

## Fees / Refunds

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### Student Fees

The fees listed in this Catalog are those in effect at the time of publication. **Fees are subject to change at any time by action of Federal or State statute, the Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees.** A list of fees is published in each semester's Class Schedule and is available on WebSMART.

All fees marked with an "\*" are waived for Concurrent High School Students enrolled in less than 11.5 units.

Estimated fees paid by the student may be claimed for a tax credit. A 1098-T will be available on WebSMART in January for the prior year's tax information.

### Enrollment Fee\*

A state-mandated enrollment fee of \$46 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student's combined enrollments at Skyline College, Cañada College, and/or the College of San Mateo.

The Board of Governors of the California Community Colleges has established the California College Promise Grant (formerly known as the BOGFW) to help students pay the enrollment fee. Information on eligibility requirements, application deadlines, and application forms are available on WebSMART under "Financial Aid". Students classified as nonresidents of the State of California must pay an additional non nonresident fee. See details under "Nonresident Tuition Fee."

### Enrollment Fee - Bachelor of Science in Respiratory Care\*

All Students that are new graduates and have completed a CoARC accredited Respiratory Care program equivalent to an A.S. in Respiratory Care and are California licensure eligible or Respiratory Care Practitioners who have completed a CoArc accredited Respiratory Care program equivalent to an A.S. in Respiratory Care and are California licensure eligible and accepted into the Bachelor of Science Respiratory Care program at Skyline College will pay \$130 per unit for upper division coursework. Students eligible for the California College Promise Grant (CCPG) will only waive \$46 per unit and total cost to the student is \$84 per unit.

### Health Services Fee\*

All students, except those enrolled ONLY in off-campus, weekend or Distance Learning courses, are required to pay \$20 for each Fall & Spring semester and \$17 for Summer

session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization may be exempted from paying the Health Services Fee. A petition for a Health Services Fee exemption may be obtained from the Admissions & Records Office. The fee is not covered by the California College Promise Grant (CCPG) and is not refundable unless an action of the college prevents the student from attending.

### Student Representation Fee\*

This fee of \$1 per student per semester was established by an election of the student body of Skyline College. Under applicable provisions of the California Education Code, the students established the fee by a two-thirds majority of the students who voted in the election. The money collected through the Student Representation Fee will be expended to provide support for students or their representatives who may be stating their positions and viewpoints before city, county and district government, as well as before offices and agencies of local, State and Federal governments. A student has the right to refuse to pay the Student Representation Fee for religious, political, moral or financial reasons. A petition to waive the fee may be obtained at The Center for Student Life and Leadership Development Office. The fee is not covered by the California College Promise Grant (CCPG) and is not refundable unless an action of the college prevents the student from attending.

### Non-Resident Tuition Fee

Students who do not qualify as California residents as determined by the California Education Code must pay Non-resident Tuition fees. Refer to the current Class Schedule or the Fees link on the Skyline College website for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to "Determination of Residency" in the Admission section of this Catalog for more information.

International (F-1 Visa) students pay the Non-resident Tuition, a nominal capital outlay fee, and the Enrollment fees.

## International Student (F-1 Visa) Health Insurance

Required of international students without the required level of private health insurance.

## Student Body Fee (Optional)\*

All students, except for students enrolled ONLY in off-campus, weekend or Distance Learning courses, are assessed the Student Body Fee. The Student Body Fee of \$15 per semester (Fall & Spring only) is automatically assessed and is payable at the time of registration. Students who pay the fee receive an Associated Student Body card which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and for some on-campus products and services. All fees must be paid in full to receive a student ID. Funds collected also help support student clubs, events, services and scholarships. Students who choose to waive the fee must contact The Center for Student Life and Leadership Development Office by the deadline listed in the Class Schedule printed each semester. The fee is not covered by the California College Promise Grant (CCPG) and is not refundable unless an action of the college prevents the student from attending.

## Student Union Fee\*

Students will be assessed a Student Union Fee of \$1 per unit up to a maximum of \$5 per semester (Fall and Spring only). Funds collected will be used to support the operation, maintenance and refurbishment of the Student Union. The assessment of this fee was authorized by a vote of the Skyline College Student Body in February 2001. The fee is not covered by the California College Promise Grant (CCPG) and is not refundable unless an action of the college prevents the student from attending.

## Parking Permit Fee

Skyline College is committed to keeping the campus as accessible as possible to the community. The Public Safety Office applies strict and fair application of all parking regulations.

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee. Motorcycles are excluded from this requirement if parked in designated motorcycle parking. Students enrolled exclusively in weekend or off-campus classes are exempt.

Parking options are as follows:

- \$54 for each semester (Fall or Spring)
- \$98 for a Two-Term Permit (Fall and Spring)
- \$27 for the Summer Session
- \$3 for one day parking permits available at daily permit dispensers in Parking Lots C, F, L1, L2, N

(adjacent to the perimeter road) and P. Refer to the campus map for dispenser locations.

- Visitor pay-by-space parking is available in lots D and M.
- Accepted forms of payments at each lot
  - Lot C - bills or coins
  - Lot D - bills or coins
  - Lot F - bills or coins
  - Lot L1 - credit cards, bills or coins
  - Lot L2 - credit cards, bills or coins
  - Lot M - credit cards, bills or coins
  - Lot N - credit cards or coins
  - Lot L1 - credit cards or bills
- Parking fees are nonrefundable unless an action of the College (e.g., cancellation of all of the student's classes) prevents the student from attending.
- There are **NO** refunds for lost, stolen or damaged permits. Replacement of any lost or stolen permit is at full cost to the student.
- Parking permits may be transferred from one vehicle to another.

## Disabled Student Parking

Physically disabled students who drive vehicles to campus must have a valid state-issued DMV placard or license plate. For these students, no parking permit is required.

Disabled parking is available in student or staff lots. For further information, contact the Disability Resource Center at (650) 738-4280.

## Audit Fee

The College allows auditing of courses with the exception of courses in programs that require special preparation and/or program admission on a limited basis. Students requesting to Audit a course and receive the California College Promise Grant (CCPG) are responsible to pay for fees and the CCPG will not be applied to the student account.

## Transcript Fee

An official transcript summarizing a student's complete academic record of course work taken at Cañada College, College of San Mateo, and Skyline College will be sent directly to colleges, employers, and other agencies upon request by the student. Transcripts should be requested through [WebSMART](#). Transcripts from high schools and other colleges will not be forwarded. The first two transcripts requested are free. There is a \$5 fee for each transcript requested after the first two. For additional information, contact the Transcript Department in the Office of Admissions and Records at (650) 738-4255.

## Returned Check Fee

A fee of \$20 is charged for each returned check.

**Please note that fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.**

## Additional Expenses

Students must purchase their own textbooks and supplies. Considerable savings are possible by renting or purchasing used textbooks from the Skyline College Bookstore. For the approximate cost of books, contact the Bookstore at (650) 738-421 or check the website at <http://bookstore.skylinecollege.edu>.

Some courses require special equipment or materials fees at the student's expense:

- Accounting, Art, Automotive Technology, Business, Computer Applications & Office Technology, Computer Science, Development Skills, Math, Respiratory Therapy, Wellness – \$2 to \$380 materials fee is required for certain courses.
- Automotive Technology – Approximately \$800 for Basic Tools
- Cosmetology – Approximately \$4,500 over the length of the program for uniforms and equipment

## Payment of Fees

Fees may be paid in any of the following ways:

- **WebSMART:** Mastercard, Visa, Discover, Diners Club, or American Express
- In Person at Cashier's Office (Student Services Center, Bldg. 2, 2nd Floor): Cash, Check, Money Order or Credit Card

Fees are due and payable at the time of registration. Student records, including transcripts, are automatically held until all debts to the District colleges have been cleared. Students are not able to register for classes if there's an outstanding balance on the account. Students are expected to review their account on WebSMART regularly. Outstanding student account balances are subject to referral to a collection agency.

## Refund Policy For Registration Fees

### Eligibility

- To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline as displayed on **WebSMART** Class Schedule Summary for exact refund dates. If registration occurs after the refund date for a class, no refund will be available.

- For summer or short courses, withdrawal must occur within the first 10% of the course (often this the first day).
- If a student decides not to attend classes, it is their responsibility to officially withdraw within published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.

### Issuance & Balances

- A student may either maintain a credit balance on account or request a refund.
- Refunds are not issued automatically. Students must contact the Cashier's Office at (650) 738-4101 to request a refund.
- Credit balances remain on student accounts for a maximum of five (5) years.

### Processing

- Fees paid by personal check(s) require 10 business days for bank clearance before refunds can be processed.
- A \$10 non-refundable processing fee (plus an additional \$50 processing fee for nonresident tuition) will be retained by the College if a refund is issued to a student withdrawing from all classes. A refund processing fee may be charged only once per semester or summer session. For students who owe less than \$10 and withdraw from all classes before the deadline, the processing fee shall equal to the amount owed.

### Financial Aid Refunds

- Students who receive financial aid and withdraw from classes are advised to call the Financial Aid Office at (650) 738-4236 regarding possible repayment of federal funds if received prior to withdrawal.

### Refunds Due to Action of College

- Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.

### Other Registration, Refund & Waiver

- The Student Body Fee is fully refundable by the deadline stated on the Class Schedule printed each semester. For short courses or for late-start courses, the deadline to waive the fee is 10% of the period of instruction (often this is the first day).
- Variable Unit Courses: No enrollment fee or nonresident/international student tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer unit of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.



- Exceptions to the refund policy may be authorized by petition to the Extenuating Circumstances Committee in cases of unique and extraordinary circumstances beyond the control of the student.