



TO: Chief Business Officers
Chief Student Services Officers

FROM: Gina Browne
Assistant Vice Chancellor, Equitable Student Learning, Experience and Impact Office

RE: Participation in the 2024-25 Chancellor's Office Tax Offset Program

The Chancellor's Office is inviting California community college districts to participate in the Chancellor's Office Tax Offset Program (COTOP) for 2024-25. COTOP enables the Chancellor's Office to act on behalf of community college districts for the purpose of collecting outstanding student financial and other specific non-financial aid obligations through participation in the Franchise Tax Board (FTB) Interagency Tax Offset Program. Under COTOP, the FTB offsets up to the amount owed to a district from the debtor's personal state income tax refunds, lottery winnings, or other state refunds. The offset amount, minus a 25% administrative fee, is then sent to the district.

Districts that participate in COTOP agree to:

- Consider, when appropriate, leveraging available funding sources to resolve student debt and provide a fiscal incentive for students to re-enroll before submitting a debt for offset.
- Not use transcript issuance as a tool for debt collection including per [Cal. Civ. Code § 1788.93](#):
 - Refusing to provide a transcript for a current or former student on the grounds that the student owes a debt.
 - Conditioning the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript.
 - Charging a higher fee for obtaining a transcript or providing less favorable treatment of a transcript request because a student owes a debt.
- Follow collections procedures described in [section 8776.6](#) of the State Administrative Manual (SAM) prior to submitting a debt for offset.

To participate in COTOP 2024-25, authorized district representatives should complete the [COTOP Request for Participation survey](#). For questions, please contact the COTOP team at COTOP@CCCCO.edu.

Attachment 1 – COTOP Recoverable Debt Types

The following types of debtor obligations are recoverable through COTOP:

- Defaulted Perkins, Nursing, Emergency, and EOPS loans
- Campus financial aid funds (e.g. EOPS grant, CCPG fee waiver, etc.)
- Non-resident tuition fees
- Enrollment fees
- Library fines
- Library replacement material charges
- Parking fees
- Parking fines (incurred within three years of date submitted for collection only)
- Residence hall rent contracts
- Cafeteria meal contracts
- Telephone bills
- Drop fees (incurred prior to January 1992)
- Personal checks returned for non-sufficient funds (limited to bookstore and other charges listed in this section only)
- Returned check service charges
- Childcare charges
- Instructional equipment breakage/replacement charges
- Health fees
- Transcript fees
- International student insurance charges
- Dental health center charges
- Community services fees
- Lost key charges
- Transportation charges or fees
- Audit fees
- Contract class charges
- Instructional materials fees
- Damage to campus facilities or equipment charges
- Personal checks written to "Cash" returned for non-sufficient funds (including returned check service fee)
- Auto repair costs (including parts, lab fee, sales tax on parts)
- Student representation fee
- Student center fee