

## 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. Students can pay online using the My Canyons link. Please log in, then click **Pay My Bill**. The enrollment fee and other fees are subject to change during the academic year. For the 2011-2012 academic year the current enrollment fee is \$36 per unit. The enrollment fee is set by the State Legislature and can change at any time during the academic year.

Enrollment Fee . . . . .	\$36 per unit
Annual Student	
Center Fee <sup>1</sup> . . . . .	\$1 per unit/\$10 maximum
Audit Fee (Paid in Community	
Education Office). . . . .	\$15/unit
Credit by Examination Fee <sup>2</sup> . . . . .	\$45.00
Health Fee (Semester) <sup>3</sup> . . . . .	\$17.00
Health Fee (Summer/Winter) <sup>3</sup> . . . . .	\$14.00
International & Non-resident	
Student Tuition . \$155 <i>plus</i> \$36 Enrollment fee per unit	
. . . . . <i>plus</i> \$10 Capital Outlay fee per unit	
Official Transcript (two free). . . . .	\$5.00
Official Transcript (2 business days). . . . .	\$10.00
Official Transcript (on demand). . . . .	\$15.00
Refund Processing Fee (once classes begin) . . . . .	\$10.00
Parking Fee (Semester) <sup>4</sup> . . . . .	\$40.00
Parking Fee (Winter/Summer) . . . . .	\$20.00
Parking Fee (Motorcycles) . . . . .	\$15.00
Student Representation Fee. . . . .	\$1.00
Student Support Fee* <i>Optional</i>	
(Fall/Spring) . . . . .	\$15.00
Student Support Fee* <i>Optional</i>	
(Winter/Summer). . . . .	\$10.00
Catalog . . . . .	\$3.00
Schedule of Classes . . . . .	\$1.00

<sup>1</sup>**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.

<sup>2</sup>**Credit by Exam Fees:** The \$36.00/unit plus \$9.00/unit credit by exam fee applies equally for resident, non-resident and international students. See the Credit by Exam policy and procedure for more information.

<sup>3</sup>**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.

<sup>4</sup>**Parking Fee:** Students with a BOGW-A fee waiver will have their parking fee waived. Students with a BOGW-B or C fee waiver will pay \$20 per semester and \$10 for Winter or Summer parking.

### Capital Outlay Fee

The Capital Outlay Fee is charged to all nonresident and international students to contribute to the cost associated with capital outlay of the District. This fee can be waived for any student who can demonstrate economic hardship. Economic hardship is defined as any student who is a recipient of benefits under the Temporary Assistance for Needy Families program described in Part A of Title IV of the Social Security Act (42 E.S.C. Secs. 601 et seq.), the Supplemental Income/State Supplementary Program, or a general assistance program. Students must provide documented evidence of receiving the benefits dated within the last year. All documentation must be provided to the Student Business Office prior to the refund deadline of the term charged. The fee can also be waived for a student who is a victim of persecution or discrimination in the country in which the student is a citizen and resident. The student must show court documented evidence or USCIS documentation of persecution or discrimination.

### 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 materials 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](http://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. 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. Students may waive this fee prior to the refund deadline if they choose to provide the materials themselves. To waive these fees, please see the Student Business Office on the Valencia campus in Seco Hall 101 or the Canyon Country campus in Quad 1.

## 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](http://www.canyons.edu) or email questions to [studentsupportfee@canyons.edu](mailto:studentsupportfee@canyons.edu).

### Student Sponsor Agreements

Organizations, agencies or businesses may sponsor or pay for a student's education. Sponsors will need to submit a Sponsorship Application to the Student Business Office, located in Seco Hall, Room 101 on the Valencia Campus prior to the beginning of the new semester.

Students will be required to bring in appropriate documentation and sign a sponsorship agreement prior to registering for classes to prevent them from being dropped from classes for non-payment.

The sponsor will be billed directly for the tuition/fees that they are covering and the student will be responsible for all remaining fees.

If there is a refund due for any items that were paid by the sponsor, the refund will be returned directly to the sponsor. Students that are sponsored by Veterans Affairs under the GI Bill Chapter 33 may receive refunds. In these cases it will be the student's responsibility to follow up with their sponsor.

Any tuition/fees that are paid for by a sponsor will not be included in the student's 1098T tax document.

The Student Business Office will be available to assist with any additional questions. Please call (661) 362-3033 or email [sbo@canyons.edu](mailto:sbo@canyons.edu) for more information.

### 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. If a student's check is not honored by the bank, the student will no longer be able to pay by check. All future transactions must be paid by cash, certified or cashier check or credit card.

### 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 and Schedule of Classes

You may purchase a College catalog in the Student Business Office for \$3.00. It is available for free online at [www.canyons.edu](http://www.canyons.edu). The fall and spring schedule of classes are available for purchase in the Student Business Office for \$1.00. They are available online for free at [www.canyons.edu](http://www.canyons.edu).