

TRANSCRIPTS

Upon written request by the student, a copy of the student's academic record shall be forwarded to the student, or his or her designated addressee, promptly by U.S. mail or other responsible forwarding agency. A student or former student shall be entitled to two free copies of the transcript of his or her record. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3 per copy. Students may request special processing to expedite their request for an additional fee of \$10. This option is subject to the college's ability to provide this service. Requests for transcripts or verifications may be submitted to the Office of Admissions. Transcripts from another institution are not available for copying (*Board Rule 8401.10*).

The student's transcript may be withheld if:

1. Any library books or other library materials are charged to the student and are unreturned, or
2. There are any unpaid fees or charges due to the college. The transcript may be withheld until these obligations of the student to the college are discharged.

We advise that official transcripts mailed directly from the last high school attended and from each college attended be submitted. However, this is not a requirement for admission. All transcripts become the property of the college and cannot be returned to the student.

STUDENT FEES

Note: the fees listed below were accurate at the time this catalog went to print in August 2008, but are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

Payment Methods

There are several ways to pay fees depending on the student's personal convenience and physical access to the college:

In Person: Pay by cash, check or credit card at the following Cashier's Window:

Main Business Office, Building A-13:
Monday-Friday 8:30 a.m. - 4:15 p.m.; or

Window 7 in the lobby of Admission area:
Monday-Thursday 4:15 p.m. - 7:00 p.m.

U.S. Mail: Make check or money order payable to West Los Angeles College. Send to WLAC Business Office, 9000 Overland Ave., Culver City, CA 90230. Be sure to provide your Student ID number, current address, and phone number with your check.

TYPE OF FEE	Summer /Winter	Fall /Spring
Enrollment Fees for ALL Students (*subject to change by the California Legislature)	\$20/unit	\$20/unit
Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the \$20* per unit enrollment fee)	\$181/unit	\$181/unit
Non-Resident Tuition for International Student and/or F-1 VISA (All Non-Resident International students must also pay the \$20* per unit enrollment fee)	\$191/unit	\$191/unit
Application Fee	\$25	\$25
SEVIS Processing Fee	\$25	\$25
International Student Medical Insurance (IMED)	\$70	\$420
Audit Fee	\$15	\$15
Health Services Fee (Mandatory)	\$8	\$11
Associated Student Organization (ASO) Membership Fee (Optional)	\$3	\$7
Student Representation Fee (Mandatory)	\$1	\$1
Parking Fee		
Preferred Parking Permit with ASO membership	TBA	\$27
All Student Lots	TBA	\$20
Restricted Parking Permit – Lot 7 ONLY		
Instructional Materials Fee	See courses in schedule of classes	See courses in schedule of classes
Other Fees (All fees owed must be paid before transcripts or verifications will be released.)		
Emergency Processing of Transcripts (CSU/ICETC Certification is not available with Rush Transcript requests)		
First 2 transcripts ever requested	Free	Free
Additional Rush Transcripts	\$7/copy	\$7/copy
Verification of Enrollment/Transcripts	\$10/copy	\$10/copy
First 2 transcripts ever requested	Free	Free
Additional copy	\$3/copy	\$3/copy

On-Line: Pay by Visa, MasterCard, American Express, Discover Card

STEP: Pay by Visa, MasterCard, American Express, Discover Card

If you pay your fees by check, you authorize the College either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Funds may be withdrawn from your account as soon as the same day and you will not receive a cancelled check back from your financial institution. A \$10 handling fee will be charged for each bounced check.