

HOW TO PAY

Fees

Fees are due within seven calendar days of the day you register each term, at the time materials are acquired, or when certain services are rendered. All fees are established by action of the Board of Trustees of the Santa Clarita Community College District and the California State Legislature. College of the Canyons assesses a \$25.00 fee for returned checks.

Each student is required to pay an enrollment fee when registering at a community college in California. The enrollment fee and other fees are subject to change during the academic year. For the 2010-2011 academic year the current enrollment fee is \$26 per unit.

Enrollment Fee \$26 per unit
 Annual Student Center Fee¹ \$1 per unit/\$10 maximum
 Audit Fee (Paid in Community Education Office) \$15/unit

Credit by Examination Fee² \$35.00
 Health Fee (Semester)³ \$17.00
 Health Fee (Summer/Winter)³ \$14.00
 International & Non-resident

Student Tuition \$154 plus \$26 enrollment per unit
 Official Transcript (first two free) \$5.00
 Official Transcript (48 hour processing) \$8.00
 Refund Processing Fee (once classes begin) \$10.00
 Parking Fee (Semester) \$40.00
 Parking Fee (Winter/Summer) \$20.00
 Parking Fee (Motorcycles) \$15.00
 Student Representation Fee \$1.00
 Student Support Fee* *Optional* (Fall/Spring) \$15.00
 Student Support Fee* *Optional* (Winter/Summer) \$10.00

¹**Student Center Fee:** Students who qualify for the BOGW-A fee waiver are exempt from paying the Student Center Fee. Contact the Financial Aid Office for further information.

²**Credit by Exam Fees:** The \$35.00 fee applies equally for both resident and non-resident students. Non-resident students do not have to pay non-resident tuition for credit by exam units. See the Credit by Exam policy and procedure for more information.

³**Health Fee:** College of the Canyons requires all students attending college, both full and part time, to pay the health fee as outlined in California Education Code section 76355. According to statute, students who fall into one of the following categories may apply for an exemption to the health fee: dependence on prayer for healing, apprentices, and low income students eligible for a Board of Governors Enrollment Fee Waiver. Exemption forms are submitted to the Student Business Office on the Valencia campus or the Canyon Country campus in Quad 1.

Student Center Fee and Student Representation Fee

Students who qualify for the BOGW-A fee waiver are exempt from paying the Student Center Fee and/or the Student Representation Fee. Contact the Financial Aid Office for further information.

Continuing Education Fees (noncredit classes)

College of the Canyons offers a variety of noncredit adult education classes. These courses are financially supported by the state of California and are offered to you tuition free. Some courses may have an instructional materials fee, such as the Canyons Emeritus Chorus. Instructional material fees may be paid at the Student Business Office following registration. For detailed information please contact the Continuing Education office at 661-362-3304. Please see information below regarding instructional material fees.

Drop for Non Payment

Once registration is complete, your fees are due. If you have not paid your fees within seven (7) calendar days, you may be dropped for non-payment. All payments must be received no later than the seventh calendar day by mail, in-person, or online. To make payment online, please visit My Canyons on www.canyons.edu.

Instructional Materials Fees

Some courses at College of the Canyons require an instructional materials fee. The fee is used to supply the student with materials of particular value outside the classroom setting. Such materials include, but are not limited to textbooks, sheet music, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. In most cases, these materials are being provided at or below cost to the college. Students may waive this fee if they choose to provide the materials themselves. See the individual department for a complete list of materials. Instructional material fees vary by course, and are listed in the course description of all classes charging this fee.

Refund Policy

A student must request a refund at the Student Business Office prior to the refund deadline printed on their individual schedule print out. Parking permits must be returned at the time a request for a refund is made. The refund deadline printed on your class schedule printout also applies to parking permits. Refund checks are mailed approximately six weeks after the refund deadline. A \$10 processing fee is deducted once classes begin. To refund your parking permit, please bring or mail the permit to the Student Business office for a refund. For more information, please contact the Student Business Office at (661) 362-3033.

A student who misses the established deadline for a particular class may obtain a late refund if a petition to the Student Business Office is approved. If the refund deadline is missed, the student must demonstrate extenuating circumstances and provide appropriate documentation as part of the petition process. The extenuating circumstances must have occurred prior to the refund deadline for the class and term in question in order for the student to be eligible for the refund. The Petition for Late Refund form and all supporting documentation for late refunds must be submitted no later than the end of the term in which the class in question is offered.

Note: All credit balances/refunds must be applied for by the refund deadline. All credit balances/refunds not applied for by the refund deadline will be lost. Credit balances/refunds cannot be transferred to the next semester/term.

Refund of Student Support Fee

To receive a refund of the optional student support fee, a student must opt out by the refund deadline date on the student's individual class printout. Opting out of the fee and all of its associated benefits must be done in person during the registration period for the semester or term in question at any of the following locations: the Office of Student Development, Student Center, Room 102 or the Student Business Office, Seco Hall, Room 101 on the Valencia campus or Quad 1, building C at the Canyon Country Campus during posted business hours. Both locations will have extended office hours during the first two weeks of each semester and the first week of each term. Students may also contact the Office of Student Development directly at (661) 362-3648 to

arrange for a special appointment if they are exclusively online students or if their work schedule does not permit coming to campus during regular or extended business hours. After the refund deadline date for the semester/term has passed, students enrolling for late start classes may opt out within one week of their initial enrollment. For more information, please check the Student Development Web pages on the College's Website at www.canyons.edu or email questions to studentsupportfee@canyons.edu.

Returned Check Policy

If your check is not honored by the bank, then you will be notified by mail. You must pay the original fees and a \$25 dishonored check fee with cash or certified funds. If your check is returned and you decide to withdraw from classes, you must follow the regular withdrawal procedures outlined in the class schedule. A "Hold" will be placed on your account until receipt of the full payment.

Cancelled Classes

If a class is cancelled, students are entitled to a refund of all fees associated with the class. If this is the only class for which a student is enrolled, all fees, including term-based fees are eligible to be refunded. However, to receive the refund, a request must be made at the Student Business Office prior to the end of the semester/term in which the cancelled class occurred.

Catalog

You may purchase a College catalog in the Student Business Office for \$3.00. The catalog is available on a CD or in paper form. It is available for free online at www.canyons.edu.

Applying for college has never been easier!

It's easy, fast and available 24 - 7.

ONLINE APPLICATION

Follow these simple steps:

- (1) Log on to the College's Website at: www.canyons.edu
- (2) Click on "APPLY NOW!"
- (3) Fill out the application and you're done!

Apply Today!

FEE CARD

THIS FORM MUST BE RETURNED WITH CHECK PAYABLE TO: COLLEGE OF THE CANYONS

NAME: <small>Last</small> _____ <small>First</small> _____		ID #: _____
Credit by Examination FEE – \$35.00 per unit		OFFICE USE ONLY: CATALOG/paper \$3.00 CATALOG/CD \$3.00 REG FEES \$ _____ \$ _____ Circle one Sp Su Fa WI Date: _____ Student ID # _____ RECEIPT # _____ CASHIER INITIALS: _____
Enrollment FEE – \$26.00 per unit		
HEALTH FEE (MANDATORY) Fall/Spring – \$17.00 Winter/Summer \$14.00		
PARKING PERMIT FEE Fall/Spring – \$40.00 Winter/Summer \$20.00		
STUDENT REPRESENTATION FEE – \$1.00		
STUDENT SUPPORT FEE (Optional) Fall/Spring – \$15.00 Summer/Winter \$10.00		
INTERNATIONAL & NON-RESIDENT TUITION (If Applicable) \$154.00 + \$26.00 per unit		
STUDENT CENTER FEE \$1.00 per unit/\$10 max. per academic year		

Bursar **TOTAL**

COC WILL NOT ACCEPT RESPONSIBILITY FOR LOST OR MISDIRECTED MAIL.

Date Registered: _____
Month/Day/Year

Telephone Number: _____

Method of Payment: (Check one): Check Money Order

Do you have a Financial Aid Award? Yes No (If yes, indicate type:)
BOGW Pell Grant Loan Other Don't Know

*Do not send cash – Please return payment coupon with payment.
 A print-out of your classes and a parking decal (if purchased) will be mailed to you.*

CHANGE OF NAME/ADDRESS/PHONE NUMBER FORM

Name: _____ Date of Birth: _____

SSN/ID #: _____ Phone Number: _____

CHANGE OF NAME

CHANGE NAME FROM:

CHANGE NAME TO:

Last Name

Last Name

First Name

First Name

Middle Name

Middle Name

CHANGE OF PHONE NUMBER

CHANGE PHONE NUMBER FROM:

CHANGE PHONE NUMBER TO:

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Business Phone: _____

Business Phone: _____

CHANGE OF ADDRESS

Legal Address (Can't be a P.O. Box):

Mailing Address (If different than Legal, P.O. Box Okay):

Number and Street Name Apt. #

Number and Street Name Apt. #

City State Zip

City State Zip

Signature: _____

Today's Date: _____

FEES & CHANGE OF NAME/PHONE/ADDRESS