

# Step 6

## Pay Enrollment Fees

All fees are approved by the Governing Board and are subject to change without advance notice. For a current list of all enrollment fees, visit the [Cashier's Office webpage](#).

### Enrollment Fee

CA Resident.....\$46 per unit  
Non-CA Resident U.S. Citizen  
and Non-U.S. Citizen .....\$460 per unit  
(\$414 per unit, plus \$46 per unit enrollment fee,  
with no Capital Outlay charge)

**College Services Fee** (optional)..... \$8.00

### Health Services Fee\*

Non-California College Promise Grant (CCPG) ..... \$21.00  
California College Promise Grant (CCPG)\*\* (A)..... \$10.50  
California College Promise Grant (CCPG)\*\* (B)..... \$21.00  
California College Promise Grant (CCPG)\*\* (C)..... \$21.00  
This fee funds the Student Health Services Program.  
Certain laboratory tests and medications may require  
an additional fee.

**Materials Fee** ..... Variable  
Some classes require a materials usage fee. The charge is  
noted under the appropriate class at the end of the  
description. Material fees must be paid at registration,  
and are not subject to waiver.

### Parking Fee (Fall & Spring)

Required on the Chino (College Park location only),  
Fontana, and Rancho Cucamonga campuses. In the event  
that parking fees and permits are not required for the  
term, students will be notified through their Chaffey  
College issued Panther email.

Auto Parking Permit ..... \$55.00  
Auto Parking Permit (CCPG eligible)..... \$30.00  
Motorcycle Parking Permit ..... \$20.00

**NSF/Chargeback/Stop Payment Fee**.....\$25.00  
(Only cash, money order, or cashier's check accepted to  
clear these fees)

**Student Representation Fee\*\*\*** (optional) .. \$2.00

**Technology Fee** (optional).....\$8.00

**Transportation Fee**..... \$8.00/\$9.00

To be eligible for ridership services from Omnitrans,  
students must possess their own current, valid Chaffey ID  
card, must remain registered in classes for the duration  
of the current academic term, and must have paid the  
transportation fee for the current academic term.  
Students who withdraw from classes during a term are  
no longer eligible for services at the point of withdrawal.

\* Pursuant to section 76355 of the Education Code,  
students who can provide documentation of active  
membership in a religious organization that relies  
exclusively on prayer for healing may request to have the  
Health Fee waived. Applications for waiver are available in  
the Student Health Services office.

\*\*California College Promise Grant (CCPG - formerly BOG  
Fee Waiver)

\*\*\*The \$2 Student Representation Fee (AB 1504) is used by  
the Associated Students of Chaffey College and the  
Student Senate of California Community Colleges to  
advocate and lobby for legislative issues that affect and  
benefit community colleges and community college  
students both at the state and federal level.

For information related to the waiver of enrollment fees,  
contact the Financial Aid Office at [financialaid@chaffey.edu](mailto:financialaid@chaffey.edu) or  
(909) 652-6199.

## Methods of Payment

### 1. Pay Online

Online payments can be made through the [MyChaffey Portal](#). Visa, MasterCard, Discover, and American Express are accepted. Split payments cannot be processed online.

### 2. Pay Using NBS Tuition Payment Plan: <https://mycollegepaymentplan.com/chaffey/>

### 3. Pay by U.S. Mail

We accept personal checks or money orders payable to Chaffey College. Please write your student ID number in the memo section of your check. Chaffey College is not liable for mail lost or delayed by the postal service. Mail payments to:

Chaffey College  
Cashier's Office  
5885 Haven Avenue  
Rancho Cucamonga, CA 91737



### 4. Bank Wire

Log onto the [MyChaffey Portal](#), click on the "Make a Payment" link under the Shortcuts panel, and select Bank Wire. The exact payment amount must be initiated. Once the bank wire payment is submitted, submit confirmation via email to [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu) to avoid being dropped from classes.

### 5. Third Party/Sponsor Paid

All vouchers and paperwork must be submitted via email to [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu) prior to the student's payment deadline.

## Verification of Payment

Once payment is made, we recommend you [print out your receipt](#) for your records.

**NBS Tuition Payment Plan:** <https://mycollegepaymentplan.com/chaffey/>

### FACTS Payment Methods:

- Automatic bank payment (ACH)
- Credit card/debit card

### Cost to Participate:

- \$20 enrollment fee per semester (ACH & credit card)
- \$2 enrollment fee for an immediate full payment
- \$30 returned payment fee if a payment is returned

### Simple Steps to Enroll in the Payment Plan (*a new payment plan must be set up for each semester*):

- Go to <https://mycollegepaymentplan.com/chaffey/>.
- Select "Enroll Today" located at the top of the screen.

NOTE: All down payments and enrollment fees are processed immediately. NBS scheduled payments are processed on the 5th of each month. You must have a minimum balance of \$100 to enroll in the payment plan.

If an invalid account number is supplied or any monthly payment is returned by the supplied bank *prior to the start of the term*, the payment plan with NBS will be terminated and the student's classes may be dropped.

If an invalid account number is supplied or any monthly payment is returned by the supplied bank *once the term begins*, the payment plan with NBS will be terminated and there will be a hold placed on the student's record until the balance is cleared in full.

If there are any changes made to the student's Chaffey College account including but not limited to adding and/or dropping classes, obtaining the California College Promise Grant (CCPG), or updating residency status, the student must adjust their payment balance by visiting <https://mycollegepaymentplan.com/chaffey/> and selecting "Enroll Today" located at the top of the screen. If the student has any questions regarding their agreement, they may email the Chaffey College Cashier's Office at [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu).

Payment is due at the time of registration. As the student, you are responsible for dropping classes by the stated deadlines. If you register for a class and later change your mind, it is your responsibility to drop the class. You may be responsible for some or all of the fees for dropped courses as per the Refund Policy. If you are a Financial Aid recipient, your award will not cover all of your fees. You are responsible to submit payment for any balance due. An outstanding balance will result in a Hold placed on your account.

Methods of payment include Visa, MasterCard, American Express, Discover, Check or Money Order payable to Chaffey College (include Chaffey ID number).

## Financial Holds

Students with financial holds for past due fees will not be able to access the following services (title 5, section 59410):

- Grades
- Diplomas
- Registration Privileges
- Chaffey Student ID

## Financial Aid Students

The California College Promise Grant (CCPG) (formerly BOGFW) does not cover all fees for registration. Students who receive the CCPG must pay the remaining fees by the first day of instruction. If payment is not received, a financial hold will be placed on the student's account. For questions regarding your financial aid award, contact the Financial Aid Office [online through Qless](#) during business hours.

## Returned Payments

Returned payments due to insufficient funds, invalid account number entry or stopping payment on a check or credit card transaction does NOT constitute withdrawal from classes and will result in a \$25 charge and a financial block on the student's account.

## Fee Collection by the Franchise Tax Board

Failure to pay any outstanding balance will result in the student's name being submitted to the Franchise Tax Board for collection of any balance owed to Chaffey College.

## Unofficial Withdrawal from Classes

A student will be charged fees for classes he/she is enrolled in, even if the student does not attend any class meetings. It is the student's responsibility to ensure all classes are dropped by the refund deadline to avoid being charged.

## Refund Policy for Credit Amounts Less Than \$20

Refunds for credit amounts less than \$20 are not automatic and must be initiated by the student:

- A refund request for a credit amount less than \$20 must be received by the Cashier's Office by the last day of the term.
- To request a refund, the student must send an email to [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu).
- For security reasons, the following information is required:
  - Student's full name
  - Chaffey ID Number
  - Refund credit amount
- When all the required information is received, the Cashier's Office will begin the refund process. Refunds will be processed within 45 business days.

## Automatic Refund Process

Refunds will still be processed automatically for the following:

- Credit amounts of \$20 or more
- Classes canceled by the college
- California College Promise Grant (CCPG) reimbursements (No refund request required).

Automatic refunds will be processed after the last day to add full term classes. Processing may take up to 45 business days to complete. Students will receive a refund in the form of original payment, excluding cash. Cash payments will be refunded as a check. Students who were enrolled in the NBS payment plan and are due a refund will receive a check in the mail. To ensure prompt delivery, students must verify the correct address information is on the [MyChaffey Portal](#).

## Eligibility Requirement for Refunds

A student is eligible for a refund if classes are dropped by the published refund deadline. Refund deadlines vary and are easily located by logging into the MyChaffey Portal, selecting the Registration widget, and choosing “Info.”

To be eligible for a refund, classes must be dropped within the first two weeks of instruction for full-term classes, and before the 10% point of any short-term class. The following fees are subject to refund if classes are dropped before the deadline: enrollment, health, materials, college services, transportation, student representation, technology, and non-resident tuition.

## Refund for Parking Permits

To receive a parking refund, the request must be submitted on or before the appropriate refund deadline date. Refund requests may be submitted via the [Parking Permit Refund Request form](#) online.

## Refund for Canceled Classes

If the district cancels a class, all fees will be refunded automatically. A refund request is not required.

## Financial Aid California College Promise Grant (CCPG) Account Re-Bill/Reimbursement

Students who paid for classes prior to receiving a California College Promise Grant (formerly BOGFW) will receive a refund once the CCPG is processed. The CCPG must be processed and posted to the student's account by the last day of the current term. For information related to the waiver of enrollment fees, contact the Financial Aid Office at [financialaid@chaffey.edu](mailto:financialaid@chaffey.edu). For questions regarding refunds, contact the Cashier's Office at [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu).



## College Services Fee

The College Services Fee is budgeted by the Chaffey College Student Government (CCSG) to provide a range of opportunities, activities, and services to support and engage the students at Chaffey College. CCSG allocates the funds to benefit the students and foster the spirit of excellence and commitment to learning in all areas of the institution. This includes supporting: book grants, scholarships, lectures, cultural events, festivals, field trips, retreats, conferences, student clubs, the class gift and much, much more. Students who wish to be exempt from paying the College Services fee may submit a [Student Opt Out Request form](#) prior to the refund deadline for the applicable term.

## Health Services Fee

Pursuant to section 76355 of the Education Code, students who can provide documentation of active membership in a religious organization that relies exclusively on prayer for healing may request to have the Health Services Fee waived. Applications for waiver are available in the Student Health Services office. CCPG eligible students will be responsible for all or a portion of the Health Services Fee as listed on the [Tuition and Fees webpage](#).

## Student Representation Fee

The \$2 Student Representation fee is used by the Chaffey College Student Government and the Student Senate of California Community Colleges to advocate and lobby for legislative issues that affect and benefit community colleges and community college students both at the state and federal level. Students who wish to be exempt from paying the Student Representation fee may submit a [Student Opt Out Request form](#) prior to the refund deadline for the applicable term.

## Technology Fee

The Chaffey College technology fee directly supports the cost of providing student access to college technology. This fee is optional and will be used, for example, to help ensure student computer labs are equipped with current hardware and software and to provide high-speed wireless access and connectivity to the internet. The technology fee is \$8.00 per semester in the fall and spring and \$5.00 in the summer and will only be used for student-related technology. Students who wish to be exempt from paying the Technology fee may submit a [Student Opt Out Request form](#) prior to the refund deadline for the applicable term.

## Transportation Fee

All students enrolled in credit courses during the spring, summer, and fall semesters are subject to the fee. The transportation fee allows students to ride all of Omnitrans' fixed route bus services at no charge during the semester by using their Student ID card.

High school partnership students and students enrolled in zero-unit classes may opt to pay the transportation fee separately to take advantage of ridership services by submitting a [Transportation Fee Opt-In form](#).

Ridership is valid as long as active enrollment is maintained. Privileges will end immediately if classes are dropped.

# ■ Payment Chart Spring 2024

All payments must be made within 3 calendar days (including holidays and weekends) from the date of registration. Partial payments are not accepted; balance due in full. Failure to pay will result in all classes dropped. Once the term has started, to prevent being blocked from further registration activity we strongly recommend immediate payment upon registration.

<b>If you register for a class on the following date:</b>	<b>Full payment is due by:</b>
Monday, November 6, 2023	Thursday, November 9, 2023
Tuesday, November 7, 2023	Friday, November 10, 2023
Wednesday, November 8, 2023	Saturday, November 11, 2023
Thursday, November 9, 2023	Sunday, November 12, 2023
Friday, November 10, 2023	Monday, November 13, 2023
Saturday, November 11, 2023	Tuesday, November 14, 2023
Sunday, November 12, 2023	Wednesday, November 15, 2023
Monday, November 13, 2023	Thursday, November 16, 2023
Tuesday, November 14, 2023	Friday, November 17, 2023
Wednesday, November 15, 2023	Saturday, November 18, 2023
Thursday, November 16, 2023	Sunday, November 19, 2023
Friday, November 17, 2023	Monday, November 20, 2023
Saturday, November 18, 2023	Tuesday, November 21, 2023
Sunday, November 19, 2023	Wednesday, November 22, 2023
Monday, November 20, 2023	Thursday, November 23, 2023
Tuesday, November 21, 2023	Friday, November 24, 2023
Wednesday, November 22, 2023	Saturday, November 25, 2023
Thursday, November 23, 2023	Sunday, November 26, 2023
Friday, November 24, 2023	Monday, November 27, 2023
Saturday, November 25, 2023	Tuesday, November 28, 2023
Sunday, November 26, 2023	Wednesday, November 29, 2023
Monday, November 27, 2023	Thursday, November 30, 2023
Tuesday, November 28, 2023	Friday, December 1, 2023
Wednesday, November 29, 2023	Saturday, December 2, 2023
Thursday, November 30, 2023	Sunday, December 3, 2023
Friday, December 1, 2023	Monday, December 4, 2023
Saturday, December 2, 2023	Tuesday, December 5, 2023
Sunday, December 3, 2023	Wednesday, December 6, 2023
Monday, December 4, 2023	Thursday, December 7, 2023
Tuesday, December 5, 2023	Friday, December 8, 2023
Wednesday, December 6, 2023	Saturday, December 9, 2023
Thursday, December 7, 2023	Sunday, December 10, 2023
Friday, December 8, 2023	Monday, December 11, 2023
Saturday, December 9, 2023	Tuesday, December 12, 2023
Sunday, December 10, 2023	Wednesday, December 13, 2023
Monday, December 11, 2023	Thursday, December 14, 2023
Tuesday, December 12, 2023	Friday, December 15, 2023
Wednesday, December 13, 2023	Saturday, December 16, 2023
Thursday, December 14, 2023	Sunday, December 17, 2023
Friday, December 15, 2023	Monday, December 18, 2023
Saturday, December 16, 2023	Tuesday, December 19, 2023
Sunday, December 17, 2023	Wednesday, December 20, 2023

Monday, December 18, 2023	Thursday, December 21, 2023
Tuesday, December 19, 2023	Friday, December 22, 2023
Wednesday, December 20, 2023	Saturday, December 23, 2023
Thursday, December 21, 2023	Sunday, December 24, 2023
Friday, December 22, 2023	Monday, December 25, 2023
Saturday, December 23, 2023	Tuesday, December 26, 2023
Sunday, December 24, 2023	Wednesday, December 27, 2023
Monday, December 25, 2023	Thursday, December 28, 2023
Tuesday, December 26, 2023	Friday, December 29, 2023
Wednesday, December 27, 2023	Saturday, December 30, 2023
Thursday, December 28, 2023	Sunday, December 31, 2023
Friday, December 29, 2023	Monday, January 1, 2024
Saturday, December 30, 2023	Tuesday, January 2, 2024
Sunday, December 31, 2023	Wednesday, January 3, 2024
Monday, January 1, 2024	Thursday, January 4, 2024
Tuesday, January 2, 2024	Friday, January 5, 2024
Wednesday, January 3, 2024	Saturday, January 6, 2024
Thursday, January 4, 2024	Sunday, January 7, 2024
Friday, January 5, 2024	Monday, January 8, 2024
Saturday, January 6, 2024	Tuesday, January 9, 2024
Sunday, January 7, 2024	Wednesday, January 10, 2024
Monday, January 8, 2024	Thursday, January 11, 2024
Tuesday, January 9, 2024	Friday, January 12, 2024
Wednesday, January 10, 2024	Saturday, January 13, 2024
Thursday, January 11, 2024	Sunday, January 14, 2024
Friday, January 12, 2024	Monday, January 15, 2024
Saturday, January 13, 2024	Tuesday, January 16, 2024
Sunday, January 14, 2024	Wednesday, January 17, 2024
Monday, January 15, 2024	Thursday, January 18, 2024
Tuesday, January 16, 2024	Friday, January 19, 2024
Wednesday, January 17, 2024	Saturday, January 20, 2024
Thursday, January 18, 2024	Sunday, January 21, 2024
Friday, January 19, 2024	Monday, January 22, 2024
Saturday, January 20, 2024	Tuesday, January 23, 2024
Sunday, January 21, 2024	Wednesday, January 24, 2024
Monday, January 22, 2024	Thursday, January 25, 2024
Tuesday, January 23, 2024	Friday, January 26, 2024
Wednesday, January 24, 2024	Saturday, January 27, 2024
Thursday, January 25, 2024	Sunday, January 28, 2024
Friday, January 26, 2024	Monday, January 29, 2024
Saturday, January 27, 2024	Tuesday, January 30, 2024
Sunday, January 28, 2024	Wednesday, January 31, 2024
Monday, January 29, 2024	Thursday, February 1, 2024
Tuesday, January 30, 2024	Friday, February 2, 2024
Wednesday, January 31, 2024	Saturday, February 3, 2024
Thursday, February 1, 2024	Sunday, February 4, 2024
Friday, February 2, 2024	Monday, February 5, 2024
Saturday, February 3, 2024	Tuesday, February 6, 2024
Sunday, February 4, 2024	Wednesday, February 7, 2024
Monday, February 5, 2024	Thursday, February 8, 2024

Tuesday, February 6, 2024	Friday, February 9, 2024
Wednesday, February 7, 2024	Saturday, February 10, 2024
Thursday, February 8, 2024	Sunday, February 11, 2024
Friday, February 9, 2024	Monday, February 12, 2024
Saturday, February 10, 2024	Tuesday, February 13, 2024
Sunday, February 11, 2024	Wednesday, February 14, 2024
Monday, February 12, 2024	Thursday, February 15, 2024
Tuesday, February 13, 2024	Friday, February 16, 2024
Wednesday, February 14, 2024	Saturday, February 17, 2024
Thursday, February 15, 2024	Sunday, February 18, 2024
Friday, February 16, 2024	Monday, February 19, 2024
Saturday, February 17, 2024	Tuesday, February 20, 2024
Sunday, February 18, 2024	Wednesday, February 21, 2024
Monday, February 19, 2024	Thursday, February 22, 2024
Tuesday, February 20, 2024	Friday, February 23, 2024
Wednesday, February 21, 2024	Saturday, February 24, 2024
Thursday, February 22, 2024	Sunday, February 25, 2024
Friday, February 23, 2024	Monday, February 26, 2024
Saturday, February 24, 2024	Tuesday, February 27, 2024
Sunday, February 25, 2024	Wednesday, February 28, 2024
Monday, February 26, 2024	Thursday, February 29, 2024
Tuesday, February 27, 2024	Friday, March 1, 2024
Wednesday, February 28, 2024	Saturday, March 2, 2024
Thursday, February 29, 2024	Sunday, March 3, 2024
Friday, March 1, 2024	Monday, March 4, 2024
Saturday, March 2, 2024	Tuesday, March 5, 2024
Sunday, March 3, 2024	Wednesday, March 6, 2024
Monday, March 4, 2024	Thursday, March 7, 2024
Tuesday, March 5, 2024	Friday, March 8, 2024
Wednesday, March 6, 2024	Saturday, March 9, 2024
Thursday, March 7, 2024	Sunday, March 10, 2024
Friday, March 8, 2024	Monday, March 11, 2024
Saturday, March 9, 2024	Tuesday, March 12, 2024
Sunday, March 10, 2024	Wednesday, March 13, 2024
Monday, March 11, 2024	Thursday, March 14, 2024
Tuesday, March 12, 2024	Friday, March 15, 2024
Wednesday, March 13, 2024	Saturday, March 16, 2024
Thursday, March 14, 2024 - Sunday, March 17, 2024	Sunday, March 17, 2024

**If you register less than 3 days prior to class starting, payment is due the day before class begins.**

## Methods of Payment

Visa, MasterCard, American Express, Discover, or mail in a check or money order payable to Chaffey College (include Chaffey ID number).