

# Step 6

## Pay Enrollment Fees

All fees are approved by the State of California 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  
(\$406 per unit, plus \$46 per unit enrollment fee, plus  
\$8 Capital Outlay charge)

### College Services Fee (optional)

- \$8.00 (Fall/Spring); \$5.00 (Summer)

### Health Services Fee\*

This fee funds the Student Health Services Program.  
Certain laboratory tests and medications may require an additional fee.

Non-California College Promise Grant (CCPG)

- \$21.00 (Fall/Spring); \$18.00 (Summer)

California College Promise Grant (CCPG)\*\* (A)

- \$10.50 (Fall/Spring); \$9.00 (Summer)

California College Promise Grant (CCPG)\*\* (B)

- \$21.00 (Fall/Spring); \$18.00 (Summer)

California College Promise Grant (CCPG)\*\* (C)

- \$21.00 (Fall/Spring); \$18.00 (Summer)

### 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

Parking permits are required on the Chino (College Park location only), Fontana, and Rancho Cucamonga campuses. Permits can be ordered through the [MyChaffey Portal](#) by selecting the "Parking Permit" link under the Shortcuts panel.

Auto Parking Permit (including CCPG eligible):

- \$30.00 (Fall/Spring); \$15.00 (Summer)

Motorcycle Parking Permit:

- \$10.00 (Fall/Spring); \$10.00 (Summer)

### 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

- \$8.00 (Fall/Spring); \$5.00 (Summer)

### Transportation Fee

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.

Registered in fewer than 6 units:

- \$8.00 (Fall/Spring); \$5.00 (Summer)

Registered in 6 units or more:

- \$9.00 (Fall/Spring); \$6.00 (Summer)

*\*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 at the center of the screen under Widgets, 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/>

Pay for tuition and fees over time. Tuition payment plans break down your tuition balance into affordable monthly payments. There's no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll.

#### FACTS Payment Methods:

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

#### Cost to Participate:

- \$25 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

In accordance with title 5, section 59410, students or former students who have unpaid financial obligations to the college may have their registration privileges withheld, and an academic hold placed on their record. This hold will be lifted once the financial obligation has been resolved.

## 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 within 45 business days after 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

This fee funds the Student Health Services program and is used to assist currently enrolled students in achieving and maintaining optimum physical health. In addition to in-person services at the Rancho Campus Health Clinic, 24/7 telemedicine for medical and mental health is provided. There is no copay for visits, and lab tests are available at a low cost. The clinic also provides affordable TB tests, immunizations, physicals for certain programs, and referrals. 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 fall, spring, and summer 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 Summer 2025

## If you register for a class on the following date:

## Full payment is due by:

Monday, April 28, 2025	Thursday, May 1, 2025
Tuesday, April 29, 2025	Friday, May 2, 2025
Wednesday, April 30, 2025	Saturday, May 3, 2025
Thursday, May 1, 2025	Sunday, May 4, 2025
Friday, May 2, 2025	Monday, May 5, 2025
Saturday, May 3, 2025	Tuesday, May 6, 2025
Sunday, May 4, 2025	Wednesday, May 7, 2025
Monday, May 5, 2025	Thursday, May 8, 2025
Tuesday, May 6, 2025	Friday, May 9, 2025
Wednesday, May 7, 2025	Saturday, May 10, 2025
Thursday, May 8, 2025	Sunday, May 11, 2025
Friday, May 9, 2025	Monday, May 12, 2025
Saturday, May 10, 2025	Tuesday, May 13, 2025
Sunday, May 11, 2025	Wednesday, May 14, 2025
Monday, May 12, 2025	Thursday, May 15, 2025
Tuesday, May 13, 2025	Friday, May 16, 2025
Wednesday, May 14, 2025	Saturday, May 17, 2025
Thursday, May 15, 2025	Sunday, May 18, 2025
Friday, May 16, 2025	Monday, May 19, 2025
Saturday, May 17, 2025	Tuesday, May 20, 2025
Sunday, May 18, 2025	Wednesday, May 21, 2025
Monday, May 19, 2025	Thursday, May 22, 2025
Tuesday, May 20, 2025	Friday, May 23, 2025
Wednesday, May 21, 2025	Saturday, May 24, 2025
Thursday, May 22, 2025	Sunday, May 25, 2025
Friday, May 23, 2025	Monday, May 26, 2025
Saturday, May 24, 2025	Tuesday, May 27, 2025
Sunday, May 25, 2025	Wednesday, May 28, 2025
Monday, May 26, 2025	Thursday, May 29, 2025
Tuesday, May 27, 2025	Friday, May 30, 2025
Wednesday, May 28, 2025	Saturday, May 31, 2025
Thursday, May 29, 2025	Sunday, June 1, 2025
Friday, May 30, 2025	Monday, June 2, 2025
Saturday, May 31, 2025	Tuesday, June 3, 2025
Sunday, June 1, 2025	Wednesday, June 4, 2025
Monday, June 2, 2025	Thursday, June 5, 2025
Tuesday, June 3, 2025	Friday, June 6, 2025
Wednesday, June 4, 2025	Saturday, June 7, 2025
Thursday, June 5, 2025	Sunday, June 8, 2025
Friday, June 6, 2025	Monday, June 9, 2025
Saturday, June 7, 2025	Tuesday, June 10, 2025
Sunday, June 8, 2025	Wednesday, June 11, 2025
Monday, June 9, 2025	Thursday, June 12, 2025
Tuesday, June 10, 2025	Friday, June 13, 2025
Wednesday, June 11, 2025	Saturday, June 14, 2025
Thursday, June 12, 2025 - Sunday, June 15, 2025	Sunday, June 15, 2025

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