



Greater Happens Here



VIRGINIA STATE UNIVERSITY STUDENT GUIDE

for

TUITION, FEES AND
OTHER FINANCIAL INFORMATION

2025– 2026



Office of The Bursar

Mission Statement:

The Office of The Bursar at Virginia State University (VSU) is committed to advancing the mission of the University by assisting students and families in understanding their financial obligations in an effective, helpful, secure, and confidential manner. The Office of the Bursar provides a variety of services including: semester billing of tuition and other charges collection of personal and financial aid payments, and disbursements of financial aid refunds in accordance with Federal, State, and University policies. The Office of the Bursar at VSU strives to provide outstanding in-person and virtual services as well as accurate and accessible information to the campus community.

*The University reserves the right to change calendar dates, fees and deadline dates. If such a change becomes necessary, the University will endeavor to give notice in advance. Room and board rates are the same for part-time and full-time undergraduate and graduate students during the academic year. The right to correct errors is also reserved.

Authority:

Rates for tuition, mandatory fees, and other necessary charges in accordance with *Code of Virginia* § 23.1-1301. Governing boards; powers.

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SCHEDULE A

Virginia State University
Full Year Tuition and Fees for Full-Time Students
In-State
FY 2025-2026

	<u>2024-2025</u>	<u>2025-2026</u>	<u>Increase Amount</u>	<u>% Change</u>
<u>Undergraduate Students</u>				
Tuition	5,701	5,872	171	3.0%
Technology and Infrastructure Fee	751	774	23	3.0%
Subtotal Tuition	<u>6,452</u>	<u>6,646</u>	<u>194</u>	<u>3.0%</u>
Campus Improvement Fee	515	542	27	5.2%
Comprehensive Fee	3,076	3,230	154	5.0%
Subtotal - Mandatory	<u>3,591</u>	<u>3,772</u>	<u>181</u>	<u>5.0%</u>
Room	7,154	7,512	358	5.0%
Board	5,092	5,348	256	5.0%
Subtotal Room and Board	<u>12,246</u>	<u>12,860</u>	<u>614</u>	<u>5.0%</u>
Total Cost - Boarding	<u><u>22,289</u></u>	<u><u>23,278</u></u>	<u><u>989</u></u>	<u><u>4.4%</u></u>
<u>Graduate and Doctoral Students</u>				
Tuition	8,876	9,142	266	3.0%
Technology and Infrastructure Fee	751	774	23	3.0%
Subtotal Tuition	<u>9,627</u>	<u>9,916</u>	<u>289</u>	<u>3.0%</u>
Comprehensive Fee	3,076	3,230	154	5.0%
Campus Improvement Fee	515	542	27	5.2%
Subtotal - Mandatory	<u>3,591</u>	<u>3,772</u>	<u>181</u>	<u>5.0%</u>
Room	7,154	7,512	358	5.0%
Board	5,092	5,348	256	5.0%
Subtotal Room and Board	<u>12,246</u>	<u>12,860</u>	<u>614</u>	<u>5.0%</u>
Total Cost - Boarding	<u><u>25,464</u></u>	<u><u>26,548</u></u>	<u><u>1,084</u></u>	<u><u>4.3%</u></u>

SCHEDULE B

Virginia State University
Full Year Tuition and Fees for Full-Time Students
Out-of-State
FY 2025-2026

	<u>2024-2025</u>	<u>2025-2026</u>	<u>Increase Amount</u>	<u>% Change</u>
<u>Undergraduate Students</u>				
Tuition	17,532	18,058	526	3.0%
Technology and Infrastructure Fee	751	774	23	3.0%
Subtotal Tuition	18,283	18,832	549	3.0%
Campus Improvement Fee	515	542	27	5.2%
Comprehensive Fee	3,076	3,230	154	5.0%
State Capital Outlay Fee	776	800	24	3.1%
Subtotal - Mandatory	4,367	4,572	205	4.7%
Room	7,154	7,512	358	5.0%
Board	5,092	5,348	256	5.0%
Subtotal Room and Board	12,246	12,860	614	5.0%
Total Cost - Boarding	34,896	36,264	1,368	3.9%
<u>Graduate and Doctoral Students</u>				
Tuition	19,742	20,334	592	3.0%
Technology and Infrastructure Fee	751	774	23	3.0%
Subtotal Tuition	20,493	21,108	615	3.0%
Campus Improvement Fee	515	542	27	5.2%
Comprehensive Fee	3,076	3,230	154	5.0%
State Capital Outlay Fee	776	800	24	3.1%
Subtotal - Mandatory	4,367	4,572	205	4.7%
Room	7,154	7,512	358	5.0%
Board	5,092	5,348	256	5.0%
Subtotal Room and Board	12,246	12,860	614	5.0%
Total Cost - Boarding	37,106	38,540	1,434	3.9%

SCHEDULE C

Virginia State University Full Year Tuition and Fees for Part-Time Students FY 2025-2026

	<u>2024-2025</u>	<u>2025-2026</u>	<u>Increase Amount</u>	<u>% Change</u>
<u>In-State Undergraduate Students</u>				
Tuition	406	418	12	3.0%
Comprehensive Fee	10	11	1	5.0%
Total Cost - per Credit Hour	<u>416</u>	<u>429</u>	<u>13</u>	<u>3.0%</u>
 Tuition (three semester hours)	1,219	1,256	37	3.0%
Comprehensive Fee (Student Health)	31	34	3	9.7%
Tuition and Fees (three semester hours)	<u>1,250</u>	<u>1,290</u>	<u>40</u>	<u>3.2%</u>
 <u>In-State Graduate and Doctoral Students</u>				
Tuition	600	618	18	3.0%
Comprehensive Fee	10	11	1	5.0%
Total Cost - per Credit Hour	<u>610</u>	<u>629</u>	<u>19</u>	<u>3.0%</u>
 Tuition (three semester hours)	1,800	1,854	54	3.0%
Comprehensive Fee	31	34	3	9.7%
Tuition and Fees (three semester hours)	<u>1,831</u>	<u>1,888</u>	<u>57</u>	<u>3.1%</u>
 <u>Out-of-State Undergraduate Students</u>				
Tuition	956	986	30	3.1%
Comprehensive Fee	10	11	1	5.0%
Total Cost - per Credit Hour	<u>966</u>	<u>997</u>	<u>31</u>	<u>3.2%</u>
 Tuition (three semester hours)	2,868	2,958	90	3.1%
Comprehensive Fee	31	34	3	9.7%
Tuition and Fees (three semester hours)	<u>2,899</u>	<u>2,992</u>	<u>93</u>	<u>3.2%</u>
 <u>Out-of-State Graduate and Doctoral Students</u>				
Tuition	1,144	1,178	34	3.0%
Comprehensive Fee	10	11	1	5.0%
Total Cost - per Credit Hour	<u>1,154</u>	<u>1,189</u>	<u>35</u>	<u>3.0%</u>
 Tuition (three semester hours)	3,433	3,535	102	3.0%
Comprehensive Fee	31	34	3	9.7%
Tuition and Fees (three semester hours)	<u>3,464</u>	<u>3,569</u>	<u>105</u>	<u>3.0%</u>

SCHEDULE D

**Virginia State University
Other Miscellaneous Fees
FY 2025-2026**

Description	Amount
Required Deposits:	
Entering Freshmen/First Time Student or Transfer Student	
Enrollment Fee- non-refundable	100.00
Room Deposit - non-refundable	150.00
Returning Students Residing on Campus:	
Room Reservation Deposit - non-refundable	150.00
Housing Cancellation Fee	500.00
Off-Campus Meal Plan:	
5 Meal A Plan plus \$170 and 3 Guest Meals	778 per semester
5 Meal B Plan plus \$270 and 3 Guest Meals	902 per semester
5 Meal C Plan plus \$370 and 3 Guest Meals	998 per semester
5 Meal D Plan plus \$470 and 3 Guest Meals	1,152 per semester
5 Meal E Plan plus \$570 and 3 Guest Meals	1,278 per semester
Optional Board Plan Upgrade (Deluxe 21 Plan)	2,970 per semester
Tuition Payment Plan Enrollment Fees	up to 45.00
Off-Campus Tuition	
Off-Campus Undergraduate Tuition	356 per credit hour
Off-Campus Graduate Tuition	574 per credit hour
Continuing-Education Unit (CEU)	226.00 per credit hour
Student Teaching	
Virginia Resident	358.00 per credit hour
Non-Virginia Resident	793.00 per credit hour
Internship	
Virginia Resident	358.00 per credit hour
Non-Virginia Resident	793.00 per credit hour
TrojanAdvance Fees	
VSU TrojanAdvance Participants	212.00
VSU TrojanAdvance Participants Course Materials Fee	25.00 - 250.00 variable rate
Current VCCS Students	212.00
Current VCCS Students Course Materials Fee	25.00 - 250.00 variable rate

SCHEDULE D (continued)

Description	Amount
Continuing Education Students and Non-VSU Participant Tuition	350.00
Continuing Education and Non-VSU Participant Digital Course Materials Fee	25.00 - 250.00 variable rate
Dietetic Internship Certificate Program	
Program Fee	8,500.00
Application Fee	50.00
Variable-Rate Course Materials Fee	25.00 - 250.00
Applied Music Fee	250.00 per semester
Organic Chemistry Fee	50.00 per course
Chemistry Lab Fee	25.00 per course
Studio Art Fee	50.00 per course
Biology 120 & 121 (lab fee only)	25.00 per course
Late Registration Fee	50.00
Late Validation Fee (\$100 per week up to \$400)	100.00 - 400.00
Global Access Fee (one-time voluntary fee)	135.00
National Student Exchange Application Fee	150.00
Study Abroad Administrative Fee	250.00
Health Insurance for International Students	500.00 per semester
International Student Document Processing Fee	70.00
Returned Check Fee	50.00
Miscellaneous Processing Fee	5.00
Evaluation of Work / Life Experiences	(50% of applicable tuition)
Comprehensive Exam Fee (not enrolled for other courses)	50.00
Proficiency Exam	(50% of applicable tuition)
Thesis Fee (non-enrolled)	60.00
Transcript Fee	5.00
Graduation Fee	60.00
Wireless Technology Program	
Tuition	7,500.00
Board	500.00
Total Program Cost per Student	8,000.00
Enterprise Systems Certificate Program	
Program Fee	4,200.00
Tuition	75.00
Course Materials	150.00
SAP Certification Testing Fee	290.00
Total Program Cost Per Student	4,715.00
SAP Certification Program Per Course Tuition	1,050.00
Water Safety Course Fee	35.00

SCHEDULE D (continued)

Description	Amount
Masters of Individualized Studies in Public Affairs	13,000.00 per student for the 2 year program
Parking Decal Fee (All vehicles must display a valid decal)	
Executive Reserved	500.00
Faculty and Staff	150.00
Full-time/Part-time Students	85.00
Replacement Decal Fee	10.00
Second Decal Fee	20.00
University Apartment at Ettrick (UAE)	225.00
MPC and Designated Areas 7AM - 6 PM	Free
Parking Fines	
Parking in Handicapped Space	200.00
Parking in Handicapped Loading Zone Space	200.00
Parking Unregistered/Unauthorized Vehicle on University Property	50.00
Parking in Fire Lane/Within 15 Ft. of Fire Hydrant	35.00
Parking on Sidewalk, Crosswalk, Driveways or Grass	50.00
Application of Wheel Lock	100.00
Parking in Faculty/Staff Lot	35.00
Parking in Restricted Space	50.00
Exceeding Posted Time Limit	30.00
Improper/Double Parking	30.00
Blocking Normal Flow of Traffic	30.00
Parking Against Flow of Traffic	30.00
Blocking Another Vehicle	30.00
Parking in Loading Zone	50.00
Improper Display of Registered Decal	35.00
Illegal Removal of Wheel Lock	100.00
VSU Identification Card	
Lost and stolen card replacement	25.00
Damaged card replacement (must return damaged card)	10.00

Summer 2025 Fees -Undergraduate and Graduate

Board	190 per week
Room	
<i>Single Occupancy</i>	328 per week
<i>Double Occupancy</i>	290 per week

5% increase changes in bold and italic

SCHEDULE E

Virginia State University Annual Room Rates 2025-2026

Residence Hall	Single	Double	4-Person
Branch	9,130	7,512	-
Otelia Howard	9,130	7,512	-
Lucretia Campbell	9,130	7,512	-
Langston	9,130	7,512	-
Seward	9,130	7,512	-
Whiting	9,170	8,636	-
Williams	9,130	7,512	-
Quad I & II	9,170	8,636	-
Gateway II	9,170	8,636	-
Moore Hall - 1 Person Private Suite	10,066	-	-
Moore Hall - 2 Person Private Suite	-	9,835	-
Moore Hall - 4 Person Private Suite	-	-	9,428
Moore Hall - 4 Person Suite	-	-	8,524
Annexes	-	7,512	-
University Apartments at Ettrick	12,838	10,676	-
	-	-	-
Off-site Apartments	13,370	12,452	-

Proposed Annual Board Rates FY 2025-2026

	Annual
A. Deluxe 21 Meal Plan plus \$230 and 10 Guest Meals	5,940
B. 19 Meal Plan plus \$70 and 5 Guest Meals	5,348
C. 14 Meal Plan plus \$170 and 5 Guest Meals	5,348
D. 10 Meal Plan plus \$270 and 5 Guest Meals	5,348
E. 7 Meal Plan plus \$310 and 5 Guest Meals	5,348

Rates include a 5% increase from 2024-2025

OFFICIAL COMMUNICATION TO STUDENTS BY EMAIL:

All students are responsible for maintaining a VSU-issued (e-mail) address. University officials use VSU student e-mail as one of the main communication sources with students.

Billing statements, overdue notices, and other information for students will be sent to students via e-mail on a regular basis. All students are responsible for activating their e-mail account and checking it on a daily basis.

Additionally, students are required to use Banner Student Self-Service to ensure account balances, academic records, and financial aid information (such as missing documents, awards & satisfactory academic progress) are current and up-to-date.

BANNER SELF SERVICE:

Federal Financial Aid guidelines require that the university obtains your voluntary consent to participate in electronic transactions. This information is provided under the “Terms and Conditions” Tab in the Financial Aid Section of your Banner Self-service.

Please be aware that failure to submit your acknowledgment of this information in Banner Self-service *will* cause a delay in the disbursement of federal financial aid to your student account.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records.

Virtual Appointments

The Registrar, Financial Aid and Student Accounting offices are available Monday-Friday, 9:00A.M. – 5:00P.M. for 20-minute virtual sessions. Please schedule a time to speak with a representative for answers to questions regarding your financial aid, student schedule bill, and/or course registration.

Click below to schedule an appointment:

[Bursar's Office](#)

[Registrar Office](#)

[Financial Aid Office](#)

CALCULATION OF FEES:

Undergraduate Students carrying 12 to 18 hours are charged the full-time rate; under 12 hours the part time rate and over 18 the full-time rate plus the applicable hourly rate for each hour over 18. Graduate Students carrying 9 to 15 hours are charged the full-time rate; under 9 hours the part time rate and over 15 the full-time rate plus the applicable hourly rate for each hour over 15. Military Science based on classification (Undergraduate, Graduate), residency (Virginia Resident, Non-Resident of Virginia) and total number of hours carried. Undergraduate students and students without a prior college degree (baccalaureate level) will be assessed as undergraduate students. Graduate students and students with a Bachelor's degree will be assessed as Graduate students. Those determinations are made without regard to the level of the course being taken.

MILITARY TUITION ASSISTANCE (TA):

If an eligible Service member decides to use TA, the University will enroll him or her only after the TA is approved by the individual's Service. Service members will be solely responsible for all tuition costs without this prior approval. To comply with the new Department of Defense policy, Virginia State University will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds being returned based upon when a student stops attending. These funds are returned to the student's military Service branch."

MEETING FINANCIAL OBLIGATIONS

Students enrolled at Virginia State University are responsible for paying all tuition, fees, and associated costs. Account balances must be paid in full or supported by financial aid memos, payment plans, or third-party sponsorships prior to the due date. Any unpaid balance after the due date is considered past due.

Billing Statements

On a monthly basis billing are emailed to students. Students may also view their balances and account activity through Banner Self-Service (log in to Self-Service > Student Account).

Past-Due Accounts and Holds

Accounts unpaid 30 days after the due date will be placed on hold, preventing access to grades and future registration. Holds will be removed once the balance is paid in full. The University may require guaranteed funds before releasing any hold.

Collections

Past-due accounts may be referred to the University Collections Unit for further action. Once referred, the account is subject to a \$200 assignment fee, in addition to other potential collection costs. Collection activities may include:

- Submission to the Virginia Department of Taxation's Set-Off Debt Program
- Referral to a private collection agency
- Legal action through the Office of the Attorney General

Note: Students are responsible for all fees incurred during the collection process, including the assignment fee, attorney's fees, and any additional costs related to collecting the unpaid balance.

REQUIRED ENROLLMENT PREPAYMENTS

All first-time students (freshmen and transfers) admitted to Virginia State University must submit a \$100 non-refundable enrollment deposit by June 1. This payment confirms a student's intent to enroll and cannot be covered by financial aid.

Students planning to live on campus must also pay a \$150 non-refundable housing application fee. These two payments are separate and must be submitted before a room assignment will be made.

Students admitted for Fall 2025 or Spring 2026:

- \$100 enrollment deposit – non-refundable
- \$150 housing deposit – non-refundable (required for students living on campus)

Returning students living on campus:

- \$150 room reservation deposit – non-refundable

RESIDENCE LIFE AND HOUSING

The Office of Residence Life and Housing at Virginia State University is committed to creating a safe, supportive, and engaging living environment that enhances the academic and personal success of students. Whether you're a first-time freshman or a returning student, living on campus provides convenient access to university resources, campus activities, and a strong sense of community. A variety of housing options and meal plans are available to meet students' diverse needs.

Learn more or apply for housing at: www.vsu.edu/reslife

Each student is required to complete The Housing and Food Service Agreement which is a binding for the full academic term as outlined in Section 1. To be released from this agreement without penalty, students must submit a written cancellation request to the Housing Office no later than:

- July 21 for the Fall semester, or
- December 15 for the Spring semester.

Students who do not cancel in writing by the deadlines listed above will remain financially responsible under the terms of this agreement. (Please refer to your Housing and Food Service Agreement for additional information)

Cancellation After Residence Hall Opening

Students who cancel their housing assignment after the residence hall has officially opened will incur the following:

- Charges for room occupancy, based on the number of days the student is considered in possession of the room,
- Forfeiture of the \$150.00 room deposit, and
- A \$500.00 cancellation fee.

A student is considered to be in possession of a room if any of the following apply:

- They have an active housing assignment,
- They have the key to the assigned room, and/or
- Their personal belongings are present in the room.

Students who submit a Housing Cancellation and/or University Withdrawal Form must vacate the residence hall on the same day the form is submitted. Prorated charges for room and board will be based on the official exit date, as recorded on the occupancy card.

Room and Board Charges Upon Withdrawal

- Students who officially withdraw within the first five (5) calendar days of the start of classes will be charged a prorated room and board fee based on the number of days they occupied the residence hall.
- Students who withdraw after the fifth day will be charged the full room rate for the semester.

Housing Exemptions

Students may request a housing exemption if they meet any of the following criteria. Requests must be submitted by the posted deadline (July 15 for Fall / December 15 for Spring) and include supporting documentation:

- Permanent residence with parents or legal guardians within a 25-mile radius of VSU,
- 21 years of age or older (must provide birth certificate or passport),
- Legally married (must provide marriage license),
- Classified as an independent student by the Office of Financial Aid,
- Completed at least 12 consecutive months of active military service (must provide orders or DD-214),
- Parent with primary custody of dependent child(ren).

All exemption requests are subject to approval by the Director of Residence Life and Housing.

Important Reminders for Returning Students

- Returning/continuing students with a housing assignment who fail to register for classes by the posted deadline will forfeit their housing assignment.
- Students who are assigned housing during the pre-housing period and later incur an outstanding balance may have their assignment revoked. Housing may be reinstated upon full payment, subject to room availability.
- Freshmen (0–29 earned credit hours) are required to live in University-affiliated housing unless an exemption is approved.

On-Campus Meal Plan Choices

There are five resident meal plans available for students living on campus. First-time freshmen may choose only from the 14-Meal, 19-Meal, or Deluxe 21-Meal plans. The 19-Meal Plan is the default plan assigned to all on-campus students unless an alternative is requested by the Add/Drop deadline (see University Calendar).

While the Deluxe 21-Meal Plan is available at a higher cost, all other plans offer relatively equal value. For details on included meals, guest passes, and dining dollars, see the chart below:

Meal Plan	Week Meals	Dining Dollars	Meal Consumption Description	Restrictions
Deluxe	21	\$230	21 meals anytime, Monday through Sunday	No restrictions
19-Meals	19	\$70	3 meals Monday–Friday, 2 meals Saturday & Sunday	No restrictions
14-Meals	14	\$170	2 meals per day, Monday through Sunday	No restrictions
10-Meals	10	\$270	2 meals per day, Monday through Friday	Not available to freshmen
7-Meals	7	\$310	1 meal per day, Monday through Sunday	Not available to freshmen

Students interested in living at the University Apartments at Ettrick (UAE) must meet the following eligibility requirements:

- Be enrolled in at least 24 credit hours at the time of application (or 15 credit hours for first-time transfer students)
- Be in good financial and judicial standing with the University
- Have no outstanding balance with the University

An online housing application and a \$150.00 advance payment are required to secure a space. UAE residents may choose either an on-campus or off-campus meal plan.

Students can apply and find additional information about UAE at:
<https://www.vsu.edu/reslife/apply-for-housing.php>

UAE Parking Information

Residents who wish to park on-site at UAE must purchase a UAE parking permit for \$225.00 per academic year.

- Parking decals are assigned on a first-come, first-served basis
- Permits may be purchased in advance
- A UAE parking decal is only valid for UAE lots and does not replace the VSU campus parking decal
- A separate VSU parking decal is required for on-campus parking

BURSAR'S OFFICE – PAYMENT INFORMATION

Our office is responsible for processing payments related to student accounts, including tuition, fees, room, and board. Our team ensures that all financial transactions are accurately recorded and applied to student accounts in a timely manner. We offer a variety of payment methods to support students and families in managing their financial obligations efficiently.

In-Person Payments

Students may make payments at the Cashier's Office, located in Gandy Hall, Room B-30, Monday through Friday, 8:30 a.m. to 4:30 p.m. Accepted forms of payment include:

- Cash (do not mail cash)
- Certified check
- Money order
- Personal check (no starter or post-dated checks)
- Debit/credit cards (Visa, MasterCard, Discover, and American Express)

Checks should be made payable to **Virginia State University**.

Mailed Payments

Mail payments to:

Virginia State University – Cashier's Office
P.O. Box 9125
Virginia State University, VA 23806

Please include the student's full name and V-number (student ID/account number) on all mailed payments.

Online Payments

Students may make a one-time electronic payment using a debit or credit card or a direct debit from a bank account by visiting:

<https://payit.nelnet.net/form/l7dqknuK>

Important: Students enrolled in a Tuition Payment Plan should not use the "One-Time Payment" option, as it may interfere with their scheduled payment agreement.

A \$25 fee will be charged for any one-time payment returned due to non-sufficient funds (NSF).

Tuition Payment Plans

Virginia State University offers flexible Tuition Payment Plans through Nelnet to help students manage their educational costs. These monthly plans are designed to cover any remaining balance not paid by financial aid. Plans are established on a semester-by-semester basis and provide the convenience of spreading payments over time instead of paying in one lump sum.

Plan Availability

- Fall & Spring Terms: 6-, 5-, 4-, 3-, 2-, or 1-month payment options
- Payments are automatically processed on the 15th of each month

Payment Methods

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

Enrollment Costs & Fees

- \$45 non-refundable enrollment fee per agreement
- \$30 non-refundable returned payment fee if a payment fails

How to Enroll

You may enroll by visiting www.MyCollegePaymentPlan.com/VirginiaState or contact Nelnet at 1-800-609-8056 for more information or assistance.

Terminated Tuition Payment Plans

An Accounts Receivable hold will be placed on the student's account when a payment plan is terminated. In order for the hold to be released all past due installments must be paid in full. If the payment plan is closed by Nelnet, the entire balance due must be paid.

Joint-Payee Checks

Checks jointly payable to Virginia State University and an individual may be accepted only under the following conditions:

- The student has an active account in good standing.
- The full amount of the check is deposited to the student's account.
- No cash is given back.
- The check has no restrictions such as "Borrower's signature required" or "Endorsement constitutes acknowledgment of changed agreement."
- If a refund is due to the student, it will be processed through the standard student refund procedures.

Check Processing and Restrictions

To be accepted, all checks must include:

- The payer's name pre-printed by the check manufacturer.
- A signature that matches the pre-printed name.
- The current address and phone number (handwritten if not pre-printed).
- The student's name and V-number on the front of the check or money order.
- Presentation of a valid U.S. driver's license, state-issued non-driver ID, or U.S. military ID may be required.

Returned Check Policy

A \$50 fee will be charged for any check returned due to insufficient funds. Students with a history of returned checks may be prohibited from paying with personal checks in the future. Any returned payment must be repaid using cash, certified funds, credit/debit card, or money order. Failure to repay may result in collection efforts and legal action. The student is responsible for all associated collection costs.

Foreign Checks

Virginia State University does not accept checks drawn on foreign banks. Due to currency exchange rate fluctuations, it is the student's responsibility to ensure payments are converted into U.S. dollars prior to submission so that accounts can be properly credited.

THIRD PARTY SPONSORSHIPS-TUITION ASSISTANCE

VSU will accept tuition assistance (sponsor) agreements, in lieu of payments at the time of registration, but students will be responsible for all amounts owed if the sponsoring agency does not remit payment in full within 60 days.

Student Health Center:

Our hours of operation are from 8:30am-4:30pm Monday through Friday.

We **do not** charge for visits with our Healthcare Providers, the exception of sports physicals which are currently \$75. We **do** charge for some in office and laboratory tests, but many tests such as vision screening, testing for HIV, Syphilis Gonorrhea and Chlamydia tests are free of charge! We do not offer insurance coverage for students, however there are some online resources that may help.

The web site for student health insurance recommendations is:

<https://www.healthcare.gov/young-adults/college-students/>

The web site for CommonHelp Va , the website to apply for Medicaid in Va is :

<https://commonhelp.virginia.gov/>

Also, our community partners such as the local health departments and Federally qualified health centers are great options for care for in state and out of state students, for vaccinations and other health needs:

Petersburg City Health Department: (804)863-1652

CVHS: (804)957-9601

HEALTH INSURANCE:

The Affordable Care Act requires nearly all Americans to have health insurance that meets health care reform standards, or pay a penalty when filing taxes. Health insurance is not required at Virginia State University, and a student health insurance plan is not available through the university. The Student Health Center recommends that all students be covered by a health insurance plan while attending the university to help defray the costs of their healthcare. Students are not required to be covered by insurance to be seen at the Student Health Center. Students have options when it comes to insurance and billing for charges incurred at the Student Health Center, please contact us for more information at 804-524-5711.

Information on obtaining insurance through the Affordable Care Act is available

online: <https://www.healthcare.gov/young-adults/college-students/> or <http://www.gohealthplan.com/international-student-insurance.asp>.

International students may seek further health insurance information from the George Bennett Office of International Education by calling 804-524-5986 and

online <http://vsu.abroadoffice.net/about.html>.

BANNER FOR STUDENTS:

Banner Student is the University's software application, which is used to maintain and communicate student information. Using Banner, students may register for class, review grades; view account holds, check financial aid status/ accept awards, and other financial information, and also review class schedule and transcripts.

Accessing Banner Self-Service for Student

- Home page at www.vsu.edu
- Click on the "Trojan Link" tab
- Click on Banner
- Click on Self-Service for Students.
- Enter student ID and pin number and click on login.
- Select Student and Financial Aid
- Select Student Account Detail

From the Main Menu students follow the menu prompts to view selected information. Students should contact the Technology Services at (804) 524-2000 or email at VSUStudenthd@vsu.edu for assistance with email or Banner Account.

TROJAN ONE CARD:

The **Trojan One Card** is your official VSU all-in-one ID for campus life. Issued to **all students, faculty, and staff**, it functions as:

- **Official ID & Security Access**
- **Debit Card** for:
 - On & Off-Campus Purchases
 - Dining Services & Meal Plans
 - Laundry & Vending Machines
 - Library Access
 - Printing Services

Trojan Dollars Overview (VSU Trojan Card)

- **What It Is:** A prepaid account linked to your Trojan Card for cashless purchases on and off campus.
- **Who Can Use It:** All VSU students with credits (actual or projected) on their student account.

Funding Your Account:

- **Online at:** vsu.edu/trojancard
- **On-campus deposit machines at:**
 - Bookstore
 - Library (2 locations)
 - Jones Dining Hall
 - Gateway Events Center
 - Foster Hall
 - Virginia Hall
- **Transfer from student account**
 - **Limit Per Semester:** 2 transfers max.
 - **Freshmen:** Up to \$100 per transfer; \$200 max per semester.
 - **Upperclassmen:** Up to \$150 per transfer; \$300 max per semester.
- **Where It Works:** On-campus and at participating off-campus merchants.
- Visit the [Trojan One Card website](#) for a list of places that accept Trojan Dollars.

Books and Supplies

Books and supplies are additional out-of-pocket expenses. Therefore, students must bring money for the purchase of books and supplies. These expenses should not be included with payments for tuition and other related expenses. Such expenses may range from \$300 to \$900 per semester, depending on a student's major and class load.

Trojan Dollars Overview (VSU Trojan Card) (CONT.)

Book Voucher

Students receiving financial aid, scholarships, etc. in excess of the semester charges may charge a book voucher on their ID Card. Book vouchers are based on a student's estimated credit balance per semester. The voucher may be used to purchase books and supplies only and cannot be exchanged for cash. It is recommended that students obtain an estimated cost for books and supplies before requesting a book voucher.

No cash refunds will be issued for merchandise exchanged or unused balances. The book voucher can only be used during the current academic year, up to the specified expiration date. Unused book voucher amounts, \$5.00 and above, will be credited to the student's account at the end of the spring semester. Unused amounts under \$5.00 will be closed out.

Book vouchers will be issued beginning seven (7) days before the start of classes through the Add/Drop deadline. Students with a projected credit balance, can request book vouchers, Trojan dollars, and off-campus meal plans via E-mail. Email requests must be generated from your VSU Student Email Account and are sent to:

bookvoucher@vsu.edu.

Include in your email:

- Your name
- Student identification number
- Transaction requested (i.e. Book Voucher, Trojan Dollars, off-campus meal plan) and the dollar amount for each.

After verification, the requested amount will be placed on your VSU ID Card and a completion notification will be emailed back to you.

NATIONAL STUDENT EXCHANGE:

The National Student Exchange (NSE) is a program for undergraduate exchange within the United States, its territories and Canada. Through NSE, participants can study for up to two semesters at one of more than 200 colleges and universities participating in the program. Students will be able to take advantage of courses, concentrations, programs of study, and other academic options not available to them at VSU. NSE also offers increased opportunities for cultural awareness, personal growth, exploration of graduate schools, career opportunities and travel.

VSU is a Plan B institution, which means tuition & fees are paid to Virginia State University and room & board is paid to the host institution. An application fee is required and any additional expenses (i.e. travel) is the student's responsibility. For additional information, contact the Honors College office at 804-524-6709. All students participating in NSE are required to sign a Rights & Responsibilities Agreement for financial aid.

EXTENDED EDUCATION:

Virginia State University offers Continuing Education courses for Non- Matriculating Students. Continuing Education students may be those seeking non-degree-granting education, career and workforce training, certification/ recertification or those individuals seeking personal enrichment courses as a lifelong learning experience. Continuing Education students are not eligible for federal or state financial aid, however, on a case-by-case basis, they may be eligible to receive a private education loan. Continuing Education students are limited to part- time enrollments.

EDUCATION ABROAD OPPORTUNITIES:

Education abroad includes international experiential learning opportunities for which students earn academic credit applied toward their degree program. Examples include intensive foreign language training, study abroad, internships, field research, and service learning. Students should contact the Dr. George H. Bennett Office for International Education for information about education abroad opportunities. Additional information and related resources are also available on the Office's study abroad website: <https://vsu.abroadoffice.net/welcome.html>. In order to access their financial aid, students must be currently enrolled at VSU and must be participating in an approved education abroad program for which they will earn academic credit toward their degree. Students must also have an overall GPA of 2.5 and have a clean Judicial Affairs record. All students studying abroad are required to sign a Rights & Responsibilities Agreement for financial aid.

****Note: Seniors will not be approved to study abroad during the semester in which they will graduate since transcripts for coursework completed in conjunction with an education abroad program will not be received by VSU until 4 to 6 weeks after the end of the study abroad term. ****

EDUCATION ABROAD OPPORTUNITIES (CONTINUED):

Financial aid cannot be applied toward non-credit bearing travel programs abroad. Further, students must be cleared by Student Accounts and the Office of Student Financial Aid before any funds awarded by the University can be applied toward education abroad program expenses. Education abroad program costs vary depending on the length, location, and nature of the program. Students should seek assistance from the Office for International Education in selecting appropriate programs and preparing an education abroad program budget for review by the Office for Student Financial Aid.

Students who use their financial aid to fund a semester abroad must return to VSU with at least 12 hours of transferable credit earned abroad (grade of "C" or better in each course). Failure to do so may result in the loss of financial aid for any subsequent semesters at VSU. Any summer financial aid requires participation in a program for which 6 semester hours of credit will be earned (or participation in a 3-hour program abroad combined with additional summer hours of course work completed during another summer session).

Please contact the Office of Student Financial Aid for questions regarding which types of awarded financial aid may be applied toward education abroad fees. Partial scholarships are available through the Dr. George H. Bennett Office for International Education. The Office can also assist students in applying for non-VSU competitive scholarship programs. These include the Benjamin A. Gilman Scholarship (for PELL eligible students), the Boren Scholarship, the Fund for Education Abroad scholarship, and others. Most of these scholarship deadlines are early October (for spring semester) and January/February (for fall and summer semesters). Due to the timing of these programs and the deposit requirements, financial assistance through federal aid programs may not be available. To seek deferred payment of qualifying program expenses, students should request an Education Abroad Consortium Agreement. For most summer abroad programs, students must apply for a Parent or Graduate PLUS loan or an Alternative/Private Education loan. Students' applications can be reviewed for federal financial aid programs, but students may be required to pay deposit fees out of pocket.

EDUCATION ABROAD OPTIONS:

There are three opportunities for students who are interested in education abroad. Only two of these options may be funded through Virginia State University, unless an exception is made.

Option 1: Faculty-led study abroad opportunities through VSU. Students are enrolled for credit hours at VSU and are considered Virginia State University students. To obtain financial assistance for the education abroad programs, students should contact the Financial Aid Office at (804) 524-5990. All participants in VSU faculty-led programs pay a \$250 study abroad administrative fee as well as non-tuition expenses not covered by financial aid.

Option 2: A student may obtain permission from VSU to participate in an education abroad program that is offered through an accredited international school. Formal application materials must be completed through the Office for International Education, the Registrar's Office, and the Financial Aid Office.

Option 3: An education abroad opportunity is offered in coordination with an education abroad program provider. In order to access eligible financial aid to fund program expenses, the program provider must be approved by the Office for International Education and a signed VSU Education Abroad Consortium Agreement with the provider must be submitted to the Office for Financial Aid. Education Abroad Consortium Agreement documents can be obtained in the Office for International Education. These providers may also charge students an additional fee to receive an official academic transcript issued by the provider's U.S. school of record (SOR).

Global Access Fee

To study abroad while enrolled in Virginia State University, all students will need a current U.S. Passport. The Global Access Fee (**\$145**) is a one-time charge that covers the cost of an ADULT U.S. Passport. Once this fee is paid in advance, a student will not need to pay the application fee when attending a *VSU Passport Day* event to apply in person for a US Passport. Instead, the passport fee can be included with other billable expenses. However, students must complete an authorization form granting VSU permission to add the fee to the student's bill. To be eligible for voluntary billing students must (1) be a currently enrolled incoming or returning VSU student and (2) be a US Citizen. The Global Access Fee is NOT available to international students/other non-US citizens. This fee can only be used during an on-campus VSU Passport Day event. Authorization forms are available in the Office for International Education (Johnnella Jackson Hall 205) and on the study abroad website – <http://vsu.abroadoffice.net> (Click on "Forms.")

INTERNATIONAL STUDENTS:

Virginia State University must obtain reliable documentation that an international student applicant for admission has financial resources adequate to meet expenses while studying at the University. This documentation will be reviewed by the University's SEVIS (Student and Exchange Visitor) administrator as a condition of issuing Form I-20.

Financial support information shall also be entered on Form I-20. The I-20 form will be mailed directly to the student after the satisfactory review of the student's financial documents so that the student visa can be obtained to enroll in the university.

Calculation of estimated expenses required for issuance of the I-20 shall be based on the established cost of fulltime enrollment for ONE ACADEMIC YEAR (Fall and Spring semesters) as reported by the VSU Office of Student Accounts for the academic year in which the student will be enrolled. Financial documentation must show evidence of the availability of sufficient income or financial resources equal to or greater than the cost of attending VSU during one academic year.

Acceptable Forms of Documentation: Documents must be submitted in English language only. ORIGINAL hard copy signed documents from financial institutions must be mailed (preferably by a courier service with tracking—ex. FedEx, UPS, or DSL) directly to the Office for International Education, 1 Hayden Drive, P.O. Box 9086, Virginia State University, VA 23806, USA. Photocopies are not acceptable. The documents required are as follows:

- A. **Scholarships, fellowships, and sponsoring agencies:** A copy of the official award on letterhead stationery from the school or sponsoring agency. Letters must be dated and signed by the appropriate authorizing official and must provide the following details:
 - 1. The recipient's name
 - 2. A description of the award and the amount of funding in \$US.
 - 3. The effective date(s) of funding (one semester, academic year, multiple years, etc.)
- B. **Personal Funds or Private Sponsors:** Statement on letterhead stationery from an officer of the sponsor's bank or other financial institution where the sponsor has deposits, identifying the sponsor as the owner of the account and providing the following details regarding the sponsor's account:
 - 1. Date account opened (Account holder must have had the account for at least 6 months);
 - 2. Total amount deposited from the past year; and
 - 3. Present balance.

International students accepted for admission must go to the Student Exchange Visitor Program (SEVP) website to pay the processing fee for their F-1 visa (www.fmjfee.com).

WITHDRAWAL POLICY:

Students who wish to officially withdraw from the University must complete the following steps:

- i. Complete an Official Withdrawal Form. The form may be obtained from the Academic Center for Excellence (ACE), located in Johnston Memorial Library 2nd floor. Call (804) 524-5636.
- ii. Complete an Exit Interview with the Office of Student Financial Aid, or complete on-line at www.studentloans.gov.

Students called to “Temporary Active Duty”, will need to complete the following steps:

1. Contact the University Registrar’s Office in Gandy Hall with a copy of official deployment orders.
2. Complete an exit interview with the Office of Student Financial Aid located in Gandy Hall, (804) 524-5990. Or, the Exit Interview can be completed on-line at www.studentloans.gov.

Adjustment of Fees Upon Official Withdrawal

Adjustments to institutional charges including tuition, fees, room and board will be calculated based on the percentages cited in either the **Federal Return of Title IV Refund Policy** or the **University Refund Policy** (see table below). Students may be assessed \$100 or 5% of institutional cost as an administrative fee (whichever is less). Also, students who are on military deployment will be prorated based on the University’s policy.

***Note:** The official withdrawal date is defined as the actual date the student began the institution’s official withdrawal process, or the midpoint of the semester for a student who leaves without completing the appropriate withdrawal steps listed above.*

STUDENT REFUND PROCESS:

Refunds of overpayments resulting from Title IV (Federal) fund disbursement will be initiated within 14 days of the aid disbursement that caused the actual credit balance. All other credits resulting from State Funds, scholarships, etc. will be processed within our normal operating schedule. You can determine if your account is in the refund queue by checking Banner Self-Service. Once the account balance shows a credit (negative balance) the account enters the refund queue. Please be aware that outside issues such as holds and incorrect addresses can delay the refund.

Parent PLUS Refunds

Parent PLUS loans may only be used to pay for your student's educational expenses. Because Parent PLUS loans are applied to your student's account before any other payment types, they are typically not the source of a student's refund. When there is a refund resulting from a Parent PLUS loan however, Parents borrowing funds via the Department of Education Parent PLUS loan fund have the option of requiring any overpayment up to the amount of the loan be refunded to them instead of the student.

Tuition and Fee Proration Schedule
(Student did not receive Title IV aid)

Days of Attendance	Percentage of Tuition and Fee Reduction
1 - 10 Days	75%
11 - 20 Days	50%
21 or more days	0%

Federal Regulation:

The following federal regulations apply to the processing of all refunds at VSU. If a student withdraws before his/her first day of class, no Title IV or other financial aid sources will be used to pay any portion of the student's educational cost, regardless of the policy that is being used. The student will be responsible for any charges incurred.

Federal Return of Title IV Refund Policy:

Official withdrawal refunds on all allowable charges including tuition and fees will be Prorated on a per diem basis based on the number of days in attendance as a proportion to the number of days in the term or period of enrollment, up to the 60% point in the semester. There are no refunds after the 60% point in time, as the federal regulations view the aid has been "100% earned" after that point in time. A copy of the calculation and examples can be requested from the Office of Student Financial Aid. The Return to Title IV Refund Policy is based on the federal mandate that students earn federal financial aid eligibility in proportion to the amount of time the student was enrolled. The earned portion of student's federal financial aid will be disbursed to the student's account to assist in paying institutional related expenses. The unearned portion will be refunded and/or returned to the U.S. Department of Education Title IV Programs.

OFF-CAMPUS COURSES:

For all off-campus classes, a student must process an official Drop Form **before** the course has met for the **second** scheduled time in order to receive a complete refund. After a class has met for the second time, a student may withdraw from the class, but will not be eligible for any refund.

STUDENT FINANCIAL AID:

When it comes to paying for college, you're not alone. Grants, work-study, and low interest loans help make college affordable. Grants are financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund). Loans are borrowed funds for college; you must repay your loans, with interest. Work-study is a work program through which you earn money to help you pay for school. Federal student aid covers such expenses as tuition and fees, housing and meals, books and supplies, and transportation. Virginia State University's student financial aid programs are administered in conjunction with Federal and State regulations and the Philosophy of Awarding Financial Aid for Higher Education. Student financial aid programs act as a bridge to closing the gap between student and parent resources and college related expenses.

TITLE IV FINANCIAL AID PROGRAMS:

Federal Pell Grant (PELL)

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal Direct Subsidized Loan – Undergraduate students only.

Federal Direct Unsubsidized Loan

Federal Direct Parent Loan for Undergraduate and Graduate Students (PLUS)

Federal College Work Study (CWS)

Withdrawal Refund Policies are subject to change based on new or revised regulations.

Treatment of Title IV Aid When a Student Withdraws (Excerpt: Federal Student Financial Aid Handbook)

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Loans, and PLUS Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the school and/or you must return the excess funds.

**Treatment of Title IV Aid When a Student Withdraws (Excerpt:
Federal Student Financial Aid Handbook (CONTINUED)):**

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earned all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Some Title IV funds cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you must (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Treatment of Title IV Aid When a Student Withdraws (Excerpt: Federal Student Financial Aid Handbook (CONTINUED)):

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

UNOFFICIAL WITHDRAWS:

Students that cease attending class without officially withdrawing from the University are assessed based on Final Grades of all N and/or F. If no date can be determined from University records, the date of withdrawal is recorded as the mid-way point of the semester from the University Calendar. (See University Calendar for details).

Based on the unofficial withdrawal status, federal funds are to be prorated and considered unearned. It is the responsibility of the Financial Aid Office to return unearned funds to the U. S. Department of Education.

Please keep in mind only the financial aid programs are prorated, any charges of tuition, fees, room and board **are not** prorated in the same manner, and therefore your Student Account may reflect a balance due.

APPLICATION PROCESS:

If a student is financing his/her education with financial aid, there is one initial step required in applying for student financial aid at Virginia State University:

1. The applicant must complete and submit to the Federal Aid Processor, the Free Application for Federal Student Aid (FAFSA).

Students can submit the 2025-2026 Free Application for Federal Student Aid (FAFSA) starting January 1, 2025. Students who file the Federal (FAFSA) and the University's (VSU) application by the applicable deadline of March 31, 2025 will receive priority consideration for all the aid programs available to Virginia State University.

A financial aid applicant who has been selected for "Verification" by the U.S. Department of Education will be requested to submit additional information before funds are awarded and disbursed to his/her student account.

AWARD AND NOTIFICATION PROCESS:

The Office of Student Financial Aid must have on file the Federal Student Aid Report and the results of the Free Application for Federal Student Aid (FAFSA), before an applicant may be considered eligible for any of the Federal, State, and/or Institutional Programs. Virginia State University's School code for the FAFSA is **#003764**.

The financial aid award package may consist of a combination of grants, scholarships, work-study and student and/or parent loans. Together these awards attempt to meet a student's financial need. Please note: financial aid is awarded with the assumption of full-time status. It is the responsibility of the student to contact the Office of Student Financial Aid regarding changes in enrollment hours. Our phone number is (800) 823-7214 or (804) 524-5990.

Students must notify the Office of Student Financial Aid of all types of scholarships awarded. Scholarships must be considered as a resource in determining the student's total award package. If you have been selected to receive a scholarship for the academic year, please submit a copy of the scholarship letter from your sponsor indicating the total amount awarded and the academic terms for which the scholarship will be disbursed.

Students who are offered a Federal Direct Student Loan, as a part of their award package must complete the following information:

- An agreement that you will repay the loan (Master Promissory Note).
- An Entrance Loan Counseling session.
- In addition, before graduation and/or leaving the University, a student must complete an Exit Interview session.
- For more information, please visit www.vsu.edu, select "Financial Aid", select "Resources", then "Loan Counseling".

AWARD NOTIFICATION FOR ENTERING FRESHMAN AND NEW TRANSFER STUDENTS:

Students who are awarded any type of financial assistance will receive an award notification video via text and email. Students will also be able to view their awards via banner-9 self-service. Students must accept all award offers via their banner-9 accounts, in order for the Office of Student Financial Aid to authorize valid disbursement(s) to the student's account.

An electronically signed Federal Direct Master Promissory Note and Entrance Loan Counseling session are considered valid financial aid documents, and will be accepted for registration and clearance purposes. A financial aid award must be disbursed and a credit balance reflected on the student's account before a refund can be processed.

AWARD NOTIFICATION FOR ALL RETURNING STUDENTS:

The Office of Student Financial Aid has an electronic process for you to accept your 2025-2026 financial aid award(s). Just follow these simple steps:

1. Go to the Virginia State University homepage (www.vsu.edu) and select Trojan Link
2. Select "Banner"
3. Select "Self Service for Students"
4. Select "Banner Self Service-9"
5. Type in your User Id (ex. V00123456) and Pin Number (ex. 123456)
6. Select "Financial Aid"
7. Select "Award"
8. On the drop-down menu, choose the appropriate Aid Year – **Award Year 2025-2026** - then click submit
9. Select "Accept Award Offer" Tab. **You must accept the "Terms and Conditions" before you proceed to view your awards. If you do not accept the "Terms and Conditions", you will have to see a Financial Aid Counselor in the Financial Aid Office on campus (Gandy Hall – Room 112).**
10. For each award offered, select the required actions (accept, decline, etc.)
11. You can also find other helpful information on this web page, including: Student Requirements (missing documents), Award History, Academic Progress Status, Cost of Attendance, and more!

For additional forms, such as the directions on how to apply for a Parent Plus Loan and the Work Study Interest Form, please visit www.vsu.edu – select "Financial Aid", then "Documents and Forms".

Reminder: A financial aid award(s) must be accepted, disbursed and a credit balance reflected on the student's account before a refund can be processed.

ENTERING FRESHMEN AND NEW TRANSFER STUDENTS:

PLEASE FOLLOW THESE STEPS TO COMPLETE A NEW ELECTRONIC FEDERAL DIRECT LOAN MASTER PROMISSORY NOTE AND ENTRANCE INTERVIEW:

Step 1: Log on to <https://studentaid.gov/>

Step 2: Click "Sign In"

Step 3: Enter Student Information (SSN, Last Name, Date of Birth, FAFSA Pin#) **Step 4:** Click "Complete Counseling" then Click "Start Entrance Counseling" **Step 5:** Proceed through process until complete

Step 6: Click "Complete MPN" Under Master Promissory Note

Step 7: Click "Subsidized/Unsubsidized"

Step 8: Proceed through the process until complete

Please note the following Federal Loan Amounts:

Year	Dependent Undergraduate Student (except students whose parents are unable to obtain PLUS loans)	Independent Student (and dependent students whose parents are unable to obtain PLUS Loans)	Graduate and Professions Degree Student
First Year	\$3,500 plus \$2,000 in unsubsidized loans	\$9,500 – No more than \$3,500 of this amount may be in subsidized loans	\$20,500 – in Unsubsidized loans only
Second Year	\$4,500 plus \$2,000 in unsubsidized loans	\$10,500- No more than \$4,500 of this amount may be in subsidized loans	\$20,500 – in Unsubsidized loans only
Third and Beyond	\$5,500 plus \$2,000 in unsubsidized loans	\$12,500- No more than \$5,500 of this amount may be in subsidized loans	\$20,500 – in Unsubsidized loans only

****Definitions:** A **subsidized loan** is a loan that the U.S. Department of Education pays interest while borrower is in school and during grace and deferment periods; student must be at least half-time and have financial need. An **unsubsidized loan** is a loan that the borrower is responsible for all interest; student must be at least half-time; financial need not required. Also, a student is considered a “**dependent student**” unless he or she is over 24 years of age or has special circumstances as deemed by the University’s financial aid administrator (dependency override). Per Federal Regulations, effective July 1 2012, graduate students are no longer eligible for subsidized loans.

Parent (Plus) Loan and Outside (Alternative) Loan Processing:

All Parent (Plus) Loans and Outside (Alternative) Loan information must be received in the Financial Aid Office, **prior to July 31th for the Fall Semester and November 30th for the Spring semester.** All required documents (i.e., plus promissory notes; endorser addendums, if approved) must be on file with your lender of choice before the Office of Student Financial Aid can apply the loan credit to your student account.

Also, the lender must supply the Office of Student Financial Aid with an expected disbursement date of the funds requested. Allow 4 to 6 weeks processing time in order to ensure funds are available during the Registration Period. **(Note: A Pre- Approval Letter from the lender is not a valid document for the purpose of reducing your account balance.)**

PARENT(PLUS) LOAN AND OUTSIDE (ALTERNATIVE) LOAN PROCESSING CONT.):

Special Note: To assist students and their families in the **Alternative Loan** decision process, the Office of Financial Aid has compiled a list of lenders whom we consider excellent in the educational lending field. We have found each of these lenders to provide prompt service regarding the loan process to the student as well as the University. They also provide prompt electronic payment of loan funds directly to your University disbursement process, and offer a variety of savings programs during the loan repayment phase. The Preferred Lender List is intended as a guide only. The Office of Financial Aid will process an **Alternative Loan** from any lender selected by the students and their families.

All Parent PLUS Loans *must be completed on-line using the following steps:*

Step 1: www.studentloans.gov

Step 2: Click "Login"

Step 3: Enter Parent information (FSA ID and Password)

Step 4: Click "Request a Direct PLUS Loan"

Step 5: Click "Parent Plus"

Step 6: Proceed through the 4 steps (Information, Student & Loan Information, Review Request and Credit Check & Submit)

Step 7: A credit decision will be provided at the end

Step 8: VSU will automatically receive and update the information within 5 business days

****Please check Banner Self-service to accept or decline the award****

DEBT MANAGEMENT:

Many students must borrow to pay for their college education, and obtaining a student loan(s) is serious business. Upon accepting a Federal Direct Student Loan or a Federal Parent (PLUS) Loan, the student/parent must sign an agreement to repay this loan. That agreement is called a Promissory Note. You are borrowing funds that you WILL have to repay WITH interest. Please be smart, and only borrow enough to cover your educational costs and living necessities.

For more information, please visit www.vsu.edu, select "Financial Aid", select "Resources", then "Debt Management".

TRANSFER STUDENTS:

The student must submit the Free Application for Federal Student Assistance (FAFSA) and the Virginia State University Application for Financial Assistance (VSU) before eligibility can be determined. Virginia State University's School code for the FAFSA is **#003674**.

RE-ADMIT STUDENTS:

Students who interrupt their enrollment for at least one year must apply for readmission to the University through the Office of Admissions. Federal regulations prohibit the Office of Student Financial Aid from awarding and processing financial assistance until such time that a student has been officially re-admitted to the University in a degree seeking program of study.

FINANCIAL AID AND ACADEMIC REQUIREMENTS:

A student's eligibility to receive funds from Federal, State and Institutional programs depends on the number of credit hours for which the student initially registers and completes. Since most financial aid packages are awarded on the basis of full-time enrollment costs, the student should be aware that the award package would be re-evaluated and adjusted if full-time enrollment is not established and maintained. For financial aid purposes, undergraduate full-time enrollment status requires a minimum of 12 credit hours each semester and for graduate students 9 hours are required. If a student is contemplating part-time enrollment, it is advisable to see a financial aid representative to discuss the consequences.

MAINTAINING SATISFACTORY ACADEMIC PROGRESS:

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: Cumulative GPA, Hours Earned, and Maximum Time Limit to be eligible for financial aid. In order to maintain eligibility for financial aid from Federal, State and Institutional programs at Virginia State University, a student must continue to make reasonable satisfactory academic progress toward completion of their degree program of study. Classes that are withdrawn from with a grade of "W" or an "I" for Incomplete may affect the student's Satisfactory Academic Progress. Please refer to the Office of Student Financial Aid Website for examples regarding how the aforementioned grades may affect your progress. **Please note: Financial Aid will only pay once for a student to repeat a course for a better grade.**

Satisfactory Academic Progress Chart

NUMBER OF SEMESTERS COMPLETED	SEMESTER GPA	MINIMUM NO. OF CREDIT HOURS EARNED
1	1.5	12
2	1.5	24
3	2.0	36
4	2.0	48
5	2.0	60
6	2.0	72
7	2.0	84
8	2.0	96
9	2.0	108
10	2.0	120

UNDERGRADUATE STUDENTS:

An undergraduate student is considered to have made satisfactory academic progress for maintaining financial aid eligibility in the course of study during each semester enrolled if the schedule listed below is maintained.

(Note: A student must complete 12 credit hours each semester and maintain the semester and cumulative GPA to be considered as having made satisfactory academic progress.)

The Virginia State University Catalog sets forth degree requirements for a four-year completion basis. The Office of Student Financial Aid will allow up to 180 attempted credit hours for a 120-semester hour degree program. Federal guidelines require that a student carry 12 credit hours per semester to be considered full-time; therefore, satisfactory academic progress is based on the assumption that a full-time student must earn a minimum of 12 hours each semester, and a part-time student must complete 67% of the attempted hours.

GRADUATE STUDENTS:

A graduate student is considered to have made satisfactory academic progress for maintaining financial aid eligibility if the following is maintained:

1. Graduates must earn at least 67% of the graduate-level course work that has been attempted; and
2. Graduate students who have enrolled in a graduate program for 2 or more enrollment terms (Fall, Spring, Summer) must have earned a cumulative 3.0 GPA in his/her course of study.
3. The Office of Student Financial Aid will allow up to 45 attempted credit hours for a 27 to 30 semester-hour degree program.

PROGRESS REVIEW PROCEDURES:

Any student receiving financial assistance who does not meet the satisfactory academic progress requirements during a preliminary review at the end of each semester

(Fall, Spring and Summer) will be placed on a **“Warning” status**. At the end of each semester, all students should check their Banner Self-Service Account to determine their financial aid status. If during the second review at the end of the subsequent semester, the student fails to maintain the required standard, a **Cancellation/ Termination** notice is sent, informing the student that all financial assistance must be withdrawn.

The student is responsible for ensuring that the grade-point-average and hours earned data submitted by the Office of the Registrar are accurate and complete.

RIGHT OF APPEAL:

A letter of Appeal is required if a student's financial assistance has been **cancelled or terminated**. A student may submit a **typed** letter, accompanied by the satisfactory academic progress application cover page found at www.vsu.edu- select "Financial Aid", then select the "Satisfactory Academic Progress" tab (on the left. Please read the instructions carefully, as supporting documentation may be needed depending on the circumstances. **A student cannot submit multiple appeals. Appeals must state how a student will improve or change going forward.**

- **All appeals must include an Academic Plan for Improvement. Students may seek assistance from the University College and/or Advisors with the development of the Academic Plan for Improvement.**
- **Student maybe required to attend Satisfactory Academic Progress Workshop or complete online Satisfactory Academic Progress Counseling before financial aid is reinstated.**

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS (SAP):

After financial assistance has been withdrawn, a student may re-establish satisfactory academic progress by either of the following methods:

1. Attend summer sessions at their own expense and improve hours and/or semester/cumulative grade point average to meet the required standards.
2. Attend subsequent semesters at their own expense and improve hours and/or semester/cumulative grade point average to meet the required standards.

Students who comply with either method of re-establishing SAP should submit to the Office of Student Financial Aid a written request asking that their eligibility for financial aid be reinstated.

CANCELLATIONS AND ADJUSTMENTS TO FINANCIAL AID:

A student's financial aid will be cancelled or adjusted if Federal, State and/or Institutional guidelines are not met. In those cases, the student is responsible for immediate payment of any balance created as a result of the cancellation or adjustment.

Information pertaining to other financial aid policies and award programs may be obtained by visiting the VSU website: www.vsu.edu – select "Financial Aid". Students may access their account information by accessing Trojan Link on the VSU website.

The mailing address and phone numbers for the Financial Aid Office are as follows:

**Office of Financial Aid Gandy Hall
Room 112
P.O. Box 9031
Virginia State University, VA 23806
Phone: 1-800-823-7214 or 804-524-5990
Fax Number 804-524-6818
E-mail: finaid@vsu.edu**

DRUG AND ALCOHOL POLICY:

Purpose:

Virginia State University is dedicated to providing a productive and challenging educational environment free from the adverse effects of alcohol and other drugs. The adverse effects of alcohol and other drug-use in the University community creates a serious threat to the welfare of students, employees and Virginia's citizens; and it undermines the mission of the University. The purpose of this policy is to protect the health, safety and welfare of members of the University community and the public being served by the University.

Policy Statement:

The Virginia State University Alcohol and Drug Policy prohibit the unlawful or unauthorized manufacture distribution, dispensation, possession, or use of alcohol and illicit drugs by students and employees on University property or as part of any University activity. In accordance with the federal Drug Free Workplace Act of 1988 and the federal Drug Free Schools and Communities Act of 1989, and the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the University, referral for prosecution, and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program. VSU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

Policy Enforcement for Students:

Violations of any of the foregoing prohibitions subjects a student to disciplinary action up to and including expulsion from the university in accordance with the rules and procedures established in the Student Handbook. Convictions for unlawful conduct under local, state, or federal criminal drug laws may result in penalties such as fines, imprisonment, and loss of driver's license

- In accordance with the Student Handbook, a student may be referred to an appropriate educational, evaluation or rehabilitation program or offered community service, in lieu of suspension or dismissal. Satisfactory participation in any such program is to be determined by the appropriate university department or official after consulting with the individual or organization providing the evaluation or rehabilitation program, coordinating the community service, and/or conducting the educational program. Participation in any such program may postpone completion of degree requirements.
- When students under the age of 21 are found responsible for violating alcoholic beverage and/or controlled substance laws or policies while on campus or at university activities, VSU may notify their parent or guardian of such violations at the time of the notification, in accordance with the Family Educational Rights and Privacy Act (FERPA).

ALCOHOL AND OTHER DRUG TREATMENT PROGRAM RESOURCES FOR STUDENTS:

A student who experiences a problem with alcohol or other drugs may contact the University Counseling Center of Student Health Center for confidential counseling, assessment and referral to community resources, if needed.

University Counseling Center room 409 Memorial Hall 804-524-5939
Student Health Center – Ground Floor of Memorial Hall 804- 524-5711

Policy #1102 Virginia State University Alcohol and Drug Policy may be found in its entirety at <http://www.vsu.edu/files/docs/hr-forms/vsu-alcohol-and-other-drugs-policy.pdf>



Still Have Questions? Here's what you do!

Call the VSU 1-Stop at: (877) 889-7792

Students please check your VSU email and Banner self-service account frequently for updates.

Click [HERE](#) to find important steps to do prior to arriving to school.

[Schedule Virtual Appointment Here](#)

Fall registration is open.

Click [HERE](#) for step by step instructions on course registration.

[Schedule Virtual Appointment Here](#)

Student Accounts: If you need help understanding your bill or setting up direct deposit for your student refund.

Cashier Office: If you need assistance making a payment or you are unable to make your next schedule tuition payment, contact our office immediately at Cashier@vsu.edu.

Collections: Works with students to resolve past-due balances. If you have an AR Hold, please contact us at Debt-collections@vsu.edu.

[Schedule Virtual Appointment Here](#)

Student Conduct:

If you have a Student Conduct hold on your account, please email Ms. Cathleen Braxton at cbraxton@vsu.edu to determine if you are eligible to have it removed.

The email **must come from the student's official university email** and include the student's full name and V-Number for verification.

Still Have Questions? Here's what you do!

Call the VSU 1-Stop at: (877) 889-7792

The VSU online housing process allows all first-time students the opportunity to apply for housing in the convenience of their personal space. The online process for first time students consists of the online application.

The online application is accessed through your banner account; a link is provided below:

[Banner Self Service](#)

All returning students please check your VSU email and Banner for health hold status and communication from Student Health regarding outstanding REQUIRED documentation.

The Commonwealth of Virginia mandates the completion and submission of Health Forms.

1. All students please upload your Health Forms to the Student Health Medical Portal. Forms will NOT be accepted via fax or email due to HIPAA laws and security.
2. All full-time students, including transfer and graduates, are required to submit health forms whether they are taking online classes or in-person.
3. Part-time students are not required to provide health forms. When emailing questions, please include your name, V number and year of entry to the University.
4. For further assistance please email Student Health's Immunization Coordinators: njones@vsu.edu or lclark@vsu.edu.

Students please check your VSU email and Banner self-service account frequently for updates.

FALL SEMESTER 2025

AUGUST

Tuesday- Wednesday	5-6	Faculty & Staff Opening Conference
Friday	8-10	Residence Halls Open (New Students)
Monday-Friday	11-15	New Trojans Experience
Friday	15	Residence Halls Open (Continuing Students)
Monday	18	University Classes Begin
Monday	18	Mandatory Attendance Verification Begins
Monday	18	Eight Week Semester-Term I Classes Begin
Friday	22	Last Day to Add/Drop Classes
Friday	22	Registration Ends for Fall Semester 2025
Friday	29	Mandatory Attendance Verification Ends

SEPTEMBER

Monday	1	LABOR DAY HOLIDAY (University Closed)
Thursday	4	Financial Aid Disbursement Begins
Monday	8	University Opening Convocation
Tuesday	9	Eight Week Last Day to Withdraw Classes ("W" grade will be recorded)
Friday	26	Last Day to file a Graduation Application for Fall 2024 Commencement (Applications must be filed in the Office of the Registrar)
Tuesday	30	Trojan Wellness Day (No Classes-University Offices Open)

OCTOBER

Tuesday	7	Term I, Eight Week Classes End
Thursday	9	Term II, Eight Week Classes Begin
Monday	13	Midterm Examinations Begin
Thursday	16	Term II, Last Day to Add Eight Week Classes
Saturday	18	Midterm Examinations End
Monday-Tuesday	20-21	Trojan Wellness Days-FALL BREAK (No Break for Eight Week Classes)
Friday	24	Midterm Grades are due in the System by Faculty (5:00 p.m.)
Saturday	25	Homecoming Game – Rogers Stadium
Monday	27	Spring 2026 Registration Begins
Friday	31	Term II, Last Day to Withdraw from Classes (A grade of "W" will be recorded)

FALL SEMESTER 2025

NOVEMBER

Tuesday	4	ELECTION DAY (University Closed)
Friday	14	Last Day to Withdraw from On-Campus Classes (A grade of “W” will be recorded)
Wednesday	26	Residence Halls Close at Noon for the semester (NO CLASSES)
Wednesday-Sunday	26-30	THANKSGIVING HOLIDAY (University Closed)

DECEMBER

Monday	1	University Classes Resume Virtually
Tuesday	2	University Classes End
Tuesday	2	Registration Ends for Spring Semester 2026
Tuesday	2	Last Day to Pay Graduation Fees for Fall Commencement
Wednesday	3	University Reading Day
Thursday	4	Final Examinations Begin (Administered Virtually)
Tuesday	9	Final Examinations End (Grades are due within 48 hours after final examinations)
Tuesday	9	Senior Grades are Due in the System (5:00 p.m.)
Thursday	11	Semester Grades are Due in the System (5:00 p.m.)
Friday	12	Commencement Rehearsal at Multipurpose Center
Friday	12	ROTC Commissioning Exercises
Saturday	13	COMMENCEMENT EXERCISES at Multipurpose Center
Sunday	14	Residence Halls Close (Graduating Student Participants)



SPRING SEMESTER 2026

JANUARY

Monday-Tuesday	12-13	University Opening Conference and Faculty & Staff Development Workshops
Wednesday	14	Residence Halls Open (New Students)
Friday	16	Residence Halls Open (Continuing Students)
Monday	19	MARTIN LUTHER KING, JR. HOLIDAY (University Closed)
Tuesday	20	University Classes Begin
Tuesday	20	Mandatory Attendance Verification Begins
Tuesday	20	Term I, Eight Week Classes Begin
Monday	26	Last Day to Add/Drop for All Classes
Monday	26	Registration Ends for Spring 2026

FEBRUARY

Monday	2	Mandatory Attendance Verification Ends
Monday	2	Financial Aid Disbursement Begins
Tuesday	10	Term I, Last Day to Withdraw from Classes ("W" grade will be recorded)
Wednesday	11	ASSESSMENT DAY - All Undergraduate Classes Cancelled 8:00 a.m. – 5:00 p.m. (Classes Resume at 5:00 p.m.)
Monday	23	Trojan Wellness Day (No Classes-University Offices Open)
Friday	27	Last Day to file a Graduation Application for Spring 2025 Commencement (Applications must be filed in the Office of the Registrar)

MARCH

Monday	2	Midterm Examinations Begin
Saturday	7	Midterm Examinations End
Saturday	8	Residence Halls Close at 12:00 Noon
Sunday-Sunday	8-15	Spring Break (No Classes-University Offices Open)
Friday	13	Midterm Grades are due in the System by Faculty (5:00 p.m.)
Sunday	15	Residence Halls Reopen at 8:00 a.m.
Tuesday	17	Term I, Eight Week Classes End
Thursday	19	Term II, Eight Week Classes Begin
Thursday	19	FOUNDER'S DAY
Thursday	19	Term II, Last Day to Add Eight Week Classes
Monday	24	Registration Begins for Fall Semester 2026

SPRING SEMESTER 2026

APRIL

Monday	6	Honors Convocation (5:00 p.m.)
Monday-Friday	6-10	Honors Week Activities
Thursday	9	Term II, Last Day to Withdraw ("W" grade will be recorded)
Friday	17	Last Day to Withdraw from On-Campus Classes ("W" grade will be recorded)

MAY

Tuesday	5	University Classes End
Tuesday	5	Registration Ends for Fall Semester 2026
Tuesday	5	Last Day to Pay Graduation Fees and Clear Unpaid Balances for Spring Commencement
Wednesday	6	University Reading Day
Thursday	7	Final Examinations Begin
Tuesday	12	Final Examinations End (Grades are due within 48 hours after final examinations)
Tuesday	12	Senior Semester Grades are Due in the System (5:00 p.m.)
Wednesday	13	Residence Halls Close at Noon (Non-Commencement Participants)
Friday	15	Semester Grades are Due in the System (5:00 p.m.)
Friday	15	Commencement Rehearsal at Multipurpose Center
Friday	15	ROTC Commissioning Exercises
Saturday	16	COMMENCEMENT EXERCISES at Multipurpose Center
Sunday	17	Residence Halls Close at Noon (Commencement Participants)

