



## AP 5020 Non Resident Tuition

Reference: *Education Code Sections 68130.5 and 76140 et seq.;*  
*Title 5 Section 54045.5*

**NOTE:** This procedure is legally required. Local practice may be inserted, which must include or address:

Imperial Valley College has established the following procedures in determining Non-Resident Tuition:

- Exemptions, including:
  - Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
    - either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of these schools;
    - graduation from a California high school or attainment of the equivalent thereof;
    - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
    - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
    - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
  - Any students who meet the following requirements:
    - demonstrates financial need;
    - has a parent who has been deported or was permitted to depart voluntarily;
    - moved abroad as a result of that deportation or voluntary departure;
    - lived in California immediately before moving abroad;
    - attended a public or private secondary school in the state for three or more years; and
    - Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be

living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

- Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U)(i) or (ii), respectively, who meet the following requirements:
  - high school attendance in California for three or more years;
  - graduation from a California high school or attainment of the equivalent thereof;
  - registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
  - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.
  
- A requirement that the nonresident tuition fee be set not later than February 1 of each year.
- A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual
- Exemptions, if any, due to reciprocity with bordering states
- Processing fees, if any, for international students
- A requirement that the calculation include the expense of education in the preceding fiscal year
- A requirement that the calculation reflect fees in contiguous Districts
- A requirement that the calculation provide for students enrolled in more or less than 15 units per term

~~Exemptions, if any;~~

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~~That the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual;~~

~~Exemptions, if any, due to reciprocity with bordering states.~~

~~One of the following three will be used to determine Non-Resident Tuition:~~

~~That the calculation include the expense of education in the preceding fiscal year;~~

~~That the calculation reflect fees in contiguous Districts;~~

~~That the calculation provide for students enrolled in more or less than 15 units per term.~~

See BP 5020

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    - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
  - Any students who meet the following requirements:
    - demonstrates financial need;
    - has a parent who has been deported or was permitted to depart voluntarily;
    - moved abroad as a result of that deportation or voluntary departure;
    - lived in California immediately before moving abroad;
    - attended a public or private secondary school in the state for three or more years; and
    - Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
  - Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
- completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.

- A requirement that the nonresident tuition fee be set not later than February 1 of each year.
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Revised 3/12, 4/14, 4/15

## AP 5020 Non Resident Tuition

### References:

Education Code Sections 68130.5 and 76140 et seq.;  
Title 5 Section 54045.5

**NOTE:** *This procedure is **legally required**. Local practice may be inserted, which **must include or address**:*

- Exemptions, including:
  - Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
    - either high school attendance in California for three or more years **OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools**;
    - graduation from a California high school or attainment of the equivalent thereof;
    - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
    - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
    - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
  - Any students who meet the following requirements:
    - demonstrates financial need;
    - has a parent who has been deported or was permitted to depart voluntarily;
    - moved abroad as a result of that deportation or voluntary departure;
    - lived in California immediately before moving abroad;
    - attended a public or private secondary school in the state for three or more years; and
    - Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
  - Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
- completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.

- A requirement that the nonresident tuition fee be set not later than February 1 of each year.
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**Revised 3/12, 4/14, 4/15**



## AP 5020 Non Resident Tuition

Reference: *Education Code Sections 76140 et seq.*

Imperial Valley College has established the following procedures in determining Non-Resident Tuition:

Exemptions, if any;

That the nonresident tuition fee be set not later than January 1 of each year;

That the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual;

Exemptions, if any, due to reciprocity with bordering states.

One of the following three will be used to determine Non-Resident Tuition:

That the calculation include the expense of education in the preceding fiscal year;

That the calculation reflect fees in contiguous Districts;

That the calculation provide for students enrolled in more or less that 15 units per term.

See BP 5020



# IMPERIAL COMMUNITY COLLEGE DISTRICT

## AP 5030 Fees

Reference: Education Code Section 70902\_(a)(b)(9), 76300, 76300.5, and 66025.3; Education Code Sections 70902; Title 5 Section 51012; California Community College Chancellor's Office (CCCCO) Student Fee Handbook; ACCJC Accreditation Standard I.C.6

**NOTE:** This procedure is **legally required**. Local practice can be inserted here, but must comply with applicable law. Community college districts may only require students to pay a fee if required or specifically authorized by statute.

The General Counsel's Office of the State Chancellor's Office regularly publishes an updated student fee handbook that analyzes which fees are required and which are permitted, as well as those which are prohibited. (Accessible at [http://extranet.cccco.edu/Portals/1/Legal/Ops/12-09\\_StudentFeeHandbook2012.pdf](http://extranet.cccco.edu/Portals/1/Legal/Ops/12-09_StudentFeeHandbook2012.pdf))

### Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509) **with these permissive exemptions:**
  - **A special part-time student (K12 Concurrent Enrollment).**
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
  - ~~All nonresident students enrolling for 6 or fewer units; or~~
  - ~~A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);~~
  - **A student residing in Arizona and enrolled at Imperial Valley College (AB 3063: Community College Interstate Attendance Agreement)**
  - All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
    - ~~high school attendance in California for~~ **students who attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and attended a total of three or more years in California elementary schools, California secondary schools or a combination of those schools;**
    - graduation from a California high school or attainment of the equivalent thereof;
    - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;



- completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

**Fees authorized by law include:**

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

**Prohibited fees include:**

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)

- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

### Collection and Refund of Fees

- Fees to be collected when enacted by the Legislature following registration by the student.
- Fees collected in error.
- Fees refundable because of a reduction in the educational program of the District.
- Fees refundable because of the student's reduction in units or withdrawal from an education program.
- Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees.
- Notice to students of availability of exemptions from certain mandatory and authorized fees.

The Imperial Community College District Catalog and Schedule of Classes contains the most current information regarding fees. These documents are updated regularly.

Office of Primary Responsibility: Admissions and Records and Business Office.

**~~\*\*All Fees and Tuition are due and payable at the time of registration.~~**

### ~~STUDENT FEES~~

<del>Enrollment Fee (Subject to Change)*</del>	<del>\$ 46.00 per unit</del>
<del>Summer 2012</del>	<del>\$ 46.00 per unit</del>
<del>Nonresident &amp; Foreign Tuition</del>	<del>\$ 219.00 per unit</del>

Student Representation Fee	\$ 1.00
Health Fee	\$ 14.00
Parking Fee**	
First vehicle	\$ 20.00 per vehicle
Each additional vehicle	\$ 15.00 per vehicle
IVC Debit Card Replacement Fee	\$ 20.00 per card
Instructional Materials Fees	(See Class Schedule)
Returned Check Charge	\$ 25.00

### **OTHER MISCELLANEOUS STUDENT FEES**

Transcripts ordered online through Docufide ([www.imperial.edu/docufide](http://www.imperial.edu/docufide)):

Electronic Transcripts	\$ 8.00 each
USPS-delivered Transcripts	\$ 10.00 each
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Enrollment Verifications (First two free)	\$ 2.00 each
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Child Care (Call IVC Preschool  
760-355-6499)

### **EXPLANATION OF FEES**

\*The Enrollment Fee mandated by the California State Legislature, with the approval of the Governor, requires all California Community Colleges to charge students an Enrollment Fee each semester. The legislature has also provided for financial assistance and fee waivers for low-income students who cannot afford to pay this fee and who qualify according to State guidelines. Information for financial assistance and fee waivers can be obtained from the Financial Aid Office.

\*\*The Parking Fee provides administrative and operating funds for parking and transportation-related facilities. \*NOTE: Students enrolled solely in off-campus classes are not required to pay the parking fee.

### **REFUND POLICY**

By California state law, refunds/fee credits can only be given for full-term classes dropped on or before the deadline to drop full-term classes without owing fees and/or be eligible for a refund date posted in the class schedule. Tuition and fees will be owed for all full-term classes not dropped by that date, regardless of attendance. Short-term

~~classes must be dropped by the ten percent point of the class. Refer to the current class schedule for specific deadline dates or contact the Admissions & Records Office. After the late registration period is over, refunds of \$20 or more owed to students will be issued. In order to receive refunds and/or financial aid payments, students must "activate" their IVC debit card and select their preferred mode of payment. Debit cards are automatically mailed to students scheduled to receive a refund. As soon as you receive your card from HigherOne (the issuing bank), follow the instructions to activate it and select the method of payment preferred. Refunds and/or financial aid funds will not be issued until you have completed the activation process.~~

~~For additional information, contact the Business Services Office.~~

~~**Imperial Valley College students receiving federal financial aid (Title IV funds) who do not attend any classes will be required to repay all of the funds they received.** Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester complete, and will be required to repay any unearned financial aid they received. For additional information, contact the Financial Aid Office in the Student Services Center, Bld. 100.~~

See BP 5030

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*The General Counsel's Office of the State Chancellor's Office regularly publishes an updated student fee handbook that analyzes which fees are required and which are permitted, as well as those which are prohibited.*

### Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
  - All nonresident students enrolling for 6 or fewer units; or
  - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
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- Notice to students of availability of exemptions from certain mandatory and authorized fees

**Revised 2/03, 8/03, 9/05, 2/06, 8/06, 2/07, 3/12, 9/12, 4/15**



# IMPERIAL COMMUNITY COLLEGE DISTRICT

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## AP 5030 Fees

Reference: *Education Code Section 70902 (a); Title 5 Section 51012;*

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Instructional Materials Fees	(See Class Schedule)
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## EXPLANATION OF FEES

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## REFUND POLICY

By California state law, refunds/fee credits can only be given for full-term classes dropped on or before the deadline to drop full-term classes without owing fees and/or be eligible for a refund date posted in the class schedule. Tuition and fees will be owed for all full-term classes not dropped by that date, regardless of attendance. Short-term classes must be dropped by the ten percent point of the class. Refer to the current class schedule for specific deadline dates or contact the Admissions & Records Office. After the late registration period is over, refunds of \$20 or more owed to students will be issued. In order to receive refunds and/or financial aid payments, students must "activate" their IVC debit card and select their preferred mode of payment. Debit cards are automatically mailed to students scheduled to receive a refund. As soon as you receive your card from HigherOne (the issuing bank), follow the instructions to activate it and select the method of payment preferred. Refunds and/or financial aid funds will not be issued until you have completed the activation process.

For additional information, contact the Business Services Office.

**Imperial Valley College students receiving federal financial aid (Title IV funds) who do not attend any classes will be required to repay all of the funds they received.** Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester complete, and will be required to repay any unearned financial aid they received. For additional information, contact the Financial Aid Office in the Student Services Center, Bld. 100.

See BP 5030



## AP 5031 Instructional Materials Fees

Reference: *Education Code Section 76365; Title 5 Section 59400 et seq.*

Students may be required to provide instructional ~~and other~~ materials required for a credit or non-credit 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.

~~"Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.~~

"Required instructional material ~~and other~~ shall not include materials" means any used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional ~~and other~~ 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. 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.

The District will publish these regulations in each college catalog.

### Definitions

"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 ~~those~~ the required objectives of a course ~~which are to be accomplished under the supervision of an instructor during class hours.~~

"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~~ the instructional material is otherwise

generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) ~~The~~the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional ~~and other~~ 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 hours.

~~Students may be required to provide instructional and other materials required for a credit or non-credit 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.~~

### **Establishing Required Materials and Related Fees:**

Need is determined and by the instructor and the Vice President for Academic Services.

Compliance with definitions is determined and by the Vice President for Academic Services.

Materials will be provided and by the institution.

Procedures for publishing and collecting fees will be established by the Business Services Office.

No BP

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### References:

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Title 5 Sections 59400 et seq.

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Students may be required to provide instructional materials required for a credit or non-credit 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 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. 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.

The District will publish these regulations in each college catalog.

### Definitions

"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.

"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.

"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.

### **Establishing Required Materials and Related Fees**

**NOTE:** *Insert local procedures here, including:*

- How need is determined and by whom.
- How compliance with definitions is determined and by whom.
- How materials will be provided and by whom.
- Procedures for publishing and collecting fees.
- Who is responsible for gathering related data and responding to the State Chancellor's Office inquiries regarding these fees.

Revised 8/06, 3/12, 9/12



## AP 5031 Instructional Materials Fees

Reference: *Education Code Section 76365; Title 5 Section 59400 et seq.*

Students may be required to provide instructional and other materials required for a credit or non-credit 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.

### Definitions

"Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.

"Required instructional and other materials" means any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

"Solely or exclusively available from the District" means that the material is not available except through the District, or that the District requires that the 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 material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional and other 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 class hours.

### Establishing Required Materials and Related Fees:

Need is determined and by the instructor and the Vice President for Academic Services.

Compliance with definitions is determined and by the Vice President for Academic Services.

Materials will be provided and by the institution.

Procedures for publishing and collecting fees will be established by the Business Services Office.

No BP