

# NVC FEE & REFUNDS

Fee Type	Amount (Subject to Change)	Required of	Fund Deadline
<b>Enrollment Fee</b>	\$46 per unit	All credit students.	By the last day to receive a refund of fees for the current registered semester. Refer to the Admissions and Records Calendar.
	<b>Enrollment Fee Information/Details:</b> The Board of Governors Enrollment Fee Waiver (BOGFW) is available to qualified California residents and AB540 students. A \$5.00 processing fee will be charged for all refunds. NO processing fee will be charged for canceled classes or refund of optional fees if requested within the current semester by the deadline to receive a refund of fees.		
<b>Non-Resident Tuition Fee</b>	\$258.00 per unit plus the \$46 per unit enrollment fee and any required fees in addition to the Non-resident fees *	U.S. Citizens and immigrants who are not California residents.	<b>SEE CHART FOR REFUND ON NON-RESIDENT FEES (REFUND OF THESE FEES ARE PRORATED).</b>
	<b>Non-Resident Tuition Fee Information/Details:</b> For questions on residency, consult the College Catalog or call the Welcome Center at (707) 256-7215. A \$5.00 processing fee will be charged for all refunds. Please see "Tuition Refunds for Non-resident and International Students Only" below for additional information.		
<b>International Tuition Fee</b>	\$261.30 per unit plus the \$46 per unit enrollment fee and any required fees in addition to the international fees *	Non-immigrant and F-1 visa international students.	<b>SEE CHART FOR REFUND ON NON-RESIDENT FEES (REFUND OF THESE FEES ARE PRORATED).</b>
	<b>International Tuition Fee Information/Details:</b> For questions on residency, consult the College Catalog or call the Admissions and Records Office at (707) 256-7200. A \$5.00 processing fee will be charged for all refunds. Please see "Tuition Refunds for Nonresident and International Students Only" below for additional information.		
<b>Accident Insurance Fee</b>	\$1 per semester (charged in Fall, Spring and Summer terms)	All credit and audit students.	<b>THIS FEE IS NON- REFUNDABLE ONCE THE SEMESTER BEGINS.</b>
	<b>Accident Insurance Fee Information/Details:</b> This is a secondary insurance which covers injuries or accidents sustained during sponsored or supervised classes or activities.		
<b>Audit Fee</b>	\$15 per unit	Students approved to audit a course.	Refundable through the first two weeks of classes upon request.
	<b>Audit Fee Information/Details:</b> A \$5.00 processing fee will be charged for all refunds. Students must complete the "Audit Form" and submit to Admissions and Records for approval. Students taking 10 or more credit units per semester will not be charged the audit fee if taking 3 or fewer audit units per semester.		
<b>Parking Permit Fee</b>	\$2 per day (available from coin-operated dispensers) \$32 per semester (Fall & Spring) \$16 Summer term	All vehicles using the parking lots at NVC between the hours of 6:00 a.m. - 10:00 p.m., Monday - Thursday and 6:00 a.m. - 5:00 p.m. on Fridays.	<b>NON-REFUNDABLE</b>
	<b>Parking Permit Fee Information/Details:</b> Semester parking permits MUST BE ORDERED ONLINE at <a href="http://www.nvcpd.org">www.nvcpd.org</a> . For more details, refer to the website. DISCOUNT IS AVAILABLE FOR STUDENTS WITH FEE WAIVER (BOGW). Payment for students with BOG fee waiver is now available online or at the Cashier's Window.)		
<b>Student Health Fee</b>	\$17 (if taking more than 3 units) \$8 (if taking 3 or less units) (Fall and Spring)	All students taking credit classes. This fee <i>will not</i> be waived by the Board of Governors Grant.	<b>THIS FEE IS NON- REFUNDABLE ONCE THE SEMESTER BEGINS.</b>
	<b>Student Health Fee Information/Details:</b> Only students who depend exclusively upon prayer for healing may request a refund of the Student Health Fee. Form is available at the Student Health Center, Bldg. 2250. For more information call (707) 256-7780.		
<b>Student Representation Fee</b>	\$1 per semester (charged in Fall, Spring and Summer terms)	All credit students and audit students. This fee <i>will not</i> be waived by the Board of Governors Grant.	<b>THIS FEE IS NON- REFUNDABLE ONCE THE SEMESTER BEGINS.</b>
	<b>Student Representation Fee Information/Details:</b> Students may refuse to pay this fee for religious, political, financial, or moral reasons. This fee will be used so that students may represent students' views and positions at city, county and district governments, as well as state legislative offices and other government agencies.		

\* Additional charge for ALL non-resident students, except for AB540 students is \$3.30 per unit. For additional information contact the Business Office at (707) 256-7188.

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<b>Student Activities Fee</b>	\$5 per semester (Fall and Spring)	Students taking credit classes will be automatically charged regardless of unit load. Optional fee. This fee <i>will not</i> be waived by the Board of Governors Grant.	You must complete the Refund/Opt Out Form and turn it in to the Cashier's Office by the last day to receive a refund of fees for the current registered semester.
<b>Student Activities Fee Information/Details:</b> This fee will support student organizations and student government in providing events and activities on campus as well as scholarships. For more details, click here or contact ASNVC at (707) 256-7340.			
<b>Technology Fee</b>	\$10 per semester (Fall and Spring)	Students taking credit classes will automatically be charged a \$10 fee regardless of unit load. Optional fee. This fee will not be waived by the Board of Governors Grant.	You must complete the Refund/Opt Out Form and turn it in to the Cashier's Office by the last day to receive a refund of fees for the current registered semester.
<b>Technology Fee Information/Details:</b> The fee is used to help establish and support technology for student use. For more details, contact ASNVC at (707) 256-7340.			
<b>Transcript Fee</b>	\$5 Online order or In person at Admissions & Records. \$10 Rush fee for up to 5 transcripts in a single order (plus the \$5 per transcript fee if applicable) \$25 Same day service fee for up to 5 transcripts in a single order (plus the \$5 per transcript fee, if applicable)	Students purchasing a transcript	NON-REFUNDABLE
<b>Transcript Fee Information/Details:</b> The first two copies (in your lifetime) are free if ordered in person. If you have an outstanding debt with the college, you will need to clear all outstanding debts to the Napa Valley College BEFORE your transcript will be released. Please contact the Cashier's Office at (707) 256-7188 with questions regarding your account balance. Outstanding balances are subject to district collection processes.			
<b>Materials Fee</b>	\$10 - \$450	See "Schedule of Classes" online for courses that have a materials fee.	NON-REFUNDABLE ONCE THE CLASS BEGINS.
<b>Materials Fee Information/Details:</b> Fee(s) are charged and payable with current semester fees. Contact Cashier's Office for additional information.			
<b>Student Activity Card (ASNVC Card)</b>	\$5 per semester	Optional fee	NON-REFUNDABLE
<b>Student Activity Card (ASNVC Card) Fee Information/Details:</b> The card displays the student's name, birth date, student I.D number, and photo. Students get on and off-campus discounts with this card.			

**NOTE:** Fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

## Enrollment Fee Refunds

It is the responsibility of the enrolled student to drop their class(es) online through WebAdvisor or by submitting a "Drop Card" at the Admissions and Records Office no later than the last day to drop a class without a "W", as specified in the Registration Calendar. Classes dropped by the deadline date to receive a refund of fees will automatically be refunded and the amount of the refund is based on the number of units dropped. Refunds for students who have received a Credit Waiver or Board of Governors Fee Waiver to help

pay the enrollment fee will be returned to the appropriate district account. Canceled classes are refunded automatically. Please note that late-starting classes will have a different refund date. Please consult the Registration Calendar or the Late Start/Short Term Section Information report on the WebAdvisor Homepage for specific term refund dates.

## Processing of Refunds

All refunds processed (excluding canceled classes and refunds of optional fees) are charged a \$5 processing fee per student per semester. Credit card payments can only be refunded to the original credit card charged within 30 days of original payment. Refunds are processed **approximately six weeks after**

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**late registration ends** to the student whose name appears on the enrollment receipt, regardless of who paid the fees. Refund checks will be mailed to the student's address that appears in their student record. Please notify the Admissions and Records Office with any address changes to ensure that you receive your refund check in a timely manner.

## Tuition Refunds – Non-resident and International Students Only

Out-of-state and international student tuition will be refunded according to the application date based on the following schedule:

During the first two weeks of instruction.....	100%
Third week of instruction.....	50%
Fourth week of instruction.....	25%
After Fourth week of instruction.....	0%

## Appealing Your Fees

To appeal a decision concerning your fees, file a Petition for Late Add, Drop, or Refund by the end of the semester the fees are incurred.

For more information, call the Admissions and Records Office at (707) 256-7200.

## Pay-to-Stay Information

You must pay for your classes in order to stay in your classes.

**YOU ARE REQUIRED TO PAY** for your classes within 7 days of registration. If you fail to pay all class-related fees within the 7 days of registration, you can be dropped for non-payment. ***Once a class begins, NVC cannot drop you from the class for non-payment.***

***It is the Student's responsibility to drop the class or classes they registered for. We will place a block on your future registration and transcript requests until your account is paid in full.***

**YOU MAY PAY YOUR FEES** online through [WebAdvisor](#) or in person at the [Cashier's Office](#) in the 1500 McPherson Administration Building. NVC accepts Visa, MasterCard, Discover, or American Express credit cards. Please note that the Cashier's Office closes at 12 p.m. on Fridays during the fall and spring. The college is closed on Fridays during the

summer.

**YOU ARE RESPONSIBLE FOR DROPPING** any class you do not plan to attend. If you stop attending and do not drop your class, you may receive an "F" grade for that class.

**YOU ARE FINANCIALLY RESPONSIBLE TO PAY** the tuition and fees for any class that you do not drop during the [published refund period](#). Refund dates are published in the online schedule of classes and on the registration calendar each semester. If you want a refund of tuition and fees for the dropped class, you **MUST** drop the class during the published refund period. Tuition and fees will not be refunded to you if you drop after the refund period is over.