

### **Purpose**

The purpose of this policy is to define terms and establish authority regarding the validation process.

### **Authority, Responsibility, and Duties**

The Administration and Finance area via the Bursar is responsible and has the authority for establishing minimum requirements for the “validation” process. The Bursar or designee is responsible for the implementation of this Policy. The Administration and Finance area is also responsible for setting dates for validation and late validation for each semester in collaboration with the Registrar and Associate Vice President for Enrollment Management of Student Affairs.

### **Definitions**

Validation – A process of financially clearing a student for attendance in class.

Payment Plan – A five (5) or three (3) month installment plan.

Late Validation – A period of time after regular validation as defined by the Administration.

Late Validation Fee – Charge assessed to students who are not validated by the end of the registration cycle as identified in the University Calendar.

Tuition Deferment – In house installment plan offered to students who qualify for College Work Study.

Tuition Waiver – Remission of tuition and fee charges for employees who have received authorization in accordance with University Policy 803.

Pending – Holding of a student’s classes in the system without validation. Used when the student or parent have presented evidence that the funds/information needed for validation are forthcoming but will not arrive until after late validation ends.

Fee Guide - The Student Guide for Tuition, Fees and Other Financial Information is published annually to coincide with the academic calendar.

### **Policy Statements**

The University Registrar is responsible for setting the dates for registration prior to each semester. These dates are published in the Fee Guide and included in the University Calendar.

Virginia State University requires each student attending the University to be validated at the beginning of each semester. In order to be validated the student must either pay the balance in full or demonstrate that payment of the balance due will be made by loans/grants/scholarships or through a third party (must be a government or business entity). Validation can also occur when the student has enrolled, for the correct balance due, in the tuition payment plan and payments are current. Use of an approved tuition deferment can also result in validation.

Virginia State University  
Policies Manual

Title: Validation Policy

Policy: 5006

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Students who are not validated by the last day for validation, as established by the Bursar, are dropped from classes and removed from on-campus housing.

The Bursar, or designee, has the authority to “pend” or hold validation, past the deadline, if special circumstances warrant.

**References**

Student Guide for Tuition, Fees and Other Financial Information

VSU Collections Policy

CAPP Manual Section – 20505 – Accounts Receivable

**Approved by:** Eddie N. Moore, Jr., President

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