



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### **BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016**

---

This policy enumerates all mandatory and optional student fees authorized by statute.

#### 1. MANDATORY FEES

The following fees are mandated by state law and are charged to students as a condition of enrollment.

- a. ENROLLMENT FEES shall be charged to all students who enroll in college credit classes as follows:
  - 1) The fee charged shall be forty six dollars (\$46.00) per unit. Half units shall be charged at twenty three dollars (\$23.00).
  - 2) The charges above shall be determined using the highest cumulative number of units during any semester, intersession, summer session, or term.
  - 3) Students receiving credit by examination shall be charged forty six dollars (\$46.00) per unit, consistent with the enrollment fee.
- b. NONRESIDENT TUITION shall be assessed of all college students who are classified as nonresidents in accordance with BP and AP 5015 Residence Determination (Education Code section 68000, et seq.). The fee shall be \$198.00 per unit or fraction of a unit for all college classes.
- c. BACCALAUREATE DEGREE PROGRAM FEES shall be charged to students for all upper division coursework.
  - 1) The fee shall be eighty four dollars (\$84.00) per unit in addition to the enrollment fee of \$46.00 per unit.
  - 2) Nonresident students shall be charged the eighty four dollars (\$84.00) per unit in addition to the enrollment fee of \$46.00 per unit, and the nonresident tuition fee of \$198.00 per unit.
- d. INTERNATIONAL STUDENT APPLICATION FEE of \$100.00 shall be charged to all students who are residents and citizens of a foreign country. The fee is non-refundable and will be credited toward nonresident tuition when the student registers (California Education Code, Section 76142).
- e. REFUNDS in full are authorized when a student officially withdraws before the refund deadline:
  - 1) The refund deadline is determined by the length of the session. For Primary 16 week session the deadline shall be the Friday of the second week of the session. For classes of 16 weeks (other than the Primary session) or more the deadline shall be the Monday of the third week of the session. For short-term sessions, which are less than



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### **BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016**

16 weeks, the deadline shall be Monday of the second week of the session. For sessions of one week or less, a list of the deadlines is available in the Admissions Office on campus.

- 2) When a reduction in units of enrollment results from an action of the district to reschedule or cancel a class students automatically receive a refund in the mail or credit to their credit cards. Refunds will be automatically sent to students after the add/drop deadline. After the second calendar week of instruction, fees may be transferred from one course to another due to movement up or down in a subject area, or change in schedule due to circumstances beyond the control of the student.

- f. HEALTH FEES are mandated and are charged to students as a condition of enrollment (California Education Code Section 76355).

	<u>Fall 2016</u>	<u>Spring 2017</u>	<u>Summer 2017</u>
City College	19.00	19.00	16.00
ECC	19.00	19.00	16.00
Mesa College	19.00	19.00	16.00
Miramar College	19.00	19.00	16.00

- 1) The fee will include health services and accident insurance.
- 2) The following students exempt from the health fee:
  - a) Students who meet the income standards for the Board of Governors Waiver (BOGW-A only).
  - b) Students attending only apprenticeship classes under an approved apprenticeship program.
  - c) Students who depend on prayer for healing, in accordance with the teachings of a bona fide religious sect, denomination, or organization.

Refund of the health fee shall be consistent with the district's refund policy.

- g. STUDENT REPRESENTATION FEE is assessed of all students enrolled in at least one college class for the purpose of student advocacy efforts to federal, state and local governments (California Code of Regulations, Title 5, Sections 54801-54805).

Fee per semester: \$1.00

Refund of the representation fee shall be consistent with the district's refund policy.



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### **BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016**

---

Students have the right to refuse to pay the fee for religious, moral, political or financial reasons (California Code of Regulations, Title 5, Section 54805).

#### h. CONTINUING EDUCATION (CE) CLASS FEES

- 1) Course fees for all community education classes will range from \$5.00 per student per instructional hour to \$16.65 per student per instructional hour depending on the full cost of instruction for the class. The full cost of instruction includes: program management, marketing, facilities, custodial, and ADA accommodations.
- 2) No fee class shall be offered unless specifically approved by the Board. Fees for the entire term of the class shall be paid at the time of registration.
- 3) Ten (10) paid fees shall be required to open a class, once open, the class shall continue through the full class term.
- 4) A refund will be made if Community Education cancels a class or is unable to continue the class. If the student requests a refund at least three (3) business days prior to the start of the class, a full refund will be granted. There are no other refunds beyond the three (3) day period.
- 5) Students enrolling later than the first class session shall pay the full class fee.
- 6) Additional fees collected over the minimum shall be allocated to cover indirect program costs.
- 7) Auditing or visitors shall not be permitted.
- 8) Administrative time and cost to implement and supervise the fee classes shall be kept to an absolute minimum.

#### i. TEST PROCTORING SERVICES FEES

- 1) Up to 4 hours: \$50.00
- 2) More than 4 hours: \$100.00

The fee will be waived for any student currently enrolled in a California community college.



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016

#### 2. OPTIONAL FEES

- a. ASSOCIATED STUDENTS MEMBERSHIP SERVICES CARD FEE per academic year (fall & spring)

	City	Mesa	Miramar	Continuing Education	ECC College
Member Card	\$8.00	\$8.00	\$8.00	\$4.00	N/A
Replacement	\$8.00	\$8.00	\$8.00	\$4.00	N/A

- b. PARKING SERVICES FEES

	College	Continuing Education*
4-wheel motor vehicle (includes hanger)	35.00	35.00
4-wheel motor vehicle, student eligible for financial aid	20.00	20.00
2-wheel motor vehicle	17.50	17.50
2-wheel motor vehicle as 2nd permit	17.50	17.50
Meter fee, up to	50 cents/hr	50 cents/hr
Daily rate for student w/o permit (all campuses)	5.00	5.00
Replacement for lost/stolen permit (no evidence)	full fee	full fee
Replacement for damaged permit (evidence of permit)	no fee	no fee
Administrative service fee for immobilized vehicles	45.00	45.00
Refunds - During refund period above	full	full
After second week	none	none

\*Centre City, ECC, CE Mesa

#### 3. OTHER FEES AND CHARGES

- a. STUDENT PHOTO IDENTIFICATION CARD REPLACEMENT - COLLEGE

The first card is issued free, thereafter cards are \$5.00.

- b. TRANSCRIPTS

College	The first two copies are free; thereafter \$5.00 per copy. Rush and walk in requests \$10.00 per copy. Associated students will receive one free copy per term of membership. Note: Amounts received in excess of costs will not be refunded.
Continuing Education	The first two copies are free; thereafter \$5.00 per copy.

- c. GRADE REPORT - \$1.00



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016

d. REISSUE OF A DIPLOMA OR CERTIFICATE - \$10.00

e. COPIES of various student records: \$0.25 per page

f. Return Check Service Fee - \$25.00

g. PROFESSIONAL HEALTH SERVICES FEES

Tuberculin skin tests (students)	5.00
Tuberculin skin tests (non-student employees) Not offered at Mesa	27.00
HCG urine pregnancy test	10.00
Liquid nitrogen treatment:	
• 1 or 2 areas	20.00
• 3 or more areas, each area	15.00
• Repeat treatment, 1 or 2 areas	20.00
Dip stick urinalysis	4.00
Measles-Mumps-Rubella immunization	up to 70.00
Physical examination (laboratory tests as needed are extra)	35.00
• DMV/Extensive	50.00
Tetanus toxoid immunization - Varies by vendor vaccine cost	22.00-38.00
TdaP (Tetanus, Diphtheria and Pertussis)	up to 45.00
Influenza vaccination	Seasonal Variance
Beta strep "quick test"	8.00
Insertion of sutures	25.00
Suture removal	10.00
Pelvic examination including lab fees – based upon PAP kit cost	50.00 – 54.00
Tissue biopsy lab fee	Starts at 35.00
Reflex HPV (abnormal pap results)	35.00
Pelvic examination without labs	8.00
Ear lavage, each ear	10.00
EKG (Range based on interpretation, physician agreements, electrode cost)	25.00-40.00
Corneal abrasion assessment	5.00
Mental Health Counseling - No charge at any campus location	0.00
Varicella (Chickenpox) Vaccination (Mesa)	130.00



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016

#### PROFESSIONAL HEALTH SERVICES FEES (continued)

Minor operative procedures (e.g., cortisone injection, I & D, biopsy) *Varies by procedure	30.00* and up
Complex dressing change, each dressing change	5.00
Microscopic exam	3.00
Hepatitis A vaccine - per individual injection two shot series County provided Hep A vaccinations are free to those who meet criteria	32.00
Hepatitis B vaccine, per individual injection. Three shot series County provided Hep A vaccinations are free to those who meet criteria	38.00
Twinrix (Hep A and B combined vaccine), per individual injection. Three shot series) County provided Twinrix vaccinations are free to those who meet criteria	70.00
Other charges (e.g. supplies, meds, lab fees)	Varies
No-show or late cancellation for appointments (less than 24 hours notice)	5.00

Notes:

- 1) The care providers or director at the individual student health services may reduce or waive any of the above fees for individual circumstances.
- 2) The above fees are subject to expense variances based on suppliers and market conditions.  
\*Starting cost for procedures

h. INSTRUCTIONAL MATERIAL FEES

Students may be required to provide a variety of instructional materials pursuant to Board Policy 3304.

i. PROPERTY FABRICATION CHARGE

Fabrication or construction of products by students with district-owned materials which the student wishes to retain for private use and ownership and for which transfer of ownership is authorized by the district shall be provided to the student at cost district-wide.

- j. TEST MATERIALS & EVALUATION SERVICES purchased at cost from out-of district vending sources.



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016

- k. DAMAGE, BREAKAGE, AND OTHER FINES are mandatory and are assigned as a result of a student's actions.

Violation of disabled parking	340.00
Forged/fake/counterfeit-parking permit	(maximum) 50.00
Red zone and fire lane violations	60.00
Parking without a permit for persons who possess permit but forgot to display it	10.00
All other parking violations	25.00
Loss of library books and other materials on loan to the student	Replacement cost plus 7.00 fee
Equipment/material breakage or damage resulting from negligence, misuse, or misapplication on part of the student	Replacement cost
Checks or other money instruments which are returned to the district uncollectible	25.00
Checks or other money instruments which are returned to the bookstore uncollectible	25.00

#### I. BOOKS, EQUIPMENT AND MATERIAL

Library Overdue Book Charges	A cumulative \$2.00 overdue fine (\$0.25 per day x 8 days) shall be assessed per item for failure to return books within 7 days of the posted due date. Additionally, a charge of \$0.25 per day excluding holidays will also be assessed per item after the imposition of the overdue fine until the accumulated charges equal the cost for the library to replace the book from a library vendor. Note: Not applicable for ECC.
Circulating Library Reserve Materials	A \$2.00 overdue fine shall be assessed per item for failure to return Reserve Library on posted due date. Additionally, a charge of \$.50 per day will also be assessed per item after the imposition of the overdue fine until the accumulated charges equal the cost for the library to replace the book from a library vendor, plus a \$7.00 processing fee.
Reserve Library Use Only - Print Materials	A fine of \$5.00 per day shall be assessed per item for the unauthorized removal of print (e.g., books, photocopies) <i>Reserve Library Use Only</i> materials from the library until the accumulated charges equal the cost for the library to replace the book from a library vendor.
Reserve Library Use Only - Non-Print Media	A fine of \$10.00 per day shall be assessed per item for unauthorized removal of non-print (e.g., videos, CD-ROMs) <i>Reserve Library Use Only</i> materials from the library until the accumulated charges equal the cost for the library to replace the book from a library vendor.



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016

#### m. CHILD DEVELOPMENT CENTER FEES FOR NON-CERTIFIED AND CERTIFIED FAMILIES

Age Groups	Non-Certified Part-time Under 4 hours	Non-Certified Full-time Over 4 hours	Certified Part-time	Certified Full-time
<b>Infants - Toddlers</b> (Birth to 36 months)	\$42.00 DAILY	\$50.00 DAILY	Based on CDE, EESD Fee Schedule	Based on CDE, EESD Fee Schedule
<b>Preschool</b> (Age 3 and older)	\$37.00 DAILY	\$45.00 DAILY	Based on CDE, EESD Fee Schedule	Based on CDE, EESD Fee Schedule

Non-certified families, shall be charged a fee for services based on the CDE, EESD standard reimbursement rate (SRR) including applicable adjustment factors that can be found on the [California Department of Education website](#). Certified families shall be charged a subsidized fee based of the CDE, EESD SPR and family income.

#### n. CUSTOMER SERVICE FEE SCHEDULE

San Diego Community College District Policy 6100 authorizes the repair, fabrication, construction, or provision of services to customers as an integral part of vocational classes. Costs to the District which are not convenient to itemize are recovered through charges listed in the following fee schedule. Total cost to customers includes the listed fee plus itemized materials taken from District stock supplies and purchases from outside vendors.

Breakage, loss or other damage to the customer's property, which occurs while the educational service is being performed or as a cause of the service, is solely the responsibility of the customer.

The customer agrees to release the San Diego Community College District (SDCCD) and the college/center, its officers, agents and employees from any claims, demands, losses or expenses which arise from any circumstance derived from the service rendered.

#### Automotive Technology (ECC)

#### Regular Price

#### Auto Body

Complete paint job (complex)	60.00
Complete paint job (simple)	50.00
Intermediate paint job	30.00
Minimum service charge	12.00





# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016

---

##### Brake and Suspension

Major brake service 4 wheels	15.00
Major brake service 2 wheels	15.00
Brake Inspection	15.00
Wheel Alignment	15.00

Balance wheels	15.00 plus weights
Remove / Replace C.V. Axle each	15.00
Front end overhaul	15.00
Strut/Shocks replace	15.00

##### Engine Tune-up and Diagnosis

Diagnostic check (scan for codes)	15.00
Minor tune-up	15.00
Lube, oil change and filter	15.00

##### Transmission and Driveline

Replace clutch (rear wheel drive only)	15.00
Auto transmission service	15.00

All operations not listed above will include a minimum \$15.00 processing fee. Other fees for services or repairs not listed above will be estimated by the instructor.

##### Auto/Furniture Upholstery (ECC)

Auto Carpets	12.00
Convertible tops	25.00
Headliners	10.00
LanDau tops	14.00
Door panels and arm rest (per car)	12.00
Bucket seats	10.00
Bench seats, front and rear	12.00
Truck seats	10.00
Complete auto interior	35.00

##### Furniture

Sofa, 6-9 feet, no cushions	12.00
Sofa, 6-9 feet, with cushions	16.00
Sofa, sectional, 3 or more pieces	22.00
Button tufted sofa, 6-9 feet, with bottom cushions	24.00
Hide-a-bed	16.00
Chair, tight seat	10.00
Chair with cushion	11.00
Pillow back chair	11.00
Recliner	12.00
Antique chair, webbing and spring retie	14.00



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016

---

#### Marine

Fold down seat	12.00
Seat tight cushion	10.00
Canvas back	10.00
Cushion, under 36 inches	8.00
Cushion, over 36 inches	9.00

All operations not listed above have a \$9.00 minimum service charge, which includes the \$7.00 processing fee. Special or unusual repair requests may require a service charge, to be estimated by the instructor.

#### Cosmetology (City)

Shampoo and Hairstyle- Regular shampoo and conditioner is included in the following services. Additional \$10.00 for shoulder length and longer:

Shampoo only	3.00 No Discount
Shampoo and Set: rollers or Curl/Finger wave	12.50 No Discount
Shampoo – Blow Dry- Style (Including Flat Iron)	14.50 No Discount
Shampoo- High Fashion Hair Styling Up-do's	16.00 & up No Discount
Shampoo-High Fashion Water Perm (w/perm rods)	16.00 & up No Discount
Shampoo-Shimmering Lights Treatment	6.00
Press n Curl-w/shampoo	22.50 & up No Discount

#### Rinses

Color	3.00 No Discount
-------	------------------

Conditioners- Separate from other services – Additional charge for longer hair:

Conditioners	6.00 & up No Discount
--------------	-----------------------

Haircuts- Includes Shampoo, Conditioner and Blow Dry

Haircut (Basic)	7.00
Bangs Trim or Nape only	3.00 No Discount

#### Nails

Manicure	5.00
Hot Oil Manicure	7.00
French Manicure	7.00

Pedicure	7.00
French Pedicure	9.00
Polish Change	2.50 No Discount
Acrylic Nails	15.00 No Discount
Nail tip with overlay (full set)	15.00 No Discount



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016

---

Hair Coloring and Styling - Includes Shampoo, Blow Dry, and Style only. Does not include haircut. Prices based on short hair. For each additional tube \$10.00 or bottle of color required, \$5.00 extra. All hair tinting services require a P.D. test 24-48 hours prior to each service or at DISCRETION OF INSTRUCTOR.

Virgin tint	25.00 & up No Discount
Tint Retouch (½ inch new growth or less)	17.50 & up No Discount
Tint Bleach Back to Natural	27.50
Semi-permanent color	20.00 & up
Virgin Bleach/ no Toner	22.50 & up No Discount
Bleach Retouch (1/2 inch or less)	22.50 & up No Discount
Virgin Bleach & Toner	32.50
Retouch & Toner	27.50

Cap Highlights	27.50
Foil Highlights/ Low Full	32.50
Foil Highlights/ Low Partial	17.50
One or Two Patch Foils (per foil)	6.00 No Discount
Reverse Frosting	22.50 No Discount

#### Facial

Plain Facial	15.00
<i>European Facial (masque or scrubs included)</i>	25.00 No Discount

Arching, Waxing, or Tweezing (For Each Service)	5.00 No Discount
Lash or Brow Tint	5.00 No Discount

#### Perm Services - Includes Haircut, Shampoo, Conditioning, and Styling.

Cold Waves (Regular)	25.00 No Discount
Cold Waves Long Hair (Double)	50.00 No Discount
Soft Permanent Wave	30.00 & up No Discount
Spiral Perm (Double for long hair)	30.00 & up No Discount
Extras: pickup curls only (haircut & style excluded)	3.00 per rod No Discount

#### Chemical Relaxing

Virgin Relaxer	25.00 & up No Discount
Relaxer Retouch	20.00 & up No Discount

Note: Discount services are not available, except as noted in the following:

- Senior Citizen Days: Wednesdays and Thursdays. Must show a valid ID. Ages 60 and older.



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016

- Special services for all San Diego Community College District Staff or students with valid district or college ID cards, and for St. Vincent DePaul/Joan Kroc Center with red tag or card 1/2 price for all services, except as noted.

Note: purchasing a package which includes services with hair, skin, nails (discount provided at the discretion of the instructor)

Note: no hair braiding or hair weaving/extensions are performed in the laboratories.

Note: in compliance with the education code, clients are assigned by student availability.

#### Dental Assisting (Mesa)

##### X-rays

Adult full mouth series	20.00
Adult bit wings (4)	10.00
Child full mouth series	15.00
Child bite wings (2)	8.00

#### Electronics Technology (City)

No standard charges other than the \$5.00 Processing fee. Charges based on actual cost of materials used, as shown on the work order.

#### Graphic Reproduction (ECC)

Graphic Arts services to customers have been restricted by legislation. Note the following Section 32310 of the California Education Code:

“No printing concern, institution, or to other agency maintaining a printing plant or department for the purpose of instruction or the teaching of the art of printing, or allied arts, and whose purpose is to teach or instruct its students or members, shall produce, print, or cause to be printed any material whatsoever that may be placed on the market in competition with regularly established printing plants or concerns, if such printing concern, institution, or other agency is supported or operated by public or state funds or is tax free in any manner.”

Processing fee per work order	10.00
-------------------------------	-------

#### Graphic Materials

Typesetting 8½ x 11	6.00
Proofs (Digital) 11 x 17	23.75
Large Format (Color) (per square ft.)	price quoted per job

#### Plate Making Materials

Plate, polyester 12 x 14	12.50
Plate, polyester 12 x 18	14.50
Plate, Metal (Ryobi 524) 20.08" x 15.75"	22.25
Plate, Metal (Ryobi 3302) 13 3/16 x 19 3/32	4.50



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016

---

Plate, Metal (3200/9800) 13 x 19 3/8	13.50
<u>Presswork Materials</u>	
Black ink, per 1,000 copies 8½ x 11 or smaller	4.50
1.50 per M after 5,000	
1.00 per M after 10,000	
Black ink, per 1,000 copies 11 x 17	6.50
2.00 per M after 5,000	
1.00 per M after 10,000	
Color ink per 1,000 (8 ½ X 11)	5.50
2.50 per M after 5,000	
1.50 per M after 10,000	
Color ink per 1,000 (11 x 17)	7.50
2.50 per M after 5,000	
1.50 per M after 10,000	
Paper Materials (Cost)	Price quoted per job
Color Wash Up (cleanup mats, etc.) 4 color process	56.50
(for the first 5,000 copies \$5.00 each additional 1,000)	
Color ink plus expenses incurred in purchase of it will be special order, charged to the customer at cost.	
<u>Bindery Operations Materials</u>	
<u>Cutter</u>	
Job consumables	5.00
Cutting and trimming, per cut	2.00
<u>Booklet Maker</u> (collator/Booklet Maker/face-trimmer)	
Job consumables	8.00
Double Stitch, per 1M books	1.50
Single Stitch, per 1M books	0.75
Collating, per 1M	2.00
<u>Folder</u>	
Job consumables	5.00
Folding (per fold), per 1M	3.50
<u>Drill</u>	
Job consumables	5.00
Drilling per 1M sheets (1-3 holes)	1.00
<u>Coil binding</u>	
Job consumables (Plus materials per quote)	5.00



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### **BP 3300 - STUDENT FEE SCHEDULE – ATTACHMENT A FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR EFFECTIVE FALL 2016**

---

##### Padding

Job consumables	2.00
Padding, per 1M sheets	1.50
Plus backing materials if necessary per quote	

##### Packaging

(Including packing materials and sealing tape)

11 x 17 box	2.75 each
12 x 18 box	3.25 each
Business card box (500 card box)	1.75 each
Shrink wrap per 8 ½ x 11	1.00 each
Shrink wrap per 11 x 17	2.00 each

Supersedes: BP 3300 – 6/9/2016

Adopted: December 8, 2016