I. GENERAL

In order to provide educational enrichment opportunities for a limited number of eligible students, a Los Angeles Community College President (or designee) may admit elementary and secondary school students (grades K-12) as special part-time students or special full-time students. These students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001.

Special part-time students or special full-time students must submit a supplementary application for each semester or summer session in which they wish to enroll, and students may only enroll in those courses specifically approved by the college for that term.

Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students. The Los Angeles Community College District and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Students admitted as special part-time or special full-time students will not be afforded any special consideration or supervision as a result of their special admission status. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes and if or when a class is cancelled and/or dismissed early. Parents or guardians will not have access to a student’s records (including grades and transcripts) without the student’s written consent, the student’s minor status notwithstanding.

Students shall receive credit for the community college courses completed. Arrangements for receiving high school credit for course work completed must be made with students’ respective high schools.
II. ADMISSIONS PROCEDURES

A. To be considered for admittance as a special **part-time student**, the student must meet the eligibility standards as established in Education Code sections 48800 and 76001, and the Los Angeles Community College Board Rule 8100.01. Admission is subject to seat availability. The student must submit:

(1) District Application for Admission;
(2) written and signed parental or guardian consent;
(3) written and signed approval of his or her principal*;
(4) demonstration that the student is capable of profiting from instruction; and
(5) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

*Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The Chief Instructional Officer or designee has the authority to make the final decision as to whether a student can benefit from instruction.

B. To be considered for admittance as a special **full-time student**, the student must meet the eligibility standards as established in Education Code section 48800.05, and the Los Angeles Community College Board Rule 8100.04. Admission is subject to seat availability. The student must submit:

(1) District Application for Admission;
(2) written and signed parental or guardian consent;
(3) written and signed acknowledgment of his or her principal*;
(4) demonstration that the student is capable of profiting from instruction;
(5) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12"; and
(6) written approval of the governing board of the school district of attendance.

*Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The college’s Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

C. To be considered for admittance as a special summer session student, the student must meet the eligibility standards as established in Education Code section 76001 and the Los Angeles Community College Board Rule 8100.02. The student must submit:

(1) written and signed parental or guardian consent;
(2) written and signed approval of his or her principal that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance;*
(3) demonstration that the student has adequate preparation in the disciplines to be studied; and
Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

*Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The college’s Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

III. DETERMINATION

All required documents shall be sent to the Chief Instructional Officer or designee.

A. High School Students

For students attending High School, the Chief Instructional Officer or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College. This determination may be done by:

1. a review of the material submitted by the student;
2. meeting with the student and his or her parent or guardian;
3. consultation with the Chief Student Services Officer;
4. consultation with the faculty;
5. consultation with counseling staff;
6. consideration of the welfare and safety of the student and others; and/or
7. consideration of local, State and/or Federal laws.

The college’s Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college, except in the case of highly gifted and talented pupils as defined in Section IV.

B. Middle and Lower School Students

For students attending Middle and Lower Schools, the determination shall be made by a committee chaired by the Chief Instructional Officer, or designee, and composed of the Chief Student Services Officer, and representatives from the office of Admissions and Records, and faculty from the appropriate department, as identified by the local senate. The parent or guardian of the Middle and Lower School students must submit a petition for his or her child to be admitted for enrollment in college courses. This petition must include an explanation of how the student can benefit from these specific college-level courses and must be accompanied by previous school transcripts or, in the absence of transcripts, any supporting documentation that can be used in lieu of transcripts. If the student is attending public school the petition must be signed by the school’s principal or designee, indicating that he or she concurs with the parent’s opinion that the student can benefit from these college level courses. The committee will review the petition and determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College, and that the student's safety and that of others will not be affected. This determination may be done by applying the following criteria:
(1) a review of the materials submitted by the student;  
(2) meeting with the student and his or her parent or guardian;  
(3) consultation with counseling staff;  
(4) consideration of the welfare and safety of the student and others;  
(5) consideration of local, State and/or Federal laws;  
(6) consultation with appropriate faculty/specialists;  
(7) review of the content of the class in terms of sensitivity and possible effects on the minor;  
(8) requirements for supervision of the minor;  
(9) times the class(es) meet and the effect on the safety of the minor; and/or  
(10) consultation with campus police.

The decision of the committee shall be final, except in the case of highly gifted and talented pupils as defined in Section IV.  
Upon completion of the review process, each member of the committee shall sign the petition indicating their participation in the review.

Once a decision has been made, the student, his or her parent or guardian and the school Principal shall be informed of the decision.

IV. HIGHLY GIFTED AND TALENTED STUDENTS

A. Admission Of Highly Gifted And Talented Students

The Admission of Highly Gifted and Talented Students shall follow the same Admissions and Determination Procedures stated herein, except:

(1) Highly gifted and talented pupils must achieve a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by certified licensed personnel or demonstrate extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil's teacher and principal.

(2) In the cases where a parent or guardian of a highly gifted and talented pupil who is not enrolled in a public school petitions the President (or designee) to authorize attendance as a special part-time or special full-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college, an intelligence assessment test must be administered by certified, licensed personnel, and the highly gifted and talented pupil must achieve a measured intelligence quotient of at least 150 points.

B. Right To Appeal Denial For Special Part-Time Or Full-Time Enrollment

Following a written denial for special part-time or special full-time enrollment of a highly gifted and talented pupil, the parent or guardian of the highly gifted and talented pupil may appeal the denial directly to the Board pursuant to Board Rules 8100.07 and 8100.08.
C. **Appeal Procedure**

(1) Within 30 days after a request for special enrollment for a highly gifted and talented pupil has been submitted, the Chief Instructional Officer (or designee) shall issue a written decision to the parent or guardian of the highly gifted and talented pupil. In the case of a denial, the written decision shall include the findings and the reasons for the denial.

(2) Within 30 days after a written denial has been issued to the parent or guardian of the highly gifted and talented pupil, the Board must take action to either confirm or reject this denial at a Board meeting which takes place within 30 days after the denial has been issued. The parent or guardian of the highly gifted and talented pupil will have an opportunity to appeal the denial directly to the Board during this Board meeting.

(3) In order to facilitate this appeal, the Chief Instructional Officer (or designee) who issued the written denial shall immediately forward a copy of the written denial to the Chancellor and the Senior Director of Instructional and Student Programs so that this matter can be placed on a subsequent Board meeting agenda.

V. **FEES**

A. **Enrollment Fees**

Enrollment fees for special part-time students K-12 students will be waived pursuant to Board Rule 8100.07 and Education Code section 76300 (f). Special Full-Time Students K-12 students (i.e., students enrolled in more than 11 units) are required to pay enrollment fees.

B. **Nonresident Tuition Fees**

Students who are determined to be “nonresidents” of California will be subject to nonresident tuition fees, pursuant to Board Rule 8100.03.

C. **Other Fees**

The Los Angeles Community College District charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.

VI. **BOARD RULES**

The following Board Rules set forth requirements for admission of students, who are in the age group of Kindergarten through 12th grade, to any college in the Los Angeles Community College District:

- 8100.01 (Admission of Elementary and Secondary Students Grades K-12 as Special Part-Time Students)
- 8100.02 (Admission to Summer Session - Students Grades K-12)
- 8100.03 (Fee Exemption for Special Part-Time Students Grades K-12 (effective July 1, 1986))
- 8100.04 (Admission of Elementary and Secondary Students Grades K-12 as Special Full-Time Students)
• 8100.05 (Residency Classification for Children of Undocumented Immigrants)

• 8100.06 (Definition of Highly Gifted and Talented Students)

• 8100.07 (Admission of Highly Gifted and Talented Students Grades K-12 As Special Part-Time Students)

• 8100.08 (Admission of Highly Gifted and Talented Students Grades K-12 As Special Full-Time Students)
Los Angeles Community College District

Nonresident Tuition Fee Waiver Application

Name: ____________________________ Student ID #: ____________________________

Home Address: ____________________________ Telephone Number (_____)__________________________

Street ____________________________ City ____________________________ Zip Code

Date of Birth _____/_____/_______ The Admissions and Records Office has determined that I am not a California Resident Yes No

Student Marital Status: Single Married Divorced Separated Widowed Registered Domestic Partnership

RESIDENCY STATUS

1. My immigration status prevents me from establishing residency in the United States. Yes No

2. I am in the United States under a current “F,” “J,” or “M” Visa. Yes No (Except in cases of “severe economic hardship” (which must be documented), students attending an LACCD college on these visas are not eligible for this waiver.)

DEPENDENCY STATUS

3. I am 18 years of age or older. Yes No

4. As of today, I am married or in a Registered Domestic Partnership (RDP)? (Answer “Yes” if you are separated but not divorced or have not filed a termination notice to dissolve partnership.)

5. I have children who receive more than half of their support from me, or other dependents who live with me (other than your children and spouse/RDP) who receive more than half of their support from me, now and through the end of the year. Yes No

6. Both of my parents are deceased or I am a ward/dependent of the court.

   • If you answered "Yes" to any of the questions 3 - 6, you are considered an INDEPENDENT student for nonresident tuition waiver purposes. Your household income information in question 9 is about yourself, your spouse (or RDP if applicable), and any dependents. Go directly to question 9.

   • If you answered "No" to all questions 3-6, complete the following questions:

7. Your parent(s) or his/her RDP filed, or will file, a U.S. Income Tax Return this year, were you or will you be claimed on their tax return as exemption. Yes No

8. You live with one or both of your parent(s) and/or his/her RDP Yes No

   • If you answered "No" to questions 3-6 AND "Yes" to either question 7 or 8, you are a DEPENDENT student in the section that follows.

   • If you answered "No" to questions 7 and 8, you are an INDEPENDENT student for the purposes of this waiver.

ELIGIBILITY

9. I am an independent student currently receiving monthly cash assistance for myself and/or dependents from one or more of the following programs: a) TANF/CalWORKs; b) SSI/SSP – Supplemental Security Income/State Supplemental Program; c) General Assistance, OR; I am a dependent student and my family receives a monthly cash assistance for myself and/or dependents from one or more of the following programs: a) TANF/CalWORKs; b) SSI/SSP – Supplemental Security Income/State Supplemental Program; c) General Assistance. Yes No

10. My family income is at or below the income levels in the chart below. Yes No

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2008 Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$15,600</td>
</tr>
<tr>
<td>2</td>
<td>$21,000</td>
</tr>
<tr>
<td>3</td>
<td>$26,400</td>
</tr>
<tr>
<td>4</td>
<td>$31,800</td>
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<td>5</td>
<td>$37,200</td>
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<td>6</td>
<td>$42,600</td>
</tr>
<tr>
<td>7</td>
<td>$48,000</td>
</tr>
<tr>
<td>8</td>
<td>$53,400</td>
</tr>
<tr>
<td>Each Additional Family Member</td>
<td>$ 5,400</td>
</tr>
</tbody>
</table>

CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all the information on this form is true and complete to the best of my knowledge. If I falsify information on this form, I will be responsible for reimbursing the college for any nonresident tuition fees owed, and I will also be subject to student discipline, up to and including suspension and/or expulsion from the District.

Applicant’s Signature Date Parent Signature (Dependent Students Only) Date
LACCD Board Rule 8100.15 states that "students who are citizens and residents of a foreign country, or who are legally precluded from establishing residency in California, shall be entitled to exemption from nonresident fees on the basis of individual financial need in accordance with regulations adopted by the Chancellor. Such individual exemptions shall not be granted in excess of ten percent (10%) of the District’s students who are both citizens and residents of a foreign country in the applicable term. If you meet the eligibility requirements in question #9 on the Nonresident Tuition Fee Waiver Affidavit on the opposite side of this page, you may be eligible to receive a nonresident tuition exemption.

This form will be used to determine if you meet the exemption requirements established by this policy. If the Admissions and Records Office at your college has determined that you are not a California resident and you believe that you meet the eligibility requirements in question #9, please fill out this form and return it to the Admissions and Records Office at your college.

This application form is a confidential student record, and shall not be released to third parties unless pursuant to (1) a lawfully issued court order or subpoena, (2) the student’s consent, or (3) other exception under the Family Educational Rights and Privacy Act (FERPA).
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPPLEMENTAL APPLICATION FOR ADMISSION OF STUDENTS IN GRADES K-12

**ADMISSION:** Colleges in the Los Angeles Community College District ("LACCD") may admit as a special part-time or full-time student anyone who is a student in grades K-12 who has met the LACCD’s admissions requirements and who, in the opinion of the College President (or designee), may benefit from instruction. (Education Code sections 48800, 48800.5, 76001; LACCD Board Rules 8100.06, 8100.07, 8100.08; LACCD Administrative Regulation E-87.)

**FEES:** Enrollment fees are required for special full-time students (i.e., taking more than 11 units), but waived for special part-time students (i.e., taking 11 units or less). (Education Code section 76300(f), LACCD Board Rule 8100.03.) Effective starting the Summer 2009 semester, the nonresident tuition fee will be charged for all students who are classified as nonresidents; students may apply for an individual waiver pursuant to Board Rule 8100.15. The LACCD also charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.

**CONDITIONS:** The student is expected to follow regulations and procedures that apply to all college students. The student shall receive college credit for the community college courses that the student completes. Arrangements for receiving high school credit for completed course work must be made with the student’s high school. The student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initially files an application for admission to the college, and a separate approval must be provided for each semester or term in which the student wishes to enroll. The LACCD and its colleges assume no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is cancelled and/or dismissed early.

### K-12 STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Birth Date:</th>
<th>_<em>/_</em>/_<em>/_</em>/__/_/</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
<td>MI Mo Day Year</td>
</tr>
<tr>
<td>Student Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>City</td>
<td>State ZIP</td>
</tr>
<tr>
<td>Phone No. (   )</td>
<td>E-mail Address:</td>
<td></td>
</tr>
<tr>
<td>Student ID No.:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR STUDENT:** I authorize the release of my transcript information to my school upon the school’s written request.

Signature of Student: Date:

**FOR PARENT/GUARDIAN:** I authorize my son/daughter to enroll in a college level course in the LACCD. I understand that my child will not be afforded any special status or supervision as a result of his/her minor status while enrolled in the Los Angeles Community College District; I also understand that I will not have access to my child’s student records (including grades and transcripts) without his/her written consent, his/her minor status notwithstanding.

Print Name of Parent/Guardian: Signature of Parent/Guardian: Date:

### COLLEGE ENROLLMENT INFORMATION

*(to be completed by the K-12 school official)*

<table>
<thead>
<tr>
<th>Term:</th>
<th>Fall Semester</th>
<th>Winter Intersession</th>
<th>Spring Semester</th>
<th>Summer Session</th>
<th>Year:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>College:</th>
<th>Enrollment Status:</th>
<th>\ Box</th>
<th>Part-time (11 units or less)</th>
<th>\ Box</th>
<th>Full-time (more than 11 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. College Course Subject/Number</td>
<td>2. College Course Subject/Number</td>
<td>3. College Course Subject/Number</td>
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<tr>
<td>4. College Course Subject/Number</td>
<td>5. College Course Subject/Number</td>
<td>6. College Course Subject/Number</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

I have met and counseled the student and recommend the courses listed above to be taken for credit (for K-8 students, please enclose the student’s transcripts and letter describing how, in your opinion, the student will be able to profit from instruction at a community college). If this is a summer enrollment, I certify that there are no equivalent courses available at this school and that the total number of students referred from this school to community colleges does not exceed 5% of this year’s graduating class.

Print Name of Official: Signature of Official (original required): Date:

**FOR LAUSD STUDENTS:**

LAUSD Student ID No.: School Location Code:

### COLLEGE APPROVAL

*(to be completed by the College’s Chief Instructional Officer (or designee)*

<table>
<thead>
<tr>
<th>□ Approved to Attend</th>
<th>□ Not Approved to Attend</th>
<th></th>
<th>Date</th>
</tr>
</thead>
</table>

Reason(s) for Refusal:
Los Angeles Community College District
Nonresident Tuition Fee Waiver Application
(Supplement to Form YS-1)

Name: ___________________________________ Student ID # ____________________________

Last Name First Name Middle Initial

Home Address: ______________________________________________ Telephone Number (______) _______________________

Street City Zip Code

Date of Birth _____/_____/_______, Age _____

3. My immigration status prevents me from establishing residency in the United States. ☐ Yes ☐ No
(Note: Except in cases of “severe economic hardship,” which must be documented, students attending an LACCD college on an “F,” “J,” or “M” Visa are not eligible for this waiver.)

4. My family income is at or below the income levels in the chart below. ☐ Yes ☐ No

<table>
<thead>
<tr>
<th>Family Size</th>
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</table>

Each Additional Family Member $ 5,400

CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all the information on this form is true and complete to the best of my knowledge. If I falsify information on this form, I will be responsible for reimbursing the college for any nonresident tuition fees owed, and I will also be subject to student discipline, up to and including suspension and/or expulsion from the District.

Applicant’s Signature ______________________ Date ________

Parent Signature (If student is under the age of 18) ______________________ Date ________

This application form is a confidential student record, and shall not be released to third parties unless pursuant to: (1) a lawfully issued court order or subpoena, (2) the student’s consent, or (3) other exception under the Family Educational Rights and Privacy Act (FERPA).