

Chancellor's Office Tax Offset Program (COTOP) Letter

Frequently Asked Questions

What is the Chancellor's Office Tax Offset Program (COTOP)?

The COTOP program is a method of collecting past due fees for the Peralta District owed by former students. The Peralta District Finance Department reviews the accounts receivables and only submits those debts that are permitted to be collected through COTOP.

Student accounts that have past due fees may be submitted to COTOP. This can include enrollment & associated fees incurred at any of the four Peralta Colleges – Laney College, Merritt College, Berkeley City College and College of Alameda.

The Office of Finance & Administration will send out a letter to the last known address of a student, instructing them that they may be sent to COTOP. The student then has 30 days to pay their fees in full or to make payment arrangements.

Please be aware that this debt will **NOT** be submitted to any major credit agencies.

What do I need to do if I receive a COTOP letter in the mail?

Please follow the instructions on the letter you have received. You can pay your fees **online** through your Peralta Passport account or **in person** at a Bursar/Cashier's office on any of the four Peralta Colleges.

Students may also mail a **check** or **money order** to:
Peralta Community College District Finance Office
333 East 8th Street
Oakland, CA 94607

Please include your **name** and **Student ID** and make them **payable to PCCD** (Peralta Community College District).

If your fees are not paid in full in the 30 days after the letters are sent out, your information will be submitted to COTOP.

You may submit objections and any relevant documentation to this action personally or in writing to your college's Bursar's Office within 30 days from the date of this letter. Upon receipt of your objections, a college representative will review your case. If the representative finds that the debt is in error, the COTOP request will be withdrawn or the amount corrected. If no objections are submitted or if the objections are considered to be insufficient, we will proceed with this action.

Questions can be emailed to collections@perata.edu or call (510)466-7372

Why has my tax return been taken by Peralta?

Your past due student fees were submitted to COTOP due to non-payment. Because Peralta did not receive anything in writing to dispute the charges explained above, COTOP was used as a collections tool provided by the State of California. If you want to dispute your charges, please follow the instructions above.

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How much do I owe?

You can access your Peralta passport account and check the amount you owe at: <https://passport.peralta.edu> by using your login information.

Please see visit the [Fees & Tuition](http://web.peralta.edu/admissions/fees/page) (<http://web.peralta.edu/admissions/fees/page>) for information on how fees are calculated, and what you are responsible for paying by enrolling in courses at the Peralta Colleges.

Please be aware of the [Academic Calendar](http://web.peralta.edu/admissions/category/academic-calendar/) (<http://web.peralta.edu/admissions/category/academic-calendar/>) as it pertains directly to the fees you are responsible for paying.

What type of student obligations can Peralta Community College District submit for tax offset?

Some examples are as follows:

- campus financial aid funds, and the Board of Governors Enrollment Fee Waivers (BOG) for which the student was not eligible
- child care charges
- community services fees
- contract class charges
- damage to campus facilities/equipment charges
- dental health center charges
- enrollment fees
- foreign student insurance charges
- health fees
- instructional equipment breakage or replacement charges
- instructional material fee
- library fines
- library replacement material charges
- lost key charges
- non-resident tuition
- parking fees
- parking fines
- personal checks returned for non-sufficient funds
- returned check service charges
- student center fee
- student representation fee
- transcript fees
- transportation charges/fees