Fee Opt Out Form Quick Guide

A note about fees

Fees are charged to student accounts for several reasons. Some fees are required to be automatically charged to students due to state or district regulations. To opt out of these fees, follow the steps below. For more information about the fees, please read SRJC Accounting's Page on Tuition and Fees.

1. Access Your Bear Cub Hub

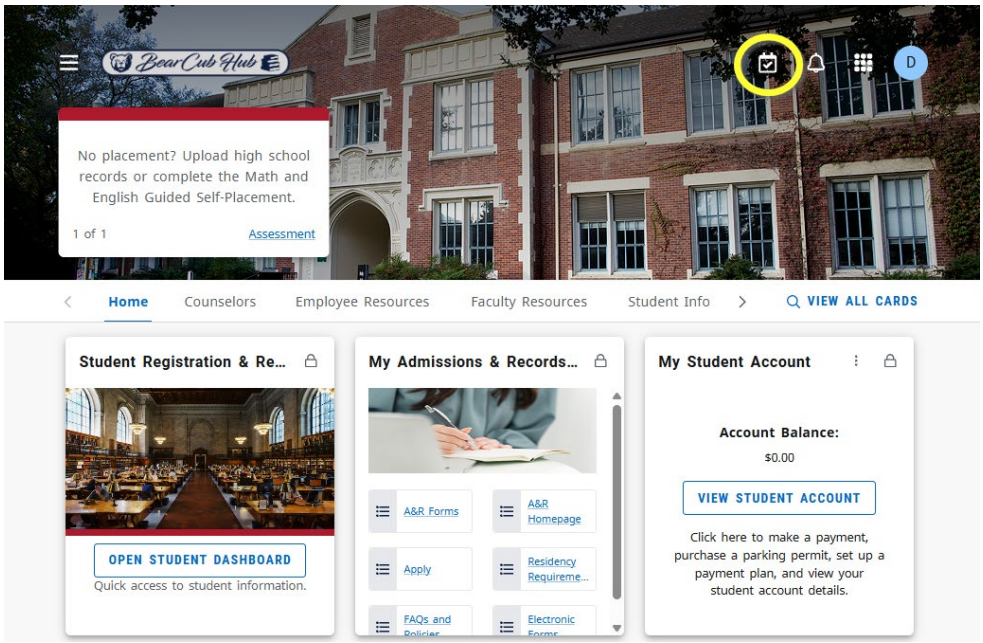
- To locate the opt out form, log onto the Bear Cub Hub.

2. Locate the Tasks Icon

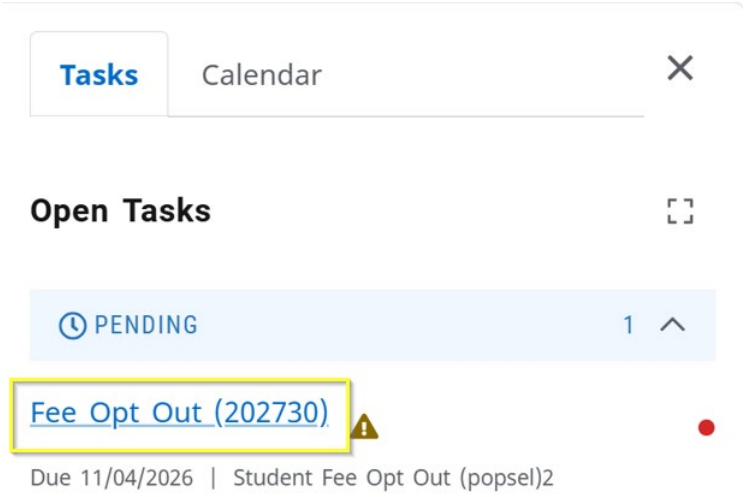
- To complete the fee opt-out form you will click on the tasks at the top of your Bear Cub Hub landing page. The tasks icon is titled "Tasks/Calendar" and is located along the top of the screen, after the Bear Cub Hub home button, but before the Notifications button.
- Mobile:



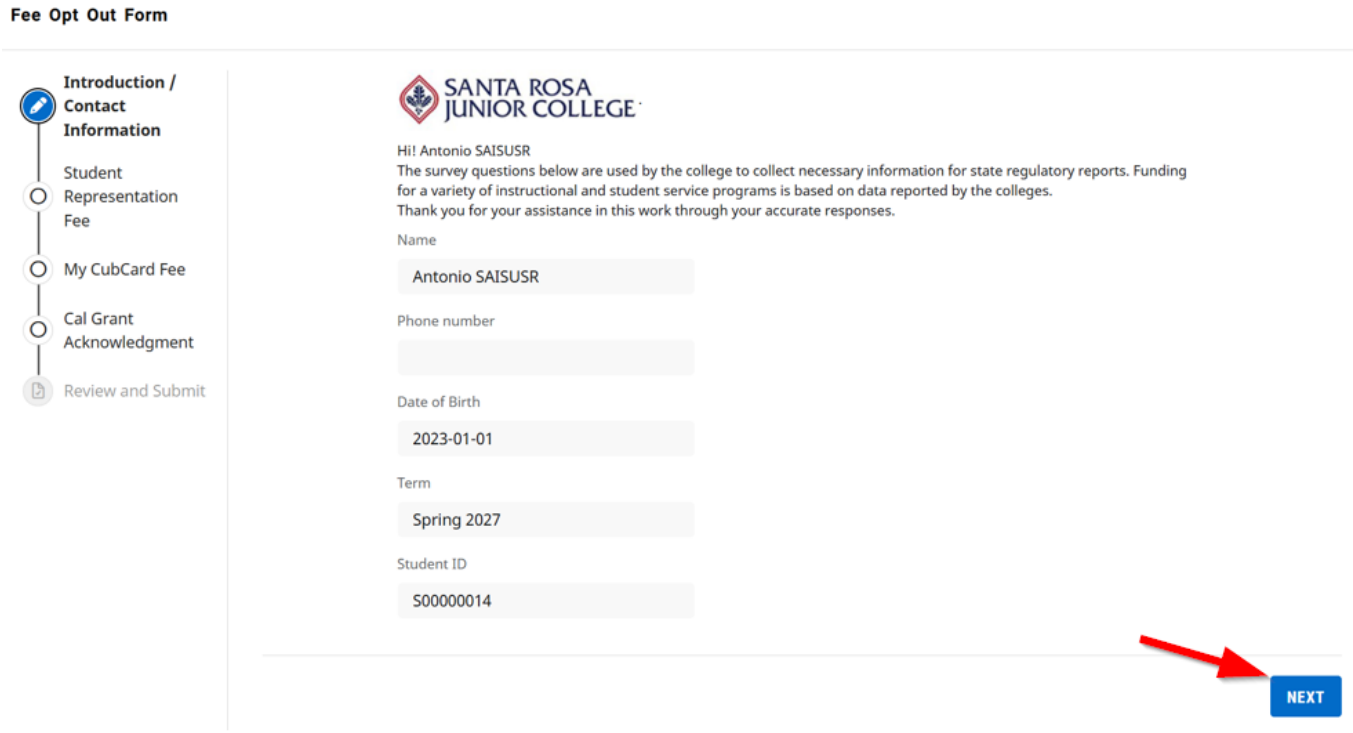
- PC/Macbook:



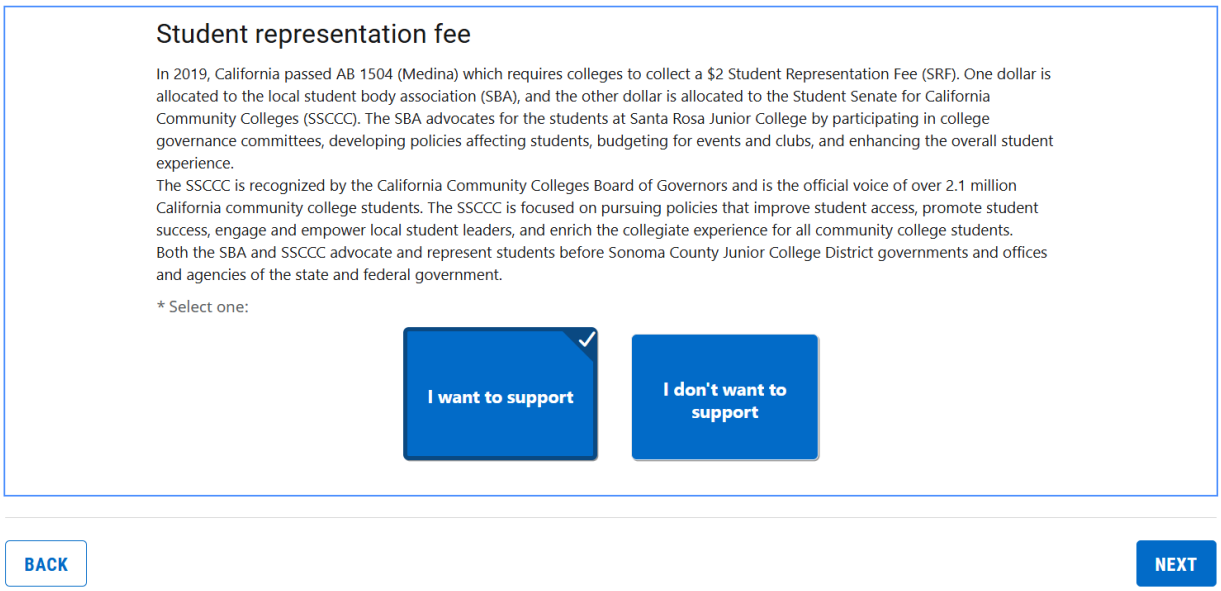
3. Once the tasks icon is selected, you should see a list of Open Tasks. Select the "Fee Opt Out (202730)" task.



4. **Once you select "Fee Opt Out," you will be taken to a form that will display your information. Confirm the information is correct, and click the next button at the bottom of the screen.**

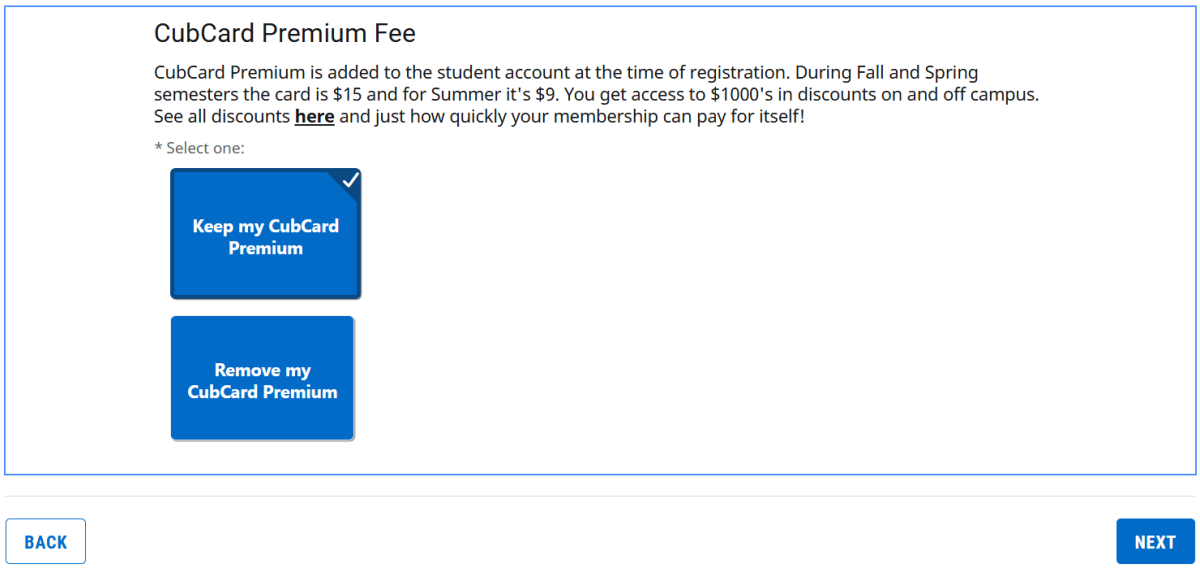


5. **Proceed through the form and read the information about the Student Representation Fee. Then, make a selection on whether or not you want to support the Student Representation Fee. Click "Next" after you've made your selection.**



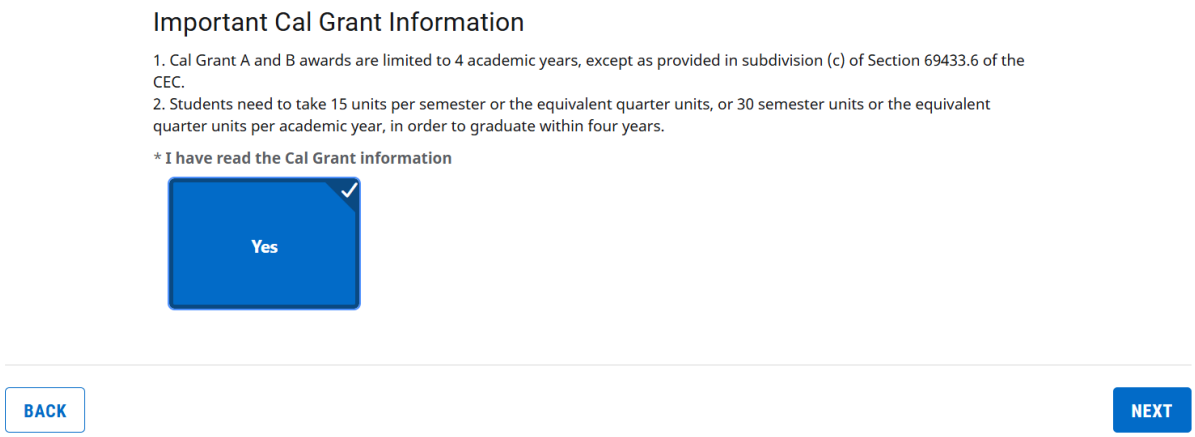
-

6. **Proceed through the form and read the information about the CubCard Premium Fee. Then, make a selection on whether or not you want to support the CubCard Premium Fee. Click “Next” after you’ve made your selection.**

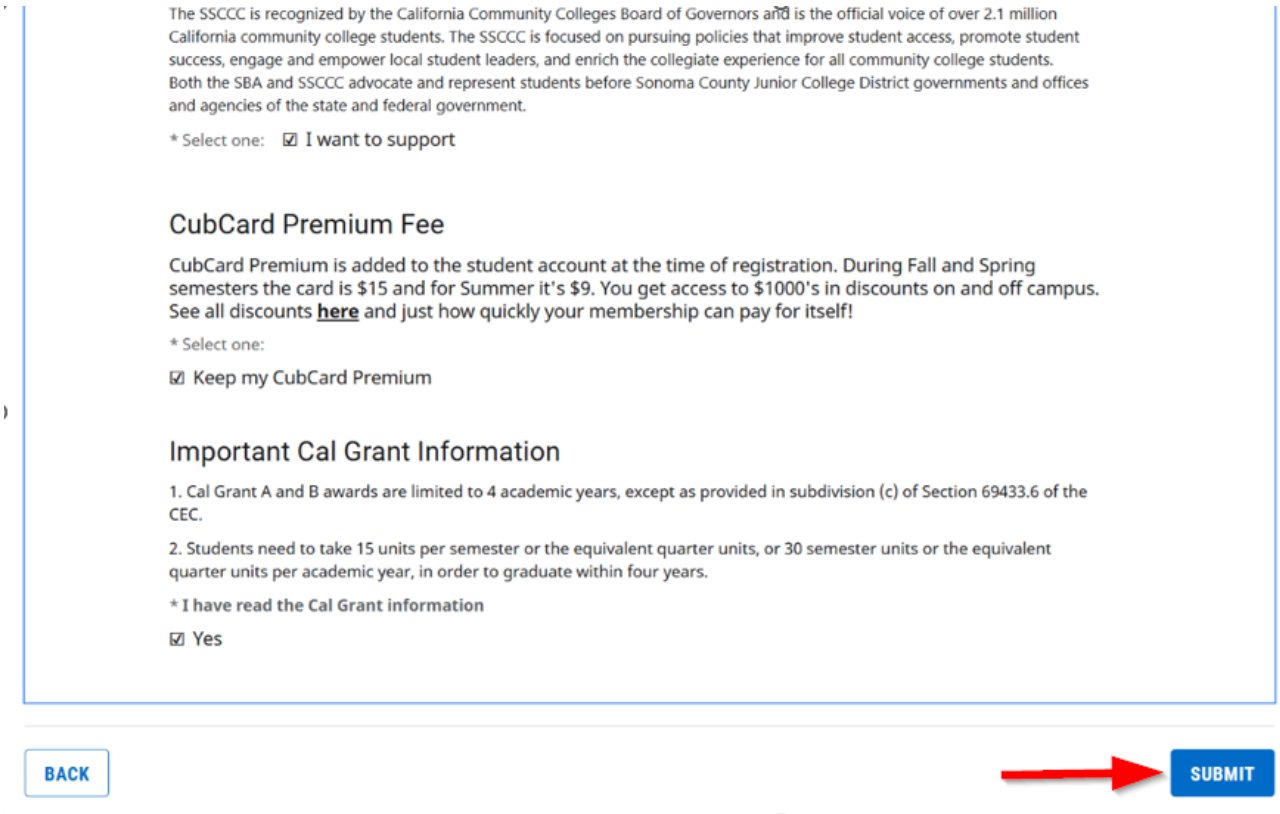


-

7. **Read the information about the Cal Grant Acknowledgement. Click “Yes” after you have read the information. Then, click “Next” to proceed.**



8. **Finally, scroll to the bottom of the last page and click on the "Submit" to submit your responses.**



If you do not have the Fee Opt Out task listed in your tasks in Bear Cub Hub, or have other issues or questions regarding student fees, please contact SRJC Accounting at (707) 527-4973 or at srjcaccounting@santarosa.edu.

Updated:11/2026