



FEES AND REFUNDS

Business Services
 Building 1, second floor
 (510) 659-7307
<http://www.ohlone.edu/org/admissions/fees.html>

Enrollment Fees

Enrollment fees are required of all students. Enrollment fees and refunds vary based upon residency, non-resident and/or non-citizen status. Please see the enrollment fee chart on the Ohlone Web page (<http://www.ohlone.edu/org/admissions/home.html>) or in the Class Schedule.

Health Services Fee

Ohlone College provides health services for students through the Student Health Center located on the Fremont campus. In accordance with state community college regulations, all enrolled students will be charged a Health Services Fee of \$12.00 for both Fall and Spring semesters and \$9.00 for Summer Session.

The only exceptions for this fee are listed below:

- Students who receive a Board of Governors Waiver (enrollment fee waiver through Financial Aid) will receive a health fee waiver provided they apply for the waiver with the Financial Aid Office at least **one week prior to their registration dates**. Such students are eligible for services. **Waivers will not be processed after a student has registered.** Waivers will not be accepted after the second week of classes.
- The Health Services Fee is optional for students taking classes held **only** on Sunday or **only** at off-campus locations other than the Newark Ohlone Center. Only such students who elect to pay the fee will be eligible for health services.
- Students who rely only on prayer for healing in accordance with teachings of a bonafide religious sect, denomination, or organization may seek exemption from the fee and services. To apply for a waiver students must provide a statement of such reliance from an official of the sect, denomination, or organization to the Office of Admissions and Records at least **one week prior to** their registration date. Waivers will not be processed after a student has registered and exemptions will not be accepted after the second week of the term.

There are no other exemptions for the Health Services Fee.

Instructional Materials Fees

In accordance with revised California Administrative Code Title 5, Part VI, sections 59400 through 59408, the policy for requiring students to provide instructional and other materials and establishing the provisions for assessing the students a fee for a credit or noncredit course shall conform to the following guidelines:

- A. The materials shall be tangible personal property that are owned or primarily controlled by an individual student.
- B. The material is of a continuing value to the student outside of the classroom setting and is not wholly consumed, used up, or rendered valueless as it is applied in achieving the required course objectives that are to be accomplished under the supervision of an instructor during class hours.
- C. The material shall not be solely or exclusively available from the District except if it is provided to the student at the District's actual cost, and:
 1. The material is otherwise generally available, but is provided by the District for health and safety reasons, or
 2. The material is provided in lieu of other generally available, but more expensive material that would otherwise be required.
- D. Any materials not meeting these guidelines will be provided by the District to students at no cost to the student.

Unpaid Financial Obligations

The Ohlone Community College District may through its officers withhold grades, transcripts, and diplomas and may withhold enrollment privileges, or any combination thereof, from any student or returning student who has been provided with written notice (via letter or e-mail) that he or she has failed to pay a proper financial obligation due to the District. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation. This policy is authorized by the California Education Code Section 72237.

Students who do not pay fees or fines or who pay by check or credit card with insufficient funds are subject to a collection fee. Unpaid financial obligations including the collection service fee may be referred to the State of California for deduction of debt from individual tax refunds. This process includes but is not limited to unpaid library fines, enrollment and class related fees, unpaid short-term loans, and unpaid restitution costs.

Refunds

Fees will be refunded upon request starting the day after the last day to drop with a refund.

Resident Tuition

Fall and Spring Semesters

Through 10% of the length of the class, 100% of the enrollment fee will be credited to the appropriate student account and available for refund upon request.

Refunds will not be approved after the tenth day of the semester.

Summer Session and Other-than-Semester-Length Classes

Through 10% of the length of the class, 100% of the enrollment fee will be credited to the appropriate student account and available for refund upon request. Please check the Schedule of Classes or contact the Office of Admissions and Records for specific deadline dates.

Non-Resident Tuition and Non-Resident/Non-Citizen Tuition

Fall and Spring Semesters

Students who withdraw from a class during the first five days of the semester will be eligible for a refund of 100% of the tuition paid for that class. Students who withdraw from a class from the sixth through the tenth day of the semester are eligible for a 50% refund of the tuition paid for that class.

Refunds will not be approved after the tenth day of the semester.

Summer Session

Through 10% of the length of the class, 100% of the enrollment fee will be credited to the appropriate student account and available for refund upon request. Please check the Class Schedule or contact the Office of Admissions and Records for specific deadline dates.

2004-2005 FEES

Fees may be charged for examinations for course credit, for copies of student records, processing of enrollment fee/tuition refunds, and vocational and counseling related tests. Fees will be charged for Community Education events and facilities use in accordance with California Education Code provisions. **All fees are subject to change.**

FEE	AMOUNT	COMMENTS
Enrollment Fee	\$18 per unit	Required of all students except K-12 students and students who apply for a fee waiver.
Parking permits	\$26 per semester per automobile; \$15 per semester per motorcycle; or \$2.00 daily rate	Required of all students who park on campus. Parking permits may be purchased at the Ohlone College Bookstore.
Non-resident tuition	\$156 per unit, in addition to Enrollment Fee	Required of all out-of-state students
Non-resident, non-citizen tuition	\$161 per unit, in addition to Enrollment Fee (includes \$5.00 per unit Capital Outlay Fee)	Required of all non-resident, non-citizen students including those who hold C, D, F, H-2, H-3, J, M, P, Q, TD, and TN visas. Holders of B visitor visas may not enroll.
Student Activity Fee	\$5 for both Fall and Spring semesters and \$2.50 for Summer Session	This fee is charged to all students unless they decline in writing before the deadline published in each term's Class Schedule.
Health Services Fee	\$12 for both Fall and Spring semesters and \$9 for Summer Session	Required of all enrolled students except those students with exceptions as listed above.
Printing Fees	\$5 initial purchase fee for reusable card and \$3 printing credit. Printing cost is 15¢ for black and white printing and 60¢ for color printing.	Required for printed copies in all computer labs and classrooms.
College Catalog	\$6.75	Add an additional \$3.75 for postage and handling if catalog is mailed.
International Student Application Processing Fee	\$100	Applied to tuition fees upon registration.
Transcripts - Normal Processing	\$4.00 per copy	First two copies are free. Allow 5 days for processing during the semester; 2 weeks during Late Registration and semester break periods.
Transcripts - Express Service	\$10.00 per copy	Not available during Late Registration.
Transcripts - Unofficial	Free	Available through student's WebAdvisor account
Verification of Enrollment	\$4.00	First two copies are free
Duplicate Registration Receipt/ Work-in-Progress Listing	Free	Available through student's WebAdvisor account
Chemistry Department Breakage Fee	Cost of replacement in excess of \$5.00	

ALL FEES ARE SUBJECT TO CHANGE BASED ON STATE BUDGET ADJUSTMENTS.

Fees are accurate at the time of catalog publication; however, fees are expected to be increased for Fall 2004 and could result in additional charges after registration has been completed.

Students can pay fees by credit card using WebAdvisor or TeleReg.