

## **Chapter 6 - Business and Fiscal Affairs**

### **AP 6300   Fiscal Management**

#### **References:**

Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standards

#### Auxiliary Services Accounts

The Auxiliary Services Office maintains the books and records for the Associated Students, other student clubs and department trust accounts, and the enterprise activities on campus such as the bookstore and food services operations.

#### Bursar's Office

The Bursar's Office collects all instructional fees for students enrolled in credit courses.

#### Accounting Processes on Campus

The following are processes for collecting, disbursing, and reporting of finances:

- all cash disbursements will be supported by adequate documentation; including itemized invoices or receipts; and
- the Auxiliary Services and Bursar's Office shall submit regular reports to the Chief Fiscal Officer showing the financial and budgetary conditions of accounts.

#### Receipt for College Monies

All money collected by any College office will be receipted on pre-numbered receipts with each receipt being accounted for, or receipted, by a cash register that has been approved by the Director of Fiscal Services. All cash receipts will be supported by adequate documentation. All money must be turned in to the Fiscal Services Office on a daily basis. Cash receipts will be deposited in the College clearing account on a regular basis and transferred to the Los Angeles County Treasurer.

#### Invoicing

All invoices for services, etc. shall be issued by the Fiscal Services Office and not by individual departments.

#### Emergency Cash Procedures

Authority to purchase from the Revolving Cash Fund must first be secured from the Chief Fiscal Officer or designee. Emergency purchases are made from the Revolving Cash Fund. Two signatures are required for Emergency Cash Fund checks. Those authorized to sign are the Chief Fiscal Officer; Director, Fiscal Services; Director, Purchasing; and College President/CEO.

### Refund of Fees for Students Enrolled in Credit Courses

- A. All College fees applicable to a class or classes cancelled by the College will be refunded to the student.
- B. All College fees paid by a student who cancels his/her registration or withdraws from the College prior to the end of the regular registration period and who processes a Request for Refund prior to the two-week deadline will be refunded.

A Request for Fee Refund form must be completed by the student and submitted to the Bursar's Office, by 4:30 p.m. Friday of the second week of the semester or summer intersession. The deadline for dropping a Saturday class and requesting a refund is 8:00 p.m. Monday of the third week. The allowable refund period for dropping any class which begins after the first week of a semester or summer intersession is two weeks commencing with the week of the first class meeting (same Saturday class extension is allowed). If the deadline date is a holiday, the drop date will be extended one business day.

- C. The Parking Fee, the Health Fee, the Materials Fee, and the Student Activities Fee will be fully refunded to a student who withdraws from the College and who processes a Request for Refund prior to the two week deadline. The parking decal must be returned, or non-use by other students verified to obtain the parking fee refund.
- D. Non-Resident Tuition Fees are refunded on a decreasing scale for a limited period of time. Students who pay tuition are advised to immediately contact the Bursar's Office for details on the refund policy if it is necessary to drop a class or withdraw from the College.
- E. In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, the College shall, upon petition by the affected student, refund the entire enrollment fee or nonresident tuition unless academic credit is awarded, the Parking Fee, the Student Health Fee, the Materials Fee, and the Student Activities Fee.

### Refund of Fees for Students Enrolled in Noncredit Programs

If a class/program is cancelled by the College, the student will receive a full refund. No service fee will be charged. Student-initiated refunds must be requested at least three days prior to the first day of class. A \$10 service fee will be assessed for each refund.

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