: 10/5/94; 3/3/95; 1/24/96; 10/15/96; 9/8/08; 3/27/17;12/10/18

Adm. Regulation Reviewed: 3/27/17;12/10/18

Board Policy: [P-2254](#)