

**4. APPENDIX—HOUSING PAYMENTS & FEES**
**4.1 FEE SCHEDULES**

Fees must be paid by the first of the following month unless otherwise specified. Fee schedules are not considered binding between Yakima Valley College (YVC) and students. The YVC Board of Trustees, 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.

**4.2 FINES & FEES (as determined by the college)**

#	Fine or Fee Detail	Fine or Fee	#	Fine or Fee Detail	Fine or Fee
4.2.1	Broken window	Cost to repair	4.2.10	Locked out more than 3 times per qtr.	\$50 each additional lockout
4.2.2	Damage to building, room or contents	Cost of repair	4.2.11	Loss of furniture, equipment or contents	Current replacement value
4.2.3	Damage to furniture or equipment	\$50 per item or current replacement	4.2.12	Loss of key fob	\$50
4.2.4	Failure to clean rental refrigerator	\$25	4.2.13	Loss of room of mailbox key	\$25
4.2.5	Failure to clean room upon checking-out	Cost to clean	4.2.14	Mailbox	Cost to repair
4.2.6	Fire safety violation	\$350	4.2.15	Moving furniture (including beds) or equipment	\$25 per item
4.2.7	Fire, life, or health safety inspection	\$25 per violation	4.2.16	Non-administrative room transfer	\$25
4.2.8	Improper disposal trash	\$25 per violation	4.2.17	Unauthorized entry to prohibited areas	\$50 plus cost to repair
4.2.9	Late fee	\$25 per month	4.2.18	Walls	Cost to repair

**4.3 PAYMENTS**

Payments can be paid monthly, quarterly, or yearly. Monthly and Quarterly amounts are listed below.

**4.4 PRORATION**

Residents will pay a prorated amount during check-in and check-in out. Due date will be posted at the bottom of the prorated rent bill.

**4.5 DAILY AND MONTHLY PAYMENTS**

Room Size	Shared (per person)	Small	Large	Payment Due Date
Daily Rate	\$10.50	\$11.50	\$12.50	1st day of the month
Monthly Rate	\$325.00	\$350.00	\$380.00	1st day of the month

**4.6 QUARTERLY PAYMENTS OPTIONS (1819)**

Quarter	Start Date: First day of classes	End Date: Day before the next quarter	Shared (per person)	Small	Large
Summer	6/25/18	9/23/18	\$963.00	\$1037.50	\$1126.50
Fall	9/24/18	1/2/19	\$1071.00	\$1154.50	\$1253.50
Winter	1/3/19	4/1/19	\$922.50	\$992.50	\$1077.50
Spring*	4/2/19	TBD	\$942.00	\$1014.50	\$1101.50
<b>Total</b>			\$3898.50	\$4199.00	\$4559.00

The SRC has no control over the academic calendar and when the quarters start or end. The charts above show quarterly charges, which are entered in the YVC system quarterly. Housing contract start dates correspond with YVC quarter start dates. The end date of the quarter is the day before the next YVC quarter starts. \* These are estimates. Summer 2019 is not yet determined.

**4.6.1** Quarterly charges include the first day of classes of one quarter until the day before the next quarter begins.

**4.7 APPROVED CHECK OUT DATES**

Check-out dates, for residents wishing to leave in between quarters, are scheduled the Friday before through the Saturday after finals each quarter. Pro-rated check-in and check-out amounts will be determined using daily, monthly, and/or quarterly pro-rated charges.

#### 4. APPENDIX—HOUSING PAYMENTS & FEES CONTINUED

##### 4.8 GREEN SHEET/BILL & MAILBOX

A green sheet is placed in your mailbox every month regardless of the amount you owe. For example, you may have a balance and owe or you are paid in full with a zero balance. It's your responsibility to check the bill, placed in your mailbox each month, for any amounts owed to the Student Residence Center. You must pay the bill in full every month and on time. The rent is due on the 1st of every month. If you have any questions about that bill you need to talk with SRC staff before rent is due.

- 4.8.1** You are responsible to check your mailbox every day as a resident of the SRC. It is your responsibility, if necessary, to notify any persons, organizations, or agencies of any balances indicated on your green sheet before due dates.

##### 4.9 FINANCIAL AID PAYMENTS

Charges are placed on the student account for the entire quarter. Financial aid will be paid against the total amount owing on the account. The amount and disbursement date of financial aid funds will vary with each student resident. Financial Aid is not removed, adjusted, or refunded by SRC or Business Office. Generally, financial aid goes to tuition first and then other departments and fees within the college. Financial aid will apply to the corresponding quarter in which the resident resides at the SRC.

##### 4.10 PAYMENT OPTIONS

- 4.10.1** The Housing Office cannot accept payments. Checks and money orders must be made payable to Yakima Valley College. Payments must be paid in advance of due dates.
- 4.10.2** 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.
- 4.10.3** Payment by mail can be made with check or money order to: Yakima Valley College (YVC) Attention: Cashier's Office PO Box 22520 Yakima, WA 98907-2520
- 4.10.4** Payment on-line can be made with credit or debit card and is available to YVC students using the secure college website. Housing deposits are not available to pay online.
- 4.10.5** Over the phone payments are NOT accepted for rent, fees, fines, or damage/security deposit.

##### 4.11 PAYMENT & DEADLINES

- 4.11.1** Upon receipt of your Housing Application and deposit, the Housing Office will post quarterly, not monthly, room charges to your student account.
- 4.11.2** Housing fees are prorated depending on move-in and move-out dates. Monthly payments must be made in full for the entire month.
- 4.11.3** 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.
- 4.11.4** Residents have five days from the date they check-in to pay their SRC rent payment bill in full. Residents who pay after the fifth day of check-in 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.
- 4.11.5** Fines and fees should be paid at the Cashier's Office.
- 4.11.6** If you believe there is a discrepancy with your fine or fee you may contact the Housing Office in writing. Please send correspondence to src@yvcc.edu within (5) days of the date at the top of your late fee letter.
- 4.11.7** It is the resident's responsibility to be aware of cashiering hours (including holiday and summer hours), payment options, and paying the balance owing on or before due dates.

##### 4.12 UNPAID DEBTS

Failure to satisfy any financial obligations incurred in accordance with the terms and conditions of this contract may (together with all attorney's fees and other costs and charges necessary for the collection of any amount not paid when due) result in actions by the College. Residents with outstanding balances may be sent to collections, receive a block (precluding further registration for classes and receipt of transcripts), and may be evicted.

##### 4.13 PENDING RECEIPT

The Housing Office will not hold payment due pending receipt of earnings, income, or financial aid.