

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE MANUAL

**Title:**  
STUDENT FEES

**Number:**  
AP 5.27

**Recommended by Participatory Governance Council:** October 5, 2023

**Approved by Chancellor:** October 19, 2023

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3. The Associated Students Executive Council may, upon a two-thirds vote, recommend to the Board of Trustees one change to the student activity fee in each academic year. Upon certification of the voting results, the recommendation for a fee increase or decrease shall be presented to the Board of Trustees.

**D. Fee Payment Due at Registration**

1. All applicable fees are due and payable at the time of registration.
2. Students who fail to pay a proper financial obligation are subject to Board w 2014 fee of 7.94, 7.94, 7.94

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maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years while they have current student status. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

Periodically, a systematic review will be conducted on courses with instructional materials fees to ensure all standards are met and to modify existing materials fees, if necessary. Courses initiated by faculty where a new instructional materials fee is recommended must follow the guidelines as published by the State Chancellor's Office in "[Student Fee Handbook](#)," under the section titled, "Instructional Materials." All course instructional material fees will be published in the class schedule.

### Definitions

1. "Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment, or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.
2. "Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and
  1. The instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or
  2. The instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.
3. "Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.