

## **5 APPENDIX: HOUSING PAYMENTS AND FEES**

### **5.1 ACADEMIC CALENDAR AND PAYMENT SCHEDULE**

- 5.1.1 The SRC has no control over the academic calendar and when the quarters start or end. The Daily, Monthly, and Quarterly Payment Options, listed below, 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.
- 5.1.2 Quarterly charges include the first day of classes of one quarter until the day before the next quarter begins.

### **5.2 APPROVED CHECK OUT DATES**

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

### **5.3 BILL (GREEN SHEET) & 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.

- 5.3.1 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.

## 5.4 DAILY, MONTHLY, AND QUARTERLY PAYMENT OPTIONS

### 5.4.1 DAILY AND MONTHLY PAYMENTS

Room size	Shared(per person)	Small	Large	Payment Due Date
Daily Rate	\$11.50	\$12.50	\$13.50	1 <sup>st</sup> day of the month
Monthly Rate	\$350.00	\$375.00	\$400.00	1 <sup>st</sup> day of the month

### 5.4.2 QUARTERLY PAYMENTS OPTIONS

Quarter	Start date: First day of classes	End date: Day before the next quarter	Shared (per person)	Small	Large
Summer	6/26/2023	9/17/2023	\$953.50	\$1,025.00	\$1,097.00
Fall	9/18/2023	1/1/2024	\$1,216.00	\$1,300.00	\$1,384.00
Winter	1/2/2024	3/31/2024	\$1,038.50	\$1,112.50	\$1,186.50
Spring	4/1/2024	6/23/2024	\$969.50	\$1,037.50	\$1,105.50
Total	-	-	\$4,177.00	\$4,475.00	\$4,773.00

## 5.5 FEE SCHEDULES

- 5.5.1 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.

## 5.6 FINANCIAL AID PAYMENTS

- 5.6.1 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.

## **5.7 FINES & FEES (AS DETERMINED BY THE COLLEGE)**

<b>NUMBER</b>	<b>ITEM OR EQUIPMENT</b>	<b>COST</b>
5.7.1	Broken window	Cost to repair
5.7.2	Damage to building, room or contents	Cost of repair
5.7.3	Damage to furniture or equipment	\$50 per item or current replacement
5.7.4	Failure to clean rental refrigerator	\$25
5.7.5	Failure to clean room upon checking-out	Cost to clean
5.7.6	Fire safety violation	\$350
5.7.7	Fire, life, or health safety inspection	\$25 per violation
5.7.8	Improper disposal trash	\$25 per violation
5.7.9	Late fee	\$25 per month
5.7.10	Locked out more than 3 times per qtr.	\$50 each additional lockout
5.7.11	Loss of furniture, equipment or contents	Current replacement value
5.7.12	Loss of key fob	\$50
5.7.13	Loss of room or mailbox key	\$25 per key
5.7.14	Mailbox	Cost to repair
5.7.15	Moving furniture (including beds) or equipment	\$25 per item
5.7.16	Non-administrative room transfer	\$25
5.7.17	Unauthorized entry to prohibited areas	\$50 plus cost to repair
5.7.18	Walls	Cost to repair

## **5.8 PAYMENT & DEADLINES**

- 5.8.1 Upon receipt of your Housing Application and deposit, the Housing Office will post quarterly, not monthly, room charges to your student account.

- 5.8.2 Housing fees are prorated depending on move-in and move-out dates. Monthly payments must be made in full for the entire month.
- 5.8.3 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.
- 5.8.4 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.
- 5.8.5 Fines and fees should be paid at the Cashier's Office.
- 5.8.6 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](mailto:src@yvcc.edu) within (5) days of the date at the top of your late fee letter.
- 5.8.7 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.

## **5.9 PAYMENT OPTIONS**

- 5.9.1 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.
- 5.9.2 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 (#8).
- 5.9.3 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
- 5.9.4 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.

## **5.10 PAYMENTS**

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

## **5.11 PENDING RECEIPT**

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

## **5.12 PRORATION**

5.12.1 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.

## **5.13 UNPAID DEBTS**

5.13.1 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.



Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.