

CANCELLATION OF PROGRAMS/CLASSES

Programs of study and/or individual classes are subject to cancellation based on funding considerations or enrollment levels.

UNIT LOAD

Students may not enroll in more than 18 units for fall or spring or 7 units (two classes) for summer. Students who would like more units must submit a Petition to Carry Extra Units by the deadline. Students on probation, dismissal or not high school graduates may have lower unit restrictions.

EQUAL OPPORTUNITY

The college provides access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or perception that one is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The college conducts all courses, including noncredit classes, without regard to the gender of the student enrolled in the classes. "Gender" includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth. The college does not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors, and administrators, do not offer program guidance to students which differs on the basis of gender. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Any student who has been admitted to the college who meets the prerequisites for a course or program is entitled to enroll and participate.

It is further the policy of this District to ensure equal opportunity in all aspects of employment. For more information, go to www.marin.edu/rights.

A lack of English language skills and visual or hearing impairment will not be a barrier to Career and Technical Education (CTE) programs.

College of Marin, under the Equity in Athletics Disclosure Act of 1994, provides information concerning the operation of its intercollegiate athletics program. A completed report is available in the Office of Enrollment Services, the library, and the Athletic Department for public review.

FEES

FEE TYPES AND AMOUNTS

College of Marin is part of the California Community Colleges system of the State of California. Fees are established by the State Legislature.

REGISTRATION FEES

Audit Fee	\$15 per unit
Enrollment Fee	\$46 per unit
Health Fee	\$19, \$16 summer
International Student Application Fee (nonrefundable)	\$50
International Student Orientation Fee (one time only)	\$70
Materials Fee (payable when applicable at time of registration)	Varies
Nonresident Tuition Fee	\$211 per unit
Nonresident Capital Outlay	\$50 per unit
Student Representation Fee (optional)	\$1
Student Activities Fee (optional)	\$8
Student Transportation Fee:	
Credit Program	\$3 per unit \$35 max
Summer Session:	\$4.50 per unit \$18 max
Noncredit program	\$3 per term
Technology Fee (optional)	\$10

FEES FOR OTHER SERVICES

Credit By Examination	\$46 per unit
Document/Verification Fee	\$6
Library Replacement Fee	\$2
Parking Permit Fee	\$41/term decal, \$4 daily \$25/summer session decal
Refund Processing Fee	\$10
Returned Check/Declined VISA/MasterCard Fee	\$15
Rush Transcript Fee (next workday)	\$15
Transcript Fee (first 2 ever ordered are free)	\$6

Note: Fees are subject to change without notice.

Health Fee

The health fee supports the Student Health Center and entitles students to a variety of health services. See Section 3, under "Student Support Programs/Services" for more information. All students shall be charged the health fee equally, including full and part-time students according to State law

and as approved by the Board of Trustees. **The health fee is not medical insurance.**

An exemption from payment of the health fee may be granted for students who qualify in the following categories:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of bona fide religious sect, denomination, or organization. (Documentation required.)
- Students who are attending college under an approved apprenticeship training program.

A Student Petition with documentation must be submitted each term in which an exemption is requested.

Student Activities Fee

Money collected for the Student Activities Fee will be used to sponsor educational and social events for the campus community and support campus activities and intercollegiate athletics.

Student Activities Fee Waiver

Students have the right to decline to pay the Student Activities Fee by completing a "Student Activities Fee Waiver" form and submitting it to the Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at marin.edu/fiscal/forms.html.

Student Parking Semester Permits

Student semester parking permits may be purchased online through the MyCOM Portal or in-person at the Cashiering Services Office at either campus. For more information regarding Student Parking and Permits, please see Section 3, under "Campus Services."

Student Representation Fee

Money collected for the Student Representation Fee shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county and district governments and before offices and agencies of the state and federal governments.

Student Representation Fee Waiver

Students have the right to decline to pay the Student Representation Fee for religious, political, moral, or financial reasons by completing a "Student Representation Fee Waiver" form and submitting it to the Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at marin.edu/fiscal/forms.html.

Student Transportation Fee

The Student Transportation Fee is a newly implemented student-sponsored mandatory fee, providing all students with a Student Transit Bus Pass good for unlimited Marin Transit public transportation during the semester indicated. To see bus schedules go to www.marintransit.org.

Technology Fee

The Technology Fee supports the establishment, maintenance and upgrades of student computer labs and continued software access, and is used exclusively for those purposes. The labs are not supported by any state or federal funds. \$2.00 of the fee is loaded on to a Go Print card that can be obtained at the library.

Technology Fee Waiver

Students have the right to decline to pay the Student Technology Fee by completing a "Student Technology Fee Waiver" form and submitting it to the Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at marin.edu/fiscal/forms.html.

Payment Policy

Full payment of Enrollment Fees, nonresident tuition, international tuition, health fees and all other applicable fees are due at the time of registration. Students wishing not to pay all their fees at the time of registration must choose to participate in College of Marin's payment plan.

Students who have HOLDS on their records from previous terms will be restricted from registering, adding, dropping/withdrawing from classes, accessing transcripts, diplomas, certificates and other services. All these privileges will be restored once all HOLDS have been cleared.

Payment Methods

Payments may be made with a MC/VISA credit card or MC/VISA debit card online at <http://mycom.marin.edu> or in person at the Cashiering Services Office. In person payments can be made via cash, check, Visa or Mastercard.

REFUNDS

Enrollment Fees, Nonresident and International Student Tuition Refunds

Enrollment fees, nonresident and international student tuition may be refundable for full-semester courses and short-term courses. The refund policy also applies to summer terms. Please see the Important

Dates listing in the schedule of classes or the Academic Calendar in this catalog for specific deadline dates. A listing of short-term refund deadlines is published in each schedule of classes.

Materials Fees

Provided that no materials have been used, refund of materials fee will be granted through Friday of the second week of classes or, for short-term classes and summer session, before completion of 10 percent of the length of the course.

Refund Procedures

Refunds are not automatic. To obtain a refund for courses dropped on or before the published deadline dates, the student must submit a completed "Refund Request" form to the Cashiering Services Office no later than the last day of final examinations. Refund procedures also apply to summer sessions. Forms may be downloaded at marin.edu/fiscal/forms.html.

Parking Permit Refunds

College of Marin upon the request of the student will grant a parking permit refund under the following conditions:

- College of Marin has canceled a course for which the student was enrolled and the student has no other enrollment for the term in credit, noncredit, community education or emeritus college courses.
- The student has dropped all courses on or before the last day to qualify for an enrollment/tuition fee refund for full-semester classes.
- The student has dropped all courses by 10 percent of the number of days the classes meets for short-term classes, noncredit, community education or emeritus college classes.

Parking Permit Refund Requests

Students requesting a parking permit refund must comply with the following procedures:

1. Complete and submit a Parking Permit Refund Request form to the Cashiering Services Office.
2. Submit the Parking Permit decal along with the Parking Permit Refund Request form.
3. Request must be submitted within 2 weeks of the start of the term for full-term courses.

Student Health Fee Refund

The student health fee is nonrefundable unless the college canceled a class and there

is no other credit enrollment on the student's record for the term.

Refund Service Fee

A \$10 per semester refund service fee and any outstanding balance due the college will be deducted from all refunds. No refund service fee is charged if the class is canceled by the college.

Military Withdrawal Refund

Upon verification that a student was a member of an active or reserve military service unit who received orders compelling a withdrawal from courses, withdrawal with an MW symbol will be allowed and a full refund of fees will be granted.

FEE WAIVERS/TAX CREDITS

Veterans or Dependents of Disabled/ Deceased Veterans Educational Benefits

The VA toll-free number is 1-800-827-1000. Education and Benefit Services: www.gibill.va.gov.

College of Marin is approved as an educational facility for veterans and their dependents. Eligible veterans and their dependents are certified by the School Certifying Official (SCO) after the student has completed and returned the "Veteran Application Packet" (available from the Office of Admissions and Records) and have met with the designated college veteran's counselor.

Dependent of Veterans College Fee Waiver Program (66025.3)

The State of California offers a "College Fee Waiver Program" to children and dependents of service-connected disabled or service-related deceased veterans. This program is administered by the California Department of Veterans Affairs (listed in the Government section of the telephone book under County Government Offices).

Tax Credit

In accordance with federal tax credit legislation, College of Marin will mail a verification 1098T form at the end of January to each student registered at least half time on census day and who has paid their registration fees.

Please check with your tax preparer to determine if you are eligible to take advantage of this credit.

If you are entitled to this deduction, it is important that the college have your current address. If you have moved, you need to complete a green change form with the Office of Enrollment Services.