

TO: Chief Business Officers
Chief Student Services Officers

FROM: Gina Browne, Vice Chancellor of Program Operations and System Initiatives

RE: Student Representation Fee Collection Reminder

This guidance memo is a reminder about the required collection of student representation fees to support the Student Senate for California Community Colleges (SSCCC).

Background

[AB 1504](#) amended [§76060.5](#) of the California Education Code, effective Jan. 1, 2020, to require that a community college must collect a student representation fee (SRF) of \$2 at the time of registration, unless the registering student specifically opts out. One dollar of every \$2 fee collected shall be used to support the SSCCC and the other \$1 shall be used to support the local student body association (SBA). Failure to collect, including asking students to opt in to the SRF, does not comply with the statutory requirements described above.

Regulatory changes to the relevant sections in Title 5 of the California Code of Regulations to implement AB 1504 were approved by the Department of Finance and went into effect 30 days after they were filed with the Secretary of State. Additionally, an SRF audit procedure is included in the [2025–26 California Community Colleges Contracted District Audit Manual](#) (section 492).

Student Notification and Opt-out Option

Each college should explain the purpose of collecting the SRF and provide the student with a way to opt out of paying the SRF on the same form that is used for collection of fees. The form should be similar to the model form prescribed by the Board of Governors. Please see Attachment 1 for the recommended student notification and opt-out language.

Actions Required

Each college must collect \$2 from each student for each term of registration. Districts must remit \$1 of each \$2 fee collected to the Board of Governors (BOG) annually before Feb. 1. Districts may retain a portion of the fees collected that is equal to the actual cost of administering these fees up to, but not more than 7%. The BOG will distribute these fees to the SSCCC annually by Apr. 15.

SRF Report and Invoice

The Fiscal Portal Annual Financial and Budget Report ([CCFS-311](#)) application has been updated to include SRF collected between July 1, 2025, and June 30, 2026. Please see Attachment 2 for step-by-step instructions to generate the SRF invoice.

Contact

For questions regarding the [Fiscal Portal](#): CCFS-311, please contact CCFS311Admin@CCCCO.edu. If you have other questions regarding this memo, please contact Adriana Menjivar Enriquez at AMenjivar@CCCCO.edu.

cc: Renee Craig-Marius, Vice Chancellor of Student Services and Support
Julie Adams, Executive Director of the Student Senate for California Community Colleges
Davina Malbrough, President of the Student Senate for California Community Colleges
Chelby Tookey, Dean of Program Operations and Strategic Planning
Lorena Romera, Director of Fiscal Standards and Accountability
Jubilee Smallwood, Fiscal Health Monitoring Specialist

ATTACHMENT 1: MODEL FORM FOR STUDENT NOTIFICATION AND OPT-OUT LANGUAGE

California community colleges must provide the student with a means to refuse to pay the SRF on the same form that is used for collection of fees, which, as determined by the community college, should be nearly as practical to the model form prescribed by regulations of the BOG.

The model form has all of the following elements:

1. Provides a clear and brief explanation of the SSCCC and the purpose of the SRF.
2. Allows the student to opt out of paying the fee; the student should not have to opt into paying the SRF.
3. Does not require the student submit an opt-out reason.

Suggested Language

Colleges may use the suggested language below or create similar language.

In 2019, California passed AB 1504 (Medina) which requires colleges to collect a \$2 Student Representation Fee (SRF). One dollar is allocated to the local student body association (SBA), and the other dollar is allocated to the Student Senate for California Community Colleges (SSCCC). The SBA advocates for the students at [insert college] by participating in college governance committees, developing policies affecting students, budgeting for events and clubs, and enhancing the overall student experience.

The SSCCC is recognized by the California Community Colleges Board of Governors and is the official voice of over 2.1 million California community college students. The SSCCC is focused on pursuing policies that improve student access, promote student success, engage and empower local student leaders, and enrich the collegiate experience for all community college students.

Both the SBA and SSCCC advocate and represent students before [insert city, county, district] governments and offices and agencies of the state and federal government.

☒ I want to support the SSCCC and the SBA.

ATTACHMENT 2: ANNUAL BUDGET AND FINANCIAL REPORT (CCFS-311) INSTRUCTIONS

SRF Report and Invoice

The Fiscal Portal Annual Financial and Budget Report ([CCFS-311](#)) application has been updated to include SRF collected between July 1, 2025, and June 30, 2026. Follow the instructions below to generate the SRF invoice.

Instructions for Completing the SRF Tab

Districts are required to report revenue using the **Student Representation Fee tab** in the “Enter 311 Data” dropdown menu. The application will automatically generate an invoice for the amount due to the Chancellor’s Office, which can be found in the **District Reports Selection** menu.

1. Enter Total “Actual Amount” Collected

- a. Report the gross amount collected in local revenues for SRF from July 1, 2025, to June 30, 2026.
- b. Do not adjust this amount for outstanding receivables.

2. Enter Retained Administrative Fee

- a. Input the total administrative fee retained by the district.
- b. This amount must not exceed 7% of total revenues.

3. View and Print the Invoice

- a. Click on “**View Invoice**” to generate and print the invoice.
- b. The invoice should accompany the payment to the California Community Colleges Chancellor’s Office.
- c. A statewide report will be available once all districts have certified, and the fiscal year has closed.

4. Submit Payment by Feb. 1

- a. Submit payment by check made payable to the California Community Colleges Chancellor’s Office.
- b. Mail the invoice and payment to:
California Community Colleges Chancellor’s Office
1102 Q Street
Suite 4400
Sacramento, CA 95811

For additional details about SRF audit procedures, refer to the [Contracted District Audit Manual \(CDAM\) 2025–26](#). Please send questions regarding the [Fiscal Portal](#): CCFS-311 to CCFS311Admin@CCCCO.edu.