**Military Residence Exemption**

If you are a Non-resident U.S. military personnel on active duty in California (except if you are assigned for educational purposes to state-supported institutions of higher education), you receive a waiver of Non-resident tuition until you are discharged from your military service. If you are on active military duty and are stationed in California for more than one year immediately prior to being separated from the military, you are entitled to resident classification for up to one year after the time you complete active duty within California. This one-year waiver after your military discharge allows the time necessary to establish permanent California residency. Under federal law (H.R. 357), recent veterans will be eligible for in-state tuition regardless of previous state residency. If you are a veteran and you are new to California or returning after a year-long absence, please fill out a “California Residence Questionnaire.” Turn this questionnaire in to Admissions and Records (first floor of campus) with a copy of your DD- 214 and a copy of your photo ID. If you are a dependent of someone on active military duty in California, the waivers and procedures also apply to you.

***Other Residency Exemptions***

For additional residency exemptions visit our website at *http://www.peralta.edu* and review Administrative Procedure 5015 *http://web. peralta.edu/trustees/files/2011/04/AP-5015- Residence-Determination.pdf*

**Admissions Procedures**

You must apply for admission online through the Peralta Colleges website (*http://www. peralta.edu*) and select the college of your choice. Please follow the Open CCC instructions to complete and submit an online admission application.

Once an application is submitted, a message is sent to your Peralta email or an email assigned by Open CCC giving you instructions on how to log onto the Passport Student Center where you can enroll in classes. Unless exempted from the Student Equity and Achievement (SEA) Program Services, you must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in printed Schedules of Classes. On campus assistance for online registration is available in the Berkeley City College Welcome Center located on the ground floor of the college at 2050 Center Street.

Official transcripts of past academic records should be sent to the Peralta Community College District Admissions and Records Office. The address is 333 E 8th Street, Oakland, CA 94606. The student is responsible for requesting that the transcripts from other schools previously attended be mailed directly to the District Admissions and Records Office by the school issuing them.

**Student Equity and Achievement (SEA) Program**

All first-time students are required to complete the 3 core services as part of the Student Equity and Achievement (SEA) Program services. The three core services include orientation and advising, taking an assessment test and meeting with a counselor before enrolling in classes.

**Orientation and Advising**

All first-time students are required to participate in an orientation and advising session. College programs, services, and facilities will be explained. Any exempted student can participate in SSSP services to learn about student activities and leadership opportunities. Counseling staff will assist you with course selections. Also refer to the section that explains the Student Equity and Achievement Program services and procedures.

**Follow-Up Counseling**

All new students are encouraged to meet with a counselor at least once during your first semester. This session helps you with goal setting, selection of a major,career exploration, and the completion of an educational plan. You are encouraged to make an appointment early in the semester. The counseling process is a combination of academic advisement, evaluating prior school transcripts, testing, and identification of career and educational goals—all designed to facilitate your success.

**Submission of Transcripts**

You should submit official transcripts of records covering all previous high school and college coursework. You should request separate transcripts from each school previously attended. The issuing schools should email them directly to the Peralta Community College District Admissions and Records Office. The address is 333 E 8th Street, Oakland, CA 94606, or you may bring official transcripts (in a sealed envelope) in person to the Admissions and Records Office at the college or to your counselor.

**California Community College Enrollment Fee**

You are required to pay a California Community College Enrollment Fee. The fee is $46 per semester unit (subject to change) which is collected at the time of enrollment in classes.

High school students admitted on a part-time basis upon recommendation of their principal are exempt from paying the Enrollment Fee, but all other fees apply, including the Campus Center Use Fee, Health Services Fee, and AC Transit Fee.

Full-time High school students enrolling in 11.5 units or more pay full tuition fees and all other fees.

**Enrollment Fee Assistance—California College Promise Grant (CCPG)**

The California College Promise Grant (CCPG) is available to assist you if are unable to pay the Enrollment Fee. Eligibility requirements for these programs have been established by the California Community Colleges Board of Governors. Information on this program is available at the Financial Aid Office. Under the California Dream Act, AB 540 students may also apply for the CCPG.

**Non-resident Tuition**

If you are not a legal resident of California for one year and one day prior to the first day of the term, you will be charged Non-resident Tuition per semester unit unless you qualify for the Non-resident status known as “AB 540”. Non-resident students must pay Non-resident Tuition in addition to the California Community College Enrollment Fee of $265 per semester unit, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Note: You pay all other fees unless specifically exempted from paying a particular fee.

**Non-resident Fee Exemption/ AB 540**

If you are a Non-resident student and meet the following criteria, you are exempt from Non-resident and capital outlay fees:

1. You must have attended a (public or private) California high school and or a combination of high school and elementary or secondary school for three years or more.
2. You must have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).
3. If you are an alien student who is without lawful immigration status, you must file an affidavit with the college that indicates that you have applied for legalization or will apply as soon as you are eligible.

The California Dream Act (AB 131) expanded AB 540 to include students who attended and graduated from technical schools and adult schools, if at least one of those 3 years included attendance at a California high school.

Complete and submit an *AB 540 CA Non-resident Tuition Exemption Request* to the college Admissions and Records office.

**AB 540 California Non-resident Tuition Exemption Request for Eligible California High School Graduates**

**General Information**

Students who meet the following requirements, shall be exempt from paying Non-resident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

**Requirements**

The student must have attended a high school (public or private) in California for three or more years. The student must have graduated from a California high school or attained the equivalency prior to the start of the term (for example, passing the GED or California High School Proficiency Exam.) The California Dream Act (AB 131) expanded AB 540 to include students who attended and graduated from technical schools and adult schools, if at least one of those 3 years included attendance at a California high school.

An undocumented student who is without lawful immigration status must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.**11**

Students who are non-immigrants (for example, those who hold F (student) visas, B (visitor) visas, etc.) are not eligible for this exemption.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law. The Non-resident Tuition Exemption form can be requested and submitted to Admissions and Records or downloaded online at *http:// web.peralta.edu/admissions/files/2014/11/ AB-540-Affidavit-CA-Nonresident-Tuition- Exemption-10-6-141.pdf*

Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

Non-resident students meeting the criteria will be exempted from the payment of Non-resident tuition, but they will not be classified as California residents. They continue to be “nonresidents.” These students remain ineligible federal financial aid. Under the California Dream Act of 2011 (AB 130 and AB 131), they are eligible to apply for some forms of financial assistance including institutional scholarships such as the Peralta Foundation Scholarship, the California College Promise Grant, Chafee Foster Youth Grant, and Cal Grants. AB 540 students may also apply for EOPS. To maximize financial aid opportunities, AB 540 students who are ineligible to file a FAFSA should submit a California Dream Act Application *https://dream.csac.ca.gov/*

For more information on AB 540 and the California Dream Act, please visit *http:// web.peralta.edu/admissions/residency-requirements/*

For additional residency exemptions visit our website at *http://www.peralta.edu* and review Administrative Procedure 5015 *http://web. peralta.edu/trustees/files/2011/04/AP-5015- Residence-Determination.pdf*

**Non-resident Capital Outlay Fee**

Non-resident students who are both citizens and residents of a foreign country will be charged a Non-resident Capital Outlay Fee in addition to the Non-resident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Non-resident Capital Outlay fee is $7 per semester unit. Note: Non-resident students pay all other fees unless specifically exempted from paying a particular fee.

**Campus Center Use Fee**

In addition to the California Community College Enrollment Fee, Non-resident Tuition and Non-resident Capital Outlay Fee, there is a Campus Center Use Fee of $2 per campus, per semester (excluding off-campus locations), to be collected at the time of enrollment. High school students admitted on a part-time basis on the recommendation of their principal must pay the Campus Center Use Fee. Non-resident students must also pay the Campus Center Use Fee.

**AC Transit EasyPass Fee**

All students enrolled in six (6) or more units are required to pay an AC Transit EasyPass Fee per semester, collected at the time of enrollment. The fee entitles eligible students to receive an AC Transit EasyPass bus pass for the semester. For 2020–2021 academic year, fee is $42.29 per semester. For more information and program updates: *http:// web.peralta.edu/studentservices/ac-transit-easypass/* or email *EasyPass@peralta.edu*

**Health Fee**

You are required to pay the Student Health fee of $18.00 per semester for fall and spring semesters ($15 for summer session). This fee is collected at the time of enrollment. The Health Fee is subject to change as allowed by the State Legislature. Note: Students who qualify in the following categories will be exempted from payment of the Health Fee:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization (documentation required);
2. Students who are attending college under an approved apprenticeship training program.
3. Students who are attending college in non-apportionment courses

The Student Health Fee is refundable if the student drops all units on or before the last day to drop regular session classes.

**Returned-Check Fee**

There will be a $10.00 charge on checks returned to the college.

**Other Expenses**

You should have adequate funds at the beginning of the semester to pay for books and enrollment fees.

You may be charged for overdue or lost library books, pamphlets, and periodicals. Certain courses and programs require the purchase of supplies and/or equipment, provided such materials are of continuing value to you outside the classroom setting and provided they are not solely or exclusively available from the district. Field courses and field trips may require personal transportation.

For further information about fees and the financial aid/scholarships available, stop by the Financial Aid Office.

**Fee Payment Policy**

You must pay all applicable fees no later than two (2) weeks before the beginning of the term. Failure to do so will result in classes being dropped. If you add classes after this deadline, you are required to pay your fees immediately or you will be dropped from your classes and a hold WILL be placed on your account and your debt may be sent to collections.

**Fee Payment Deadline**

Tuition and enrollment fees are due and payable at the time of registration, and each time subsequent classes are added.

**Fee Payment Options**

There are several fee payment options available: In person at the Cashier’s Office; by mail (check or money order made payable to Peralta Community College District); online by credit/debit card (Visa or Master Card); and by payment plans that are available upon request. For additional information, go to *http://www. peralta.edu*. Admissions and Records, and follow appropriate links to Payment Policy.

**Payment Of Charges and Financial Aid Disbursements**

When receiving financial aid disbursements, all eligible charges, upon authorization, will be deducted before remaining amounts are released. For more information on Financial Aid disbursements, please visit *http://web. peralta.edu/financial-aid/*or the campus Financial Aid office.

**Enrollment Fee Refund Policy**

**Class Cancellations**

The State-mandated Enrollment Fee will be fully refunded if an action of the college (e.g., class cancellation) prevents you from attending class.

**Regular Session (Full-Term) Classes**

If you cancel your registration prior to the first day of instruction, or if you officially withdraw from classes during the first two weeks of instruction, you shall be entitled to a full refund, less a $10 processing fee (charged whether or not the class was attended).

If you officially complete a change of program during the first two weeks of instruction, and as a result reduce the number of units in which you are enrolled, you are entitled to a refund if the change places you in a different enrollment fee category. You shall not be subject to the processing fee.

If you pay an enrollment fee of less than $10, and cancel your registration or withdraw from all classes before the deadline, the processing fee shall equal the Enrollment Fee.

No refund of the Enrollment Fee will be made to any student who withdraws from classes after the first two weeks of instruction. This refers to fall and spring semesters only. Please refer to deadline dates in the Schedule of Classes for the other sessions.

Members of an active or reserve military unit who receive orders compelling a withdrawal from courses, may, upon petition, receive a full refund of the Enrollment Fee unless academic credit is awarded.

**Short-Term and Open-Entry/Open-Exit Classes**

If you enrolled in a short-term or open-entry/ open-exit class, you will receive a 100 percent refund if you officially withdraw within 10 percent of the first class meeting to receive a refund. No refunds will be issued after this date. Please refer to the deadline dates in the Schedule of Classes.