

períodos breves, por favor tenga en cuenta el último día para agregar cursos breves, mencionado en la lista de la página 18.

Pague prontamente

Todos los aranceles deben pagarse en 5 días de la fecha de matriculación en las clases, o será borrado de las clases por no haber pagado.

- El día 1 es el día en que se matricula (a cualquier hora del día); tendrá hasta las 23:59 horas del día 5 para pagar el total de lo que debe o será borrado el día 6 a la mañana. Ejemplo: Se matricula el martes 17 de mayo y tiene hasta las 23:59 horas del sábado 21 de mayo para pagar lo que debe o será borrado el domingo 22 de mayo si su cuenta no está completamente pagada. Cada día cuenta en el plazo de 5 días, aun los días de fin de semana y los días feriados.
- Si está en la lista de espera de una clase, por favor pague todos los aranceles de matriculación de los cursos en los que no en lista de espera, para mantener su lugar en la lista de espera. **IMPORTANTE: el pago debe hacerse dentro de 5 días a partir de la fecha de matriculación automática (día en que su nombre pasa automáticamente de la lista de espera a la lista de la clase), o será borrado de todas las clases.**
- Si es borrado por no haber pagado y subsecuentemente se matricula para ser reinstalado en la clase, debe pagar en el momento en que vuelve a agregar la clase.
- Los estudiantes con paquetes de ayuda financiera aprobados, los veteranos que han sido certificados para beneficios educacionales del College of Marin, o los estudiantes con un plan de pagos aprobado vigente para el presente período, no serán borrados.

Confirmación de matriculación

Una confirmación de matriculación puede ser obtenida en cualquier momento a través de MyCOM.marin.edu.

No asistir a una clase no constituye el abandono automático

Los estudiantes deben abandonar una clase por Internet antes del plazo fijado para recibir el reembolso, si no el estado requiere que se cobren los aranceles.

Fees, Fee Exemptions, and Waivers

Convenient Payment Plan to Help You Pay for College Fees

To help you meet your education expenses, College of Marin is pleased to offer Nelnet Business Solutions e-Cashier deferred payment plan, that allows you to budget monthly payments. The cost is \$20 per semester (nonrefundable). It is not a loan; therefore, you have no debt, interest or finance charges and there is no credit check. To enroll in this convenient payment plan, simply register online through your MyCOM Portal account. For additional information regarding setting up a payment plan please go to <http://www.marin.edu/admissions/paymentplan.htm>

Costs of College

The enrollment and other fees you pay to attend College of Marin and all community colleges in the State are set by the California State Legislature. Fees may be paid by Mastercard/Visa, cash, check, or cashier's check.

Registration Fees

Enrollment Fee.....	\$46/unit
Health Fee	\$19
International Student Application Fee (nonrefundable)	\$50
Materials Fee	varies
Nonresident Tuition Fee.....	\$211/unit
Nonresident Capital Outlay.....	\$50/unit
Student Representation Fee	\$1
Student Activities Fee	\$8
Student Transportation Fee:	
Credit Program fall: \$3 per unit \$35 max	
..... summer: \$4.50 per unit \$18 max	
Noncredit program	\$3 per term
Technology Fee	\$10

Fees for Other Services

Credit by Exam	\$46/unit
Document/Verification Fee	\$6
Rush Document/Verification Fee	\$15
Parking Fee.....	
\$4/daily, \$41/semester, \$25/summer session	
Returned Checks/Declined VISA/	
Mastercard or Debit Card Fee	\$15
Service Fee for Processing Refunds and	
Deferred Fees for Dropped Classes.....	\$10
Transcript Fee (first 2 copies free)	\$6
Rush Transcript Fee	
(next business day)	\$15

Please note:

- Transcripts will be delayed until all delinquencies are cleared.
- Returned check/credit card delinquencies may not be paid with another personal check, but must be cleared with cash, money order, or cashier's check.
- In addition to the above fees, students must purchase their own books and supplies.
- 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 left column on this page 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 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 government, and before offices and agencies of the state and federal government.

Students have the right to refuse to pay the fee for religious, political, moral or financial reasons. A student representation fee waiver form must be submitted at the time of registration for each semester in which the student does not wish to pay this fee.

Student Activities Fee

Money collected for the student activities fee shall be expended to provide support for educational and social events for the campus community and to support campus clubs and organizations, student related activities and intercollegiate athletics.

Students have the right to refuse to pay this optional fee. A student activities fee waiver form must be submitted at the time of registration for each semester in which the student does not wish to pay this fee.

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.

Students have the right to decline to pay the Technology Fee by completing a “Technology 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.

Fees Paid by an Agency

If an agency or program is to pay your fees, a voucher or authorization to bill must be provided at the time of registration. Remember to keep a copy of the voucher or authorization. College of Marin will invoice the agency or program within the appropriate time lines.

Military Fee Exemption

Dependents of deceased/disabled veterans (with an eligibility letter) will only be charged materials fees, if applicable.

Contact your local county Veterans Services Office (located in the Government Listings section of your telephone book under County Government Offices) to obtain applications, information, and how to apply for benefits under this program.

California Nonresident Exemption/AB540

Students not otherwise eligible for resident status who have attended a California high school for three years and graduated may apply for an AB 540 fee exemption. Students must complete the California nonresident exemption request form.

AB540 undocumented immigrant students may be eligible for financial aid under the California Dream Act. See page 13 for information.

Changes May Occur Without Notice

College of Marin has made every reasonable effort to determine that information stated in its publication is accurate, but the college reserves the right to alter fees, statements, and procedures contained herein without notice. Fees and procedures are subject to change at anytime by the state Legislature and the College Board of Trustees. It is the student’s responsibility to meet and remain informed of College requirements. When changes occur, they will be printed in the next regular publication of the catalog or schedule, or posted online at www.marin.edu. Classes may be cancelled for insufficient enrollment at the discretion of the College.

Tax Credit

Eligibility

In accordance with federal tax credit legislation, a verification 1098T form will be available at the end of January through the MyCOM.marin.edu for any student enrolled at least half-time on census day who has paid registration fees.

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

Enrollment Fee Waivers

Board of Governors

The California Community Colleges Board of Governors provides a waiver of enrollment fees for students who are residents of the State of California or meet the California exemption criteria (AB540) and meet one or more of the following criteria:

1. Student or student’s family receives TANF, SSI, or General Assistance benefits.
2. Income for 2015 was below the limits identified in the table.
3. Student files financial aid application and is determined eligible by the Enrollment Services Office.

Students required to pay out-of-state fees are not eligible.

Students may download the BOGW forms: www.marin.edu.

Financial aid and fee waiver information is available in Spanish. All financial aid students are still required to pay any materials fees and the health fee. Contact the Enrollment Services Office at 415.457.8811, ext. 8822 for additional information.

The above information is subject to change in the event of new federal or state regulations.

2016/2017 Income Standards* for BOGFW Part B Eligibility

Family Size	2015 Income
1	\$17,655
2	\$23,895
3	\$30,135
4	\$36,375
5	\$42,615
6	\$48,855
7	\$55,095
8	\$61,335
For each additional family member	Add \$6,240

*These standards are based upon the federal poverty guidelines, as published each year by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the student or student’s family must have a total income in the prior year (in this case, 2015) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based on family size. The U.S. Department of Health and Human Services published the 2015 Poverty Guidelines in January 2015. These income standards are for the 2016–2017 academic year and are to be used to determine BOGFW-B eligibility EFFECTIVE July 1, 2016.

Board of Governors Fee Waiver Changes Effective Fall 2016

Beginning the 16–17 academic year, the Board of Governors Fee Waiver will be implementing academic standards. All grades will be used to determine BOG eligibility for 2016–2017.

The Board of Governors (BOG) Fee Waiver is available for eligible students at California community colleges, and will waive your per-unit enrollment fee at any community college throughout the state. Once you’ve qualified for the BOG Fee Waiver, it’s important to ensure that you’re meeting the academic and progress standards in order to avoid losing the fee waiver:

- ACADEMIC – Sustain a GPA of 2.0 or higher.
- PROGRESS – Complete at least 50% of your coursework.
- COMBINATION OF ACADEMIC AND PROGRESS STANDARDS.

How will I know?

You’ll be notified within 30 days of the end of each term if you are being placed on either Academic (GPA) and/or Progress (Course Completion) probation. Your notification will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, you may lose eligibility for the fee waiver at your next registration opportunity.

How to regain eligibility:

If you lose eligibility for the BOG Fee Waiver, there are a few ways that you can have it reinstated:

- Improve your GPA or Course Completion measures to meet the academic and progress standards
- Successful appeal regarding extenuating circumstances
- Not attending your school district for two consecutive primary terms

The appeals process for extenuating circumstances includes:

- Verified accidents, illness or other circumstances beyond your control
- Changes in economic situation
- Evidence of inability to obtain essential support services
- Special consideration factors for CalWORKs, EOPS, SAS and veteran students
- Disability accommodations not received in a timely manner

Please note that foster youth and former foster youth (age 24 years and younger) are not subject to loss of the BOG Fee Waiver under these regulations.

If you have questions or need assistance, please contact the Enrollment Services/ Financial aid office. Stop by the Enrollment Services Office at either Campus to pick-up an informational brochure.

Refund Policy

Refund Service Fee

A \$10 per semester service fee and any outstanding balance due the college will be deducted from all refunds. No service fee is charged if the class is cancelled by the college. **The service fee also applies to students who drop classes when fees have not been paid.**

Short-Term Classes

In accordance with state law, refund requests for short-term classes will be granted if the class is dropped before completion of 10 percent of the course. See the **Drop Dates for Short-term Classes** on page 18.

Materials Fees

Provided that no materials have been used, refund of materials fees will be granted through August 31, for fall full-term classes, or before completion of 10 percent of the class for short-term or summer classes.

Please note that financial aid fee waivers do not cover health or materials fees.

Financial Aid Students

Prior to refunding any enrollment fee or tuition, the district may determine if the student received federal Title IV funds during the term of enrollment. If funds were received, the refund may be held up to 30 days while the district determines if any institutional or student return to the federal Title IV programs is due under Section 485 of the Higher Education Amendments of 1998, P.L. 105-244.

If a return is deemed to be required, the amount of enrollment fee refund may first be used to meet any return obligation of the district and, if an amount of enrollment fee refund remains after the district obligation has been met, that amount may be used to meet any return obligation of the student.

If an enrollment fee refund amount remains after all return obligations have been met, the student shall receive the remainder.

Nonresident Tuition Refunds

The College will not grant refunds after the deadline date listed on the **Important Dates** listing on pages 3 and 4. See drop dates for short-term classes on page 18.

Parking Permit Refund

Students may request a refund of term parking permit fees under the following conditions:

- The College has canceled a class and the student is no longer enrolled in any credit, noncredit, community education or emeritus college class.
- The student has dropped all classes on or before the last day to qualify for a fee refund or by the 10 percent point of the length of a class for a short-term class.

The original parking permit decal must be returned with the parking permit refund request form to the Cashier's Office.

Illegal Distribution of Copyrighted Materials

College of Marin students are prohibited from using the College's information network to illegally download or share music, video, and all other copyrighted intellectual property. College of Marin supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the college's information network who have violated the law.

Be aware that illegal forms of downloading and file sharing, as well as the unauthorized distribution of copyrighted materials, are violations of the law and may subject you to academic sanctions from the College as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at www.campusdownloading.com. In addition to being illegal, file sharing drains the network bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. There are plenty of easy, affordable ways to get music online legally. For a list of sources that offer legal downloading sites, access www.riaa.com