I. PURPOSE

To establish guidelines for maintaining the registration fee table for the computerized registration/student financial record system.

II. PROCEDURE

A. Students enrolling in credit courses will be assessed basic registration/standard fee (tuition, matriculation, and various other service fees) as approved by the District Board of Trustee.

B. Annually upon receipt of the District Board of Trustees' approval of any change in fees, the Director of Finance Security and Chart of Accounts will update the registration/standard fee tables in the College’s Registration System.

C. Notification will be sent to the College Registrars, the Bursars, and the Controller. A spreadsheet listing the updated fees by Resident, Non-Resident and Programs will be distributed.