

APPENDIX—HOUSING PAYMENTS & FEES

PAYMENT & DEADLINES

Housing fees are pro-rated depending on move-in and move-out dates. Monthly payments must be made **in full** for the **entire month**. Monthly payments must be paid **in advance** and are **due on the first day** of the month. **Residents who pay after the fifth day of the month are charged an additional \$25.00 late fee** which will be assessed starting the sixth day of any unpaid account. **If payment is not made, the eviction process will begin.** It is the resident's responsibility to be aware of cashing hours (including holiday and summer hours), payment options (listed below), and to pay the balance owing on or before due dates.

- Charges are posted to the resident's account **quarterly, not monthly.**
- Some residents who rely on financial aid to pay the charge may not have enough financial aid to pay the entire bill. This can result in a partial or full monthly and/or quarterly housing payment. **Note that housing payments may not be changed once payment is posted.** Questions regarding financial aid awards should be directed to the Financial Aid Department. Financial aid will not pay the \$250.00 housing deposit.
- It is the **resident's responsibility to pay invoices and meet monthly payment deadlines if financial aid or any other payment source, including quarterly payments, has not paid** the entire housing costs **in full prior to** the Student Resident Center's **monthly due dates.**
- **The Housing Office will not hold payment due pending receipt of earnings, income or financial aid.**

PAYMENT OPTIONS

The Housing Office cannot accept payments. Checks and money orders must be made payable to Yakima Valley Community College.

- **Payment in-person** can be made with cash, check, money order, credit or debit card at the Cashiers Office located in the Deccio Higher Education Building.
- **Payment by mail** can be made with check or money order to:
Yakima Valley Community College (YVCC)
Attention: Cashiers Office
PO Box 22520
Yakima, WA 98907-2520
- **Payment on-line** can be made with credit or debit card and is available to *YVCC students* using the secure college website: <https://www.ctc.edu/~yvccwts/wts/wccba/onlinepay.html>. Housing deposits are not available to pay online.

MONTHLY PAYMENTS

Room Size	Shared (per person)	Small	Large	Payment Due Date
Monthly Rate	305.00	330.00	360.00	1 st day of the month

DAMAGE/LOSS/CLEANING FINES & FEES (as determined by the college)

Failure to clean room upon checking-out	Cost to clean
Failure to clean rental refrigerator	\$25
Damage to building, room or contents	Cost to repair
Mailbox	Cost to repair
Walls	Cost to repair
Loss of furniture, equipment or contents	Current replacement value
Moving furniture or equipment	\$25 per item
Damage to furniture or equipment	\$50 per item or current replacement value
Loss of room or mailbox key	\$25 each
Loss of key fob	\$50
Locked out more than 3 times per quarter	\$50 each additional lockout
Non-Administrative Room Transfer	\$25
Unauthorized entry to prohibited areas	\$50 plus cost to repair damages
Broken window	Cost to repair
Fire safety violation	\$350
Improper disposal of trash	\$25 per violation
Fire, life, or health safety inspection violation	\$25 per violation
Late fee	\$25 per month

Fee schedules are not considered binding between YVCC and students. The college and its divisions reserve the right to make changes. Changes shall take effect whenever the proper authorities determine. Except as other conditions permit, the college will make every reasonable effort to ensure students currently enrolled receive advance notice of changes.