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| Book | Administrative Procedures |
| Section | Chapter 5: Student Services |
| Title | Enrollment Fee, Drop Due to Non-Payment |
| Code | AP 5032 |
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| Adopted | November 14, 2011 |

References: Education Code 76300; Title 5 sections 58500-58509

Enrollment Fee

The basic enrollment fee is required pursuant to Education Code section 76300. The Board of Governors has adopted regulations to implement the enrollment fee. YCCD policy follows the guidelines as set forth in Education Code and Title 5 regulations.

Drop Due to Non-Payment

As of spring 2012 all students will be subject to being dropped from their courses for nonpayment of enrollment fees/tuition. Students have ten (10) calendar days from the time of their recent registration activity to complete their enrollment fee/tuition payment arrangements. Payment is due at the time of registration if the student does not have an approved fee waiver.

Students must meet one of the following criteria to avoid being dropped:

1. Apply and be approved for a valid fee waiver by completing a Free Application for Federal Student Aid (FAFSA) or Board of Governors (BOG) Fee Waiver
2. Pay in full for classes at the time of registration
3. Set up and maintain a payment plan at MyCampus Portal

Students who do not take one of these actions will be dropped from their classes for nonpayment.

Payment Options - How to Pay Enrollment Fees/Tuition

1. Get approved for a valid fee waiver by completing a FAFSA or BOGW. Contact the Financial Aid Office for fee waiver information prior to registering.

- Many students are eligible for the BOG Fee Waiver by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.
- All students are encouraged to apply for Financial Aid. Eligibility for federal and state aid varies; therefore, it is important to apply by completing the FAFSA.
- Students may apply for a fee waiver by completing a Board of Governor's (BOG) Fee Waiver at http://secure.cccapply.org/BOG_Waiver/.
- It is the student's responsibility to contact the Financial Aid Office prior to enrolling to ensure the enrollment fees have been waived.

2. Pay registration fees in full at MyCampus Portal.

- Pay in Full with a Personal Checking or Savings Account: Students can pay in full with a checking or savings account at MyCampus Portal. There is no charge for paying in full by automatic bank payment (ACH).

-or-

- Pay in Full with a Credit or Debit Card: Students can pay in full with a credit or debit card at MyCampus Portal. There is no charge for paying in full by credit or debitcard. Yuba Community College District accepts Visa, MasterCard, Discover and American Express.

3. Setup a Payment Plan. Students need to make sure when they choose a payment plan that they have dropped any classes they do not plan to attend.

Students may sign up for a payment plan through MyCampus Portal on e-Cashier with a personal credit card, checking account, or savings account. Nelnet Business Solutions e-Cashier is a third party vendor that allows students to sign up for a monthly payment plan. There is a non-refundable set-up fee for this payment plan option.

Payment plan options include a down payment and 3 or 4 monthly payments. Payments are automatically drafted on the 5th of each month. Currently there is no option to include parking fees or textbook fees in a payment plan. Therefore, students are encouraged to plan ahead.

Adopted: 11-14-11

Drop for Non-Payment FAQ

Q. Why is Yuba Community College District changing the practice?

Payment for classes has always been due at the time of registration. This practice, however, has not been strictly enforced in the past. Since the State of California is

withholding payments to the College, it is important to collect the fees at the stated time.

Q. When will I be dropped?

Effective Spring 2012, students will be dropped for non-payment. If you have not been approved for a BOGW, paid for your classes in full, or signed up for a payment plan, you will be dropped for non-payment the morning after the 10th day following registration. The drop for non-payment process will occur each business day of the week.

Q. Will I be able to get back into my class?

You may register only if space is available. If there is a waitlist you will go to the end of the list.

Q. Will I be notified if I am dropped?

You will be notified at the time of registration. You may not receive any warning before the drop.

Q. What happens if I need assistance with the payment process during the Winter Closure?

Students will not be dropped during the Winter Closure.

Q. Can I set up a payment plan for text books or parking?

No. Currently there is no payment plan option at this time for textbooks and or parking. Books can be purchased at the Bookstore on your campus, and semester parking decals are only purchased online through MyCampus Portal.

Q. If I pay and drop how do I get my money back?

If you have properly dropped prior to the established refund deadline date for your class, you will need to complete a refund request form on MyCampus Portal. The district does not automatically refund. If you originally paid with a credit or debit card the money may be applied back to your credit or debit card. You may be issued a check for your refund if you paid by check or cash.

Chapter 5 – Student Affairs

Q. What if I am in a program that will not inform Yuba Community College District or pay for my classes until later in the term?

Students are ultimately responsible for all tuition and term fees owed to the college. We recommend that the student pay for all fees in full at the time of registration. After that point if Yuba Community College District receives a tuition reimbursement check, it will be applied to your student account, and you can then request a refund for those funds. To request, please use our Refund Request Form on MyCampus Portal.

Q. What if, after I have signed up for a payment plan, I find out that I am eligible for FAFSA or BOGW? Do I receive a refund? Can I cancel my payment plan?

Yes, you can cancel your payment plan if approved for Board of Governors Fee Waiver (BOGW). Yuba Community College District will forward student account balances to Nelnet Business Solutions on a regular basis so that when you are approved for BOGW, your student account will be reflected with this change. Based on this information, NBS will cancel the payment plan. However, you will not be refunded for the \$25 payment plan set-up fee. You are highly encouraged to apply for BOGW before registering for classes in order to avoid this fee. Be aware, there may be a delay in refund. There must be a credit balance on WebAdvisor in order to request a refund and you will be assessed the \$10 refund request fee (Title 5 section 58508). To request a refund, log into MyCampus Portal and complete the Refund Request Form.

Q. Where do I go to get the refund form?

The Refund Request form is located on MyCampus Portal under WebAdvisor > Financial Information > Pay for Classes.

Q. Where do I go/call if I have other questions?

Contact the Office of Admissions:

At Yuba College, Marysville Campus – 2088 N. Beale Rd/Marysville; Room 124-A

Office #: 530-741-6720

At Yuba College, Clear Lake Campus – 15880 Dam Road Extension/Clear Lake; Rm 402

Office #: 707-995-7900

At Woodland Community College – 2300 E. Gibson Road/Woodland; Room 781

Office #: 530- 661-5720

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