



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 5 Student Services

5030

AP 5030 Fees

Enrollment Fee

All students shall be charged a \$46 per unit enrollment fee for enrolling in credit courses as required by law unless exempted. (See Education Code Sections 68130.5, 76001, and 76300 for enrollment fee exemptions.)

Students eligible for and awarded a California College Promise Grant (CCPG) are exempt from paying enrollment fees. Specially enrolled, concurrent (dual) enrollment part-time students are exempt from paying the enrollment fee up to 11.0 units. (See Education Code Section 76300.)

Noncredit courses may not be assessed a per-unit enrollment fee.

Board approval is required to set or change the enrollment fee. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

Nonresident Tuition

The Education Code requires the District to change a nonresident tuition fee and a nonresident capital outlay fee to all non-residents. The District may exempt a nonresident student as permitted by law. (See BP/AP 5020 Nonresident Tuition.)

Board approval is required to set or change enrollment and tuition fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

Health Fee

The District shall charge the maximum health fee allowable by law for health supervision and services. Each student enrolled in an on-campus or online course will be assessed the fee at the time of enrollment for student health services.

Board approval is required to set or change student health fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.



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Parking Fee

Students shall be required to pay a fee to park, assessed on a daily, semester, or annual basis. The Board annually may increase the parking fee limits by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchases of Goods and Services published by the United States Department of Commerce.

Board approval is required to set or change parking fees. The Superintendent/President shall bring the proposed amount to the Board for approval before the fee is implemented.

Student Body Fee

Students shall pay a fee that shall not exceed \$10 per semester for a picture ID and support Student Government and titles the student to local merchants' discounts, ASMPC short-term emergency loans, free or reduced admission to all sporting events, dances, and other cultural, social or academic activities sponsored by Monterey Peninsula College.

The Student Body Fee is refundable if all courses are dropped within the refund deadline. For full-term semester-length courses, the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course.

Students requesting a waiver from the Student Body Fee must submit the Student Body Fee Waiver Form. The form is available on the MPC website, at the Admissions and Records Office, and at the Student Activities Office.

Student Center Use Fee

The Student Center Use Fee of \$10 per semester or \$5 for the summer session is required of all students taking at least one course (excluding online courses) on the Monterey Campus. This fee helps to repay a government loan that was obtained to build and maintain the Student Center.

The Student Center Use Fee is refundable if all courses are dropped within the refund deadlines. For full-term semester-length courses, the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course.



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Instructional Materials

Students may be required to purchase instructional and other materials for a credit or noncredit course provided such materials are of continuing value to the student outside the classroom and provided that such materials are available from the District.

Student Representation Fee

This fee of \$2 is collected at the time of registration for the purpose of providing student government representatives the means to travel and attend conferences to enhance their goal in bringing forth the students' viewpoints before any political entity.

The Student Representation Fee is refundable if all courses are dropped within the refund deadlines. For full-term semester-length courses, the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course.

Transcript Fees

Upon the official request of the student, official transcripts are issued by the Admissions and Records Office. The first two copies of the student's transcripts requested in a lifetime, under normal procedures, are provided at no charge. After the first two copies, transcript fees apply. Rush service is available for an additional cost.

Collection of Fees

The District may collect a fee for returned or disputed check payments, ACH payments, credit card, or debit card payments. Fees are to be collected soon after registration. The student will not be dropped for nonpayment after instruction has begun. Federal loans shall be collected in accordance with current Federal and District guidelines. The college may withhold registration privileges from any student or student who has failed to pay a loan, a federal pullback or meet any other financial obligation owed to the District. Unpaid accounts may be submitted to a collections agency.

Refunds- Fees

Students requesting refunds of the Student Center Use Fee, Health Fee, Student Body Fee, and/or Student Representation Fee, may do so if all courses are dropped within the refund deadlines. For full-term semester-length courses, the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often short. Please refer to the section dates link available within WebReg or ask Admissions and Records



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for more information regarding the refund deadlines for any course. The same applies to the Enrollment fee and material charges. Refunds will not be authorized for courses not dropped by the appropriate deadline. Refunds will be made in accordance with AP 5030 Fees.

A refund processing fee of \$10 per semester/session may be withheld from the refund of the Enrollment Fee for courses dropped that have not been canceled by the College.

Waiver of Fees

The District may waive enrollment fees that were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

Responsibility

The Vice President of Administrative Services or designee, in consultation through the participatory governance process, shall be responsible for the implementation of all procedures regarding the assessment of student fees and exemptions per the Education Code.

See Board Policy 5030 - Fees

See also Board Policy/Administrative Procedure 5020 - Nonresident Tuition; Administrative Procedure 5031 - Instructional Materials; Board Policy 5035 - Withholding of Student Records; Board Policy /Administrative Procedure 5040 - Student Records, Directory Information and Privacy; Board Policy/Administrative Procedure 5200 - Student Health Services; Board Policy/Administrative Procedure 5400 - Associated Students Organization; and Board Policy/Administrative Procedure 6750 - Parking

References: *Education Code Sections 66025.3, 68120, 70902 subdivision (b)(9), 76300, and 76300.5;*
Title 5 Sections 51012, 58520, and 58629;
California Community Colleges Chancellor's Office - Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Approved: April 12, 2022