

**5020**

Administrative Regulation

**NON-RESIDENT TUITION FEES**

- A. **Community College Non-Resident Fee:** A fee shall be charged each non-resident student.
- B. **Amount of Non-Resident Fee:** The amount of fee for a full-time program to be paid for each semester or session shall be one half of the annual rate set by the office of the Chancellor, California Community Colleges. The fee shall be paid by each non-resident student at the time of registration. The amount of fee for students enrolling in less than a full-time program shall be at the rate established by the Office of the Chancellor as required by the California Education Code.
- C. **Collection of fees in Advance:** Non-resident fees are due and payable to the District prior to completion of registration based upon the number of units certified by the Office of Admissions.
- D. **Admission in Error:** Non-resident students subject to payment of a non-resident fee who have been admitted to a class or classes in error without payment of the fee shall be excluded from such class or classes upon notification pending payment of the fee. For the purpose of this rule only, notification consists of oral or written advice to the student from the Office of Admissions of the college of enrollment.
- E. **Admission by Falsification:** Non-resident students who have been admitted to a class or classed without payment of the fee because of falsification of information submitted by or for them shall be excluded from such class or classes upon notification. For the purpose of this rule only, notification consists of oral or written advice from the Office of Admissions to the student and such notification may be given at any time. Students excluded because of falsifications shall not be readmitted during the semester or session from which they were excluded, nor shall they be admitted to any following semester or session until all previously incurred tuition obligations are paid.
- F. **Collection of Fees Following Falsification:** It is the policy of the Board of Trustees to vigorously pursue collection of non-resident fees, payment of which was avoided by falsification.

Glendale Community College District

**5020**

Administrative Regulation

G. **Refunds:** Refunds will be made for the following reasons only:

1. **Erroneous Determination of Non-Resident Status:** If a student is erroneously determined to be non-resident and, consequently, a tuition fee is paid, such fee is refundable in full by the District, provided acceptable proof of state residence is presented within the period for which the fee was paid.
2. **Withdrawal from Enrollment or Reduction of Program:** Non-residents withdrawing from enrollment or reducing their programs may have their tuition fee refunded in accordance with the schedule as defined in Policy 5111.1. Refunds of tuition must be applied for in writing to the Dean of Admissions and Records.

Adopted: 7/10/73

Revised: 3/31/83

Renumbered from Administrative Regulation 5111: 10/17/14