



Photo courtesy of Jyoti Chalpe

## CHAPTER 4 FEES AND REFUNDS

Cashier/Student Receivable Department  
 Building 1, second floor  
 (510) 659-7307  
<http://www.ohlone.edu/org/studentrec/>

### FEES

#### 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 2005-2006 fees listed on page 25.

#### Student Activity Fee/Student ID Card

Every student is encouraged to support the optional, non-refundable Activity Fee supporting co-curricular activities and student events (\$5.00 per semester for Fall and Spring; \$2.50 for Summer Session). Included in the Student Activity Fee is the ability to receive a Student ID card. The Student ID card entitles students to a number of benefits including free or discounted admission to College and ASOC sponsored events; easy library book checkout; reduced rates for Smith Center events; identification for the Reading and Writing Labs; and special discounts in the cafeteria and community. In addition to these discounts students are encouraged to check with symphonies, amusement parks, and theaters about established student discount programs. For a complete list of local merchants participating in the discount program and other ID card benefits visit ASOC in Building 1, Room 1130 or call (510) 659-6063.

#### 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 \$13.00 for both Fall and Spring semesters and \$10.00 for Summer Session.

The only exemptions 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. **Only** such students who elect to pay the Health Services 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.

#### 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.

### 2005-2006 FEES

Fees may be charged for examinations for course credit, for copies of student records; processing of enrollment fee and 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	\$26 per unit	Required of all students except K-12 students and students who qualify for a fee waiver.
Non-resident tuition	\$151 per unit, in addition to Enrollment Fee	Required of all out-of-state students
Non-resident, non-citizen tuition	\$169 per unit, in addition to Enrollment Fee (includes \$18 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	\$13 for both Fall and Spring semesters and \$10 for Summer Session	Required of all enrolled students except those students with exceptions as listed in the Health Services Fee section on page 24.
Parking Permits	\$26 per semester per vehicle; \$15 per semester per motorcycle; or \$2.00 daily rate	Required of all students who park on the Fremont campus. Parking permits may be purchased at the Bookstore on the Fremont campus.
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.
Copying Fees	15¢ per page	Payment for copies is required in Hyman Hall and the Library.
College Catalog	\$3.00	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 may be increased and could result in additional charges after registration has been completed.

### REFUNDS

Refund dates for Fall and Spring full-term courses are located in the corresponding Class Schedule. Summer courses and non-semester length (e.g. Fast Track) courses are eligible for a 100% refund if dropped before the first 10% of the class time. If any class, in any semester, meets for 10 (ten) or fewer meetings, students must drop the class before the first meeting to be eligible to request a refund for that class.

The Cashier accepts refund requests for any term after the add period for that term has ended. The refund date is based on the date the Cashier receives the student's complete and accurate Refund Request Form or receives a complete and accurate e-mail request. Up-to-date refund process dates and information and the current Refund Time Table is available online at the Cashier Web page at <http://www.ohlone.edu/org/studentrec>.