



Photo courtesy of Aparna Mohan.

## CHAPTER 4 FEES AND REFUNDS

Cashier/Student Receivable Department  
Fremont campus, Building 1, second floor  
(510) 659-6073  
<http://www.ohlone.edu/org/studentrec/>

### FEES

#### Enrollment Fee

Enrollment fees are required of all students, except K-12 students and students who qualify for a fee waiver. Enrollment fees and refunds vary based upon residency, non-resident, and/or non-citizen status. Please see the 2009-2010 fees listed on page 35 in this catalog and in the Class Schedule.

#### Electronic Access Fee

The electronic access fee is required of all students who use WebAdvisor. WebAdvisor is the online portal for all online registration, payments, and academic records review. The fee is non-refundable except for students who do not access WebAdvisor and submit a refund request to the Cashier's Office on the Fremont campus.

#### Student Activity Fee/Student ID Card

Every student is encouraged to support the optional, non-refundable Student Activity Fee supporting co-curricular activities and student events (\$5 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



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College and ASOC sponsored events; easy library book checkout; reduced rates for events held in the Gary Soren Smith Center for the Fine and Performing Arts; identification for the Reading and Writing Labs; and special discounts in the Ohlone 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, please visit ASOC in Building 7, Room 7210 on the Fremont campus or call (510) 659-6063.

#### Health Services Fee

Ohlone College provides health services for students through the Student Health Center. In accordance with State Community College regulations, all enrolled students will be charged a Health Services Fee of \$17 for both Fall and Spring semesters and \$14 for Summer term.

The only exemptions for this fee are listed below:

- 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 Student Health Center on the Fremont campus 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.

## 2009-2010 Fees

Fees may be charged 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.**

<i>FEE</i>	<i>AMOUNT</i>	<i>COMMENTS</i>
Enrollment Fee	\$20 per unit	Required of all students except K-12 students and students who qualify for a fee waiver.
Electronic Access Fee	\$5 per term	Required for all students who use WebAdvisor for online registration, payments, and academic records review. Non-refundable except for students who do not access WebAdvisor and submit a refund request to the Cashier's Office.
Parking Permit	\$35 per semester per vehicle; \$18 per semester per motorcycle; or \$2 daily rate	Required of all students who park on the Fremont campus or on the Newark campus. Parking permits may be purchased at the Bookstore on the Fremont campus. Fees are currently under review and are subject to change.
Non-resident tuition	\$190 per unit, in addition to Enrollment Fee	Required of all out-of-state students
Non-resident, non-citizen tuition	\$195 per unit, in addition to Enrollment Fee (includes \$5 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 Term	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	\$17 for both Fall and Spring Semesters and \$14 for Summer Term	Required of all enrolled students except those students with exceptions as listed in the Health Services Fee section on page 34.
Printing Fees	\$1 initial purchase fee for reusable card and 50¢ 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 (black and white) 60¢ per page (color)	Payment for copies is required in Hyman Hall and the Library.
College Catalog	\$3	Add an additional \$3.75 for postage and handling if catalog is mailed.
International Student Application Fee	\$50	Non-refundable fee for new international student applications.
Transcripts – Normal Processing	\$4 per copy	First two copies are free.
Transcripts - Express Service	\$10 per copy	Not available during Extended Registration
Transcripts - Unofficial	Free	Available only through student's WebAdvisor account
Verification of Enrollment	\$4	First two copies are free
Duplicate Registration Receipt/ Work-in-Progress Listing	Free	Available through student's WebAdvisor account

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

Additional fees may be added at a later date, subject to approval by the Ohlone Community College District Board of Trustees.

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.

## 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 non-credit 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 transcripts, diplomas, and registration privileges, or any combination thereof, from any student who has been provided with written notice (via letter or e-mail) that the student 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 an additional 33.3% collection fee based on the financial obligation due. 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.

## PAYMENT

Payment is due at the time of registration. Students have seven days from the time of their most recent registration activity to complete their tuition and fee payment arrangements. Students must either pay at the time of registration or select a payment option from the following list within this seven day period. Students who do not take one of these actions will be dropped from their classes for non-payment. For a listing of student programs that will not be dropped due to non-payment or to see the Frequently Asked Questions please visit the Cashier's Office Web site at <http://www.ohlone.edu/org/studentrec>.

Students need to make sure when they choose a payment plan that they have dropped any classes they do not plan on attending. Students who do not drop classes will be held financially responsible for those classes.



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## Payment Options

1. Pay with a credit card.  
Students may pay with a credit card via their WebAdvisor account (<https://webadvisor.ohlone.edu>) or at the Cashier's Office (Fremont campus, Building 1, second floor). Students may use a debit card for this option if the debit card has a Visa, MasterCard, Discover, or American Express logo.
2. Pay in full with a checking or savings account.  
Students may pay in full with a checking or savings account through WebAdvisor (<https://webadvisor.ohlone.edu>) on e-Cashier. e-Cashier is a third party vendor that allows students to sign up for a monthly payment plan. There is no charge for paying in full using e-Cashier and an e-check.
3. Sign up for a payment plan.  
Students may sign up for a payment plan through WebAdvisor (<https://webadvisor.ohlone.edu>) on e-Cashier with a credit card, checking account, or savings account. e-Cashier is a third party vendor that allows students to sign up for a monthly payment plan. There is a \$20 non-refundable fee for this payment plan option.
4. Pay at the Cashier's Office.  
Students have seven days from the time of their most recent registration activity to pay through the Cashier's office (Fremont campus, Building 1, second floor) or to place check payments in the Drop Box in the Building 1 Lobby on the Fremont campus. Students may pay in person with cash, check, or credit card. Mailed checks must be received in the Cashier's Office within seven days of registration. Checks may be mailed to Ohlone College Cashier, 43600 Mission Boulevard, Fremont, CA 94539.

Students who feel they have extenuating financial circumstances and cannot meet any of the above payment options within the seven days of their registration need to contact the Counseling Office at (510) 659-6110 or the Electronic Counselor at <http://www.ohlone.edu/org/counseling/electcounsel.html> to discuss their situation.

## REFUNDS

Refund dates for Fall, Spring, and Summer full-term classes are provided in the corresponding Class Schedule. Non-semester length courses are eligible for a 100% refund if dropped before the first 8% of the class time. If any class, in any semester, meets for 10 or fewer meetings, students must drop the class before the first meeting to be eligible to request a refund for that class. Students are responsible for dropping a class by the refund deadline in order to be eligible for a refund. Students will be required to pay fees if they drop classes after the refund deadline.

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>.