



# Lake Tahoe Community College

## Audit Enrollment Permit

Quarter (check one):			
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring		
<input type="checkbox"/> Winter	<input type="checkbox"/> Summer		

**STUDENT:** You are only permitted to audit a class if you have exhausted repeatability and met the course prerequisites. Auditors will only be allowed to enroll with instructor permission **only after the census date has concluded.** (If the course is less than two weeks, you may enroll after the first class meeting.) Certain classes may not be audited. Please read the audit policy on the reverse of this form for further instructions. **You will be responsible for payment of the audit fee which is not covered by financial aid, veteran's benefits, vocational rehabilitation or other assistance.**

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Course #: \_\_\_\_\_ Title: \_\_\_\_\_ Units: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Former students** - Students who have not attended during the previous quarter (excluding summer) must complete the application update below.

Mailing Address: \_\_\_\_\_  
PO Box or Street Address City State Zip Code

Physical Address: \_\_\_\_\_  
Street Address (Permanent Legal) City State Zip Code

How long have you lived at the address above? \_\_\_\_\_ **If less than 1 year, please list addresses for the past 2 years:**

Street Address (Permanent Legal) City State Zip Code Dates (from – to)

Street Address (Permanent Legal) City State Zip Code Dates (from – to)

Street Address (Permanent Legal) City State Zip Code Dates (from – to)

If you live in California, when did your present stay in California begin?

If you recently graduated from high school, please list the month and year of graduation: \_\_\_\_\_

**INSTRUCTOR:** You may sign an audit permit to show approval for a student to attend class as an auditor on a space available basis. Under no circumstances will an auditor be given preference over a student enrolled for credit. Auditors will be allowed to register **only after the census date has concluded.** (Contact Enrollment Services for census date)

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only:</b> Reg: _____ Cashier: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Debit <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	<input type="checkbox"/> Transcripts checked for required repeats	\$10 x	Units =	
		Health Fee (\$3):		
		Student Rep. Fee (\$2):		
		<b>Total Amount paid:</b>		

**LAKE TAHOE COMMUNITY COLLEGE  
AUDIT REGULATIONS**

1. The audit fee will be established at the maximum allowed by law: \$10 per unit. In addition, the student will pay a \$3 health fee.
2. Auditors must be eligible for admission to the College as regularly enrolled students.
3. Auditors must meet the course prerequisites.
4. Auditor status is allowed only if the student has taken the class for credit and exhausted the repeat possibilities available to a regular (credit) student. FEC, JPA and ISSI courses are not eligible.
5. Faculty must sign an audit permit to show approval for students to attend class as an auditor on a space-available basis. Under no circumstances will an auditor be given preference over a student enrolled for credit.
6. Auditors will be able to register only **after the second week of class has concluded** by walk-in registration. If the course is less than 2 weeks, students may enroll after the first class meeting (**Be aware Census dates change depending on length of course. Contact Enrollment Services for accurate date**)
7. Students auditing a class will not be considered in the number needed for a class to continue.
8. No refunds will be allowed for audit unless the class is canceled.
9. A transcript of record will be maintained.
10. Auditors will provide their own class materials and pay for any related instructional costs.
11. No student auditing a course will be permitted to change his/her enrollment to receive credit for the course (Education Code section 76370 [c]).
12. Students enrolled in 15 units may audit up to a maximum of four (4) units at no charge with a counselor's approval (Education Code section 76370 [b]). Should the student drop below 15 units, they will be charged. If the student is unable to maintain satisfactory progress (C or better) in the 15 units, they will not be allowed to continue auditing.
13. Audited classes will not be counted toward a student's unit load.

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**\*Student Representation Fee**

The money collected from the student representation fee shall be used to provide support for students who may be stating their positions and viewpoints before city, county and district government, and before offices and agencies of the state and federal government. Students have the right to refuse to pay the student representation fee for religious, political, moral or financial reasons. Authority cited: Section 76060 & 76060.5 Educ. Code

I refuse to pay the student representation fee for religious, political, moral or financial reasons.

Signature \_\_\_\_\_ Date \_\_\_\_\_