

Purpose

The purpose of this policy is to define terms and establish authority regarding the semester "Validation" process for students enrolled in classes.

Authority, Responsibility, and Duties

The Office of the Provost and Vice President for Academic Affairs creates the Academic Calendar which includes the dates for validation and the start of classes. The late validation fee goes into effect on the first day of classes for the term. The Bursar, in consultation with the Registrar, can delay the effective date of the late validation fee if circumstances warrant. The Bursar is responsible for the implementation and enforcement of this Policy. The Bursar and the Assistant Bursar have the authority to waive or reduce the late validation fee.

Definitions

- A. **Validation:** The process of reviewing a student's financial transactions at the beginning of each semester to determine if the student has made sufficient arrangements to pay for the related semester cost in a timely manner. This financial clearing process looks at the student's total charges and payments, financial aid and scholarship awards, third party agreements, College Work Study deferments, employee waivers and tuition payment plan arrangements. If sufficient arrangements have been made, the student's record is marked as "Validated" in the student financial system.
- B. **Payment Plan:** An agreed upon arrangement to have the students remaining balance due, after consideration of all pending and memoed financial aid and outside awards , to be paid in monthly installments for the semester.
- C. **Late Validation:** When student does not become financially cleared (validated) prior to the first day of classes, they enter into the Late Validation period.
- D. **Late Validation Fee:** Charge assessed to students who are not validated by the first day of classes as identified in the university calendar. The Late Validation Fee is established by the Board of Visitors.
- E. **Tuition Deferment:** In house managed payment arrangement offered to current employees to have the balance due for the semester deducted from their pay via payroll deduction. Students awarded College Work Study (CWS) aid can request a CWS deferment to use their earnings to cover a portion of their tuition.
- F. **Tuition Waiver:** Human Resources approved Tuition Waivers are offered to current employees to pay for one (1) class per semester. Tuition Waivers are also offered to qualified Virginia Military Survivors and Dependent Education Program (VMSDEP) participants, National Exchange program participants, or senior citizens.
- G. **Pend:** 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.
- H. **Student Guide:** A resource document which serves as the reference guide for Student Accounting activities.

Virginia State University
Policies Manual

Title: Validation Policy

Policy: 5006

Policy Statements

The University Provost Office is responsible for setting the dates for the academic calendar to include registration dates for each semester. These dates are published in the Student Guide for Tuition, Fees and Other Financial Information.

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 due in full or demonstrate that payment of the balance due will be paid prior to the end of the semester by:

1. Outside loans/grants/scholarships
2. A third party (must be a government, business or non-profit entity)
3. Enrolling in a tuition payment plan for the remaining balance due for the semester.
4. Employee deferment
5. Work Study deferment
6. Waiver
 - o Senior Citizen
 - o Virginia Military Survivors and Dependent Education Program (VMSDEP)
 - o Employee Waiver
 - o National Exchange Program

The validation can be based on a combination of the above options.

Students, who are not validated by the last day of Late Validation, as established in the University Calendar, are dropped from classes and removed from on-campus housing. Exception: Students attending Continuing Education classes that begin after the last day of registration can be validated after the deadline. Late validation fees are not assessed.

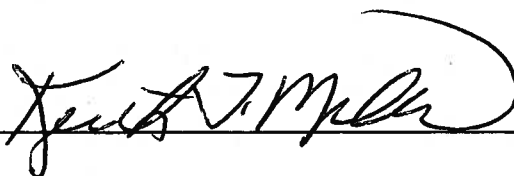
The Bursar, or designee, is authorized to "pend" or hold validation, past the deadline, if special circumstances warrant. Examples of special circumstances include but are not limited to:

- Documentation presented that funds have been requested from parents 401K or other verifiable source
- Error in FAFSA processing/documentation where projected award will result in validation
- Private Loan in process
- Third party authorization pending

References

Student Guide for Tuition, Fees and Other Financial Information

Approved By: _____



Date: _____

8/11/13