

Procedure 5041.4

Deposits

Deposits are established and periodically revised by the District administration. Deposits are used as security or to hold a place in an academic program. Financial aid cannot be used to pay a deposit. Additional transaction fees may apply based on the form of payment.

1. **Security deposits** are required to secure the use and maintenance of college property. Security deposits are refunded within four to six weeks if the equipment is returned in good condition, or the premises are vacated in a timely manner and in good condition. Each department determines forfeiture of deposits. Security deposits include, but are not limited to:
 - Housing
 - Calculator
 - Lab kits
 - Digital scale
 - Animal stall

2. **Placement deposits** are required to secure a student place in an academic program. Placement deposits are applied to a student balance if the student is accepted into the program. The deposit is refunded if the student account balance is paid in full. Students who are accepted into the program but fail to attend will forfeit their deposit. Placement deposits include, but are not limited to:
 - Dental Hygiene
 - Nursing