

Process for Covering Student Fees

Who:

Dual enrollment students who will have their mandatory student fees paid by an organization/entity (ex: their high school or district, CTE Foundation, etc.)

How:

1. Contact SRJC Accounting ([Debbie Weatherly](#)) to request that she set up each school or district as a vendor/customer (*This step is already completed for students in the ECC Internship Program.*)
2. Send SRJC Accounting the list of students w/ student ID #s using [this template](#).
3. SRJC Accounting will bill each school/district or SCOE toward the end of the semester (ideal to complete before every December and before every May so that unpaid fees do not get in the way of students' registration for the upcoming semester)

* For DE students (including ECC Internship Program) = have to pay these fees

* CCAP = Waived

To determine fees owed (2022-23):

Health Services (\$21)	
Student Representation (\$1) (optional)	
State Student Representation (\$1)(optional)	
Student Center Fee (\$1/unit, up to \$10)	
Transportation Fee (\$1/unit, up to \$10)	