**Important Information:**

- Payment is due upon registration. You will be dropped for non-payment as follows:
  - If you register prior to the start of the semester, your payment must be processed within **14** (fourteen) days of registration **or by January 13th**, whichever comes first, or you will be dropped.
  - If you register after the start of the semester, your payment is due immediately, or you will be dropped.

- How to make a payment:
  - For immediate credit, pay online using a credit card at [http://www.losrios.edu/eservices](http://www.losrios.edu/eservices).
  - Mail or in-person payments are accepted with completed payment coupon and must be received by the Business Services (Cashiers) Office no later than **10** (ten) calendar days following registration, or January 13th, whichever comes first, to allow time for manual processing (see Page 2 for mailing addresses).
  - You will not be invoiced for fees due. You may check your balance due online at [http://www.losrios.edu/eservices](http://www.losrios.edu/eservices).
  - You may be eligible for a waiver of your enrollment fees. For more information, please see Page 2, go online to [http://www.losrios.edu/bogsteps](http://www.losrios.edu/bogsteps), or visit the College Financial Aid Office.

**FEES WHICH MUST BE PAID:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL ENROLLMENT FEE:</strong> (Students who <strong>HAVE</strong> met the California Residency Requirement)</td>
<td># Units ___ X $36 ea. = ___</td>
</tr>
<tr>
<td><strong>OUT OF STATE / INTERNATIONAL STUDENT TUITION:</strong> (Students who have <strong>NOT</strong> met the California Residency Requirement or students who are both a resident and a citizen of a foreign country)</td>
<td># Units ___ X $244 ea. = ___</td>
</tr>
<tr>
<td><strong>STUDENT REPRESENTATION FEE:</strong></td>
<td>$1 per semester = ___</td>
</tr>
<tr>
<td><strong>UNIVERSAL TRANSIT PASS FEE:</strong></td>
<td>Varies by number of units = ___</td>
</tr>
</tbody>
</table>

**PARKING PERMITS (decals valid at all Los Rios locations):** (See Page 2 for details)

Parking Decals can also be purchased online through eServices.

- Automobiles: $30 ($20 for BOGW recipients) = ___
- Motorcycles: $15 = ___

**Total Amount Enclosed:**

**IF PAYING BY CREDIT CARD:**

Charge total amount to my: □ Visa Card  □ MasterCard

Card No. _______ _______ _______ _______ _______ _______ _______ _______ _______ _______  $ ___

Card Expiration Date: [ ] [ ] Month [ ] [ ] Year

Signature of Cardholder

Signature of card holder required on all credit card transactions. Credit card transactions are subject to credit approval.
**STUDENT REPRESENTATION FEE:**

Under provision of California Education Code section 76060.5 and California Code of Regulations, Title V, sections 54801-54805, the students of this college have established a student representation fee of one dollar ($1.00) per semester.

**USE OF FEE:** The money collected shall be expended to provide 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/or federal government.

**RIGHT TO REFUSE TO PAY:** This fee is mandatory; however, a student has the right to refuse to pay for the following reasons: religious, political, moral and financial. This refusal must be in writing and submitted to the college Business Services (Cashiers) Office on Form #BS55. The form is available at the college Business Services (Cashier) Office.

---

**UNIVERSAL TRANSIT PASS FEE:**

Students approved a Universal Transit Pass fee to provide students with a special unlimited pass to use on all public transit systems in Sacramento, Elk Grove, Yolo, Folsom and El Dorado County. The pass is valid seven days a week from August 1 - December 31 for the Fall semester and January 1 - May 31 for the Spring semester. There is no summer session pass. The semester fee is $5 for less than six units; $10 for 6 to 11.9 units; and $15 for 12 units or more (students receiving a BOG Waiver pay half the unit rate). The fee is waived for students enrolled in the Criminal Justice Training Consortium, Apprenticeship programs, UC Davis students taking classes on the UC Davis main campus, and students studying abroad. Students enrolled only in online courses may request a refund on Form #BS23.

---

**PARKING PERMITS (DECALs):**

Purchase your parking decal online in eServices. Our parking decals are valid at all Los Rios locations. Payment must be received via the web, mailed with the online Prepaid Parking Decal Application, or purchased at the Business Services (Cashiers) office. To pay online, login to eServices and click the link Purchase Parking Decals.

Beginning fifteen (15) days prior to the start of Spring classes, your prepaid parking decal will be mailed to the address indicated on your student records. If payment is received after this period, allow five working days from receipt of payment for you to receive your parking decal. All prepaid decals will be mailed. Allow adequate time for you to receive your decal before classes begin.

IF PARKING FEES ARE NOT PREPAID, a decal may be purchased at the Business Services (Cashiers) Office fifteen (15) days prior to the start of Spring classes. (Working Days = Monday through Friday, excluding holidays.)

---

**DROPING A CLASS / CLASSES:**

A student may drop a class by using the LRCCD online eServices or by submitting a drop card to the Admissions Office. (See appropriate class schedule for Fall/Spring semester calendar deadlines to avoid incurring enrollment/tuition fees). You must officially drop classes to avoid being charged for them.

**FEE / TUITION REFUND POLICY:**

The enrollment fee, non-resident tuition, international tuition, or Universal Transit Pass fee (if a sticker has not been picked up) are refundable for program changes made by Friday of the 2nd week of instruction for full-term classes or by Friday of the 1st week of instruction for short-term classes (short term = any class less than full-term). Refund eligibility is determined by the date the course is officially dropped. Requests for refunds must be filed by the last day of instruction in the semester for which the fee was paid, or they will be disallowed. Credit balances will be forfeited and do not carry over to the next semester/term. Application and installment payment fees are non-refundable.

**PARKING FEES:** Parking fees are fully refundable during the first ten (10) days of the semester. There will be no refunds after January 27, 2012 for the Spring semester. To receive a refund, a student must attach the decal to the refund application form being submitted.

---

**ADDRESS / PAYMENT INFORMATION:**

Mail or drop off your payment, with this form, to one of the following addresses as it pertains to your college:

- American River College
  - Business Services Office
  - 4700 College Oak Drive
  - Sacramento, CA 95841

- Cosumnes River College
  - Business Services Office
  - 8401 Center Parkway
  - Sacramento, CA 95823-5799

- Folsom Lake College
  - Business Services Office
  - 10 College Parkway
  - Folsom, CA 95630

- Sacramento City College
  - Business Services Office
  - 3835 Freeport Boulevard
  - Sacramento, CA 95822

Please make checks payable to: LRCCD (Los Rios Community College District).

---

**FINANCIAL ASSISTANCE**

Los Rios Community Colleges participate in a large number of assistance programs for low and middle-income students. Inquiries may be addressed to the Financial Aid office at each college listed above.

**BOGW - SIMPLE AND FAST !!**

*Board of Governors Enrollment Fee Waiver*

- **BOGW** is an enrollment fee waiver program for California residents only. It does not require repayment.
- **BOGW** is not tied to any other financial aid programs, so it can be processed quickly and you will be able to register immediately.
- **BOGW** applicants will complete a simple application form available online at [http://www.losrios.edu/lrc/lrc_fin-aid.html](http://www.losrios.edu/lrc/lrc_fin-aid.html) or at the Financial Aid Office. Applicants may be asked to provide proof of eligibility.
- CalWorks, SSI, General Assistance/General Relief recipients MUST bring an Aid Verification Summary form or provide a copy of their last check to the Financial Aid Office.
- If you meet specified household income standards, you qualify for **BOGW**.
- If you are eligible to receive need-based Federal/State financial aid, you also qualify for **BOGW**.
- You’re encouraged to complete the **BOGW** prior to registration. If you are eligible, your enrollment fees will automatically be waived.
- **BOGW** enrollment fee waivers are valid for the Summer, Fall and Spring semesters each year. Only one application per fiscal year is required. (“Fiscal year” begins with each Summer session, and includes the Fall and Spring semesters.) Therefore, if you received a BOGW for Summer 2010, Fall 2010 and/or Spring 2011, you must reapply for the Summer 2011 or Fall 2011 terms.