

STUDENT GUIDE

FOR
TUITION, FEES AND
OTHER FINANCIAL INFORMATION
2016 – 2017



BUILDING A BETTER WORLD...SINCE 1882

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FINANCIAL INFORMATION

| Virginia State University 2016 - 2017 Tuition and Fees | | | | |
|---|----------------------------------|---------------------|---------------------------------|---------------------|
| Per Semester Costs | | | | |
| | Undergraduate | | Graduate / Doctoral | |
| | Full time (12 - 18 Hours) | | Full time (9 - 15 Hours) | |
| | Virginia | Non-Virginia | Virginia | Non-Virginia |
| <u>In-State Undergraduate Students</u> | | | | |
| Tuition | 2,586.00 | 7,496.00 | 3,795.00 | 8,441.00 |
| Technology and Infrastructure Fee | 107.00 | 107.00 | 107.00 | 107.00 |
| Comprehensive Fee | 1,314.00 | 1,314.00 | 1,314.00 | 1,314.00 |
| Debt Service Fee | 229.00 | 229.00 | 229.00 | 229.00 |
| State Capital Outlay Fee | | 355.00 | | 355.00 |
| Subtotal - | 4,236.00 | 9,501.00 | 5,445.00 | 10,446.00 |
| Room | 3,085.00 | 3,085.00 | 3,085.00 | 3,085.00 |
| Board | 2,196.00 | 2,196.00 | 2,196.00 | 2,196.00 |
| Subtotal Room and Board | 5,281.00 | 5,281.00 | 5,281.00 | 5,281.00 |
| Total Cost - Boarding | 9,517.00 | 14,782.00 | 10,726.00 | 15,727.00 |
| Part Time Charge is per credit hour | | | | |
| | Undergraduate | | Graduate / Doctoral | |
| | Less than 12 Hours | | Less than 9 Hours | |
| | Virginia | Non-Virginia | Virginia | Non-Virginia |
| Cost Per Credit Hour | \$369.00 | \$817.00 | \$514.00 | \$980.00 |
| Comprehensive Fee | \$10.00 | \$10.00 | \$10.00 | \$10.00 |
| Total Cost Per Hour | \$379.00 | \$827.00 | \$524.00 | \$990.00 |

- (1) The technology and infrastructure fee enables the University to maintain the academic and research technologies needed by graduates to be competitive in participating in the workforce and graduate school.
- (2) The distribution of the Comprehensive fee, charged to full time students, is as follows: Student Health Services \$190; Student Activities \$184.50; Foster Hall Operations \$38; Student Transportation \$ 19; Athletics \$538.50; Security \$ 200; Radio Station \$ 44.50; Campus Card \$23; Other Services \$41.50; Maintenance of Facilities \$35. The \$10 per hour Comprehensive Fee for part time attendance is allocated to Student Health Services.
- (3) The Debt Service fee represents the cost of debt payments for capital projects that are utilized by the campus community.
- (4) The State Capital Outlay fee is a state mandated fee for out-of-state-students to cover the appropriate share of debt service costs for construction projects.
- (5) Room – lowest occupancy rates reflected. Additional charges may apply based on residence hall. See "Housing Charges" on next page.
- (6) Board costs are charged to all students housed in the residence halls.

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.*

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 courses do not contribute to overload status.

Tuition and Fees are assessed 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.

GoArmy Education – Tuition Assistance

GoArmy Ed offers Tuition Assistance (TA) to active duty Army and Army Reserve soldiers. Once approved GoArmy provides Tuition Assistance of \$250.00 per credit hour. The student is responsible for all charges over and above what is received via GoArmy.

RESIDENTIAL LIFE & HOUSING

The Housing and Food Service Agreement is a binding contract; therefore, a written cancellation request must be received, by the Housing Office, on or before **July 15** (Fall) or **November 1** (Spring) in order to prevent forfeiture of the room damage deposit and prorated room charges.

Students who officially withdraw from the University (during any session) **within** the first five (5) calendar days of the beginning of classes will be charged a **prorated** room and board fee for the number of days occupied in the residence hall and charged a \$500 cancellation fee. Validated students who officially withdraw from the University (during any session) **after** the fifth (5th) calendar day from the start of classes will be charged the **entire** room rate for the semester. Non-Validated students, who leave the University after having occupied a room for any period of time, will have their room charge pro-rated for period of occupancy. Board charges will be prorated for the same period of occupancy. **Prorated charges will be based on the exit date on the students exit form.**

Freshmen, Second and Sophomore year full time students (0 to 59 credit hours) attending the University must receive approval to cancel on-campus housing by submitting a Housing Exemption form for review to the Director of Residence Life and Housing. If the form is submitted by July 15 for the Fall Semester and approved, the student will prevent forfeiture of the room damage deposit and prorated room charges. If the housing exemption form is submitted after July 15 for the Fall Semester, the student will forfeit the \$150 room damage deposit and be charged a \$350 cancellation fee. If housing exemption form is submitted by November 1 for the Spring Semester, the student will prevent forfeiture of the room damage deposit and prorated room charges. If the housing exemption form is submitted after November 1, the student will forfeit the \$300 room deposit and be charged a \$200 cancellation fee.

Exemptions will only be made for students who submit an exemption request by the posted deadline and can provide documentation verifying that they meet any of the following requirements:

- Permanent home of residency (with parents) is within a 25 mile radius of VSU
- 21 years of age or older; (must provide copy of birth certificate or copy of your passport)
- Married (must provide copy of marriage license)
- Student is considered an Independent. Verification with the Office of Student Financial Aid will be required
- Completed a tour of military service (must provide a copy of orders or DD214).
- Parent

To be eligible for the housing discount students must have paid the housing reservation fee and lived on campus for at least 1 year prior to 2016-2017. The discounts will be applied according to the following: 5th and 6th semesters (\$500.00 for the year); 7th and 8th semesters (\$750.00 for the year); 9th and 10th semesters (\$1000.00 for the year).

Graduate students, first year, and second year students are not eligible for the housing discount.

| Housing Charges | | | |
|---|-------------|--|----------------|
| Branch, Byrd, Langston, Puryear, Williams - Double | | \$3,085.00 | |
| Eggleston - Single | | \$3,525.00 | |
| Seward - Single | | \$3,700.00 | |
| Whiting - Single | | \$3,750.00 | |
| Moore Hall Rates | | Quad I & II and Gateway Rates | |
| Four (4) Person Suite | \$ 3,501.00 | Single Occupancy | \$3,766.00 |
| One (1) Person Private Suite | \$ 4,134.00 | Double Occupancy | \$3,547.00 |
| Two (2) Person Private Suite | \$ 4,040.00 | | |
| Four (4) Person Private Suite | \$ 3,872.00 | | |
| Summer 2017 Graduate and Undergraduate Room and Board Rates (per week) | | | |
| Room – Quad I | Double | \$237.00 | Board \$155.00 |
| Room – Quad I | Single | \$268.00 | |

On-Campus Meal Plan Choices

There are five resident meal plans from which Boarders can choose. First time freshmen choices are limited to the 19-Meal or the Deluxe 21-Meal plan. The Deluxe 21-Meal plan is at a premium cost. All other plans have the same cost with relatively the same ultimate value. The 19-Meal plan is automatically billed to on-campus students. The deadline to request an alternative meal plan is the last day of late validation (refer to University Calendar). For additional information please refer to the chart on pg.6.

| Meal Plan | Meals per week | Guest Meals | Dining Dollars | Semester Rate | Meal Consumption | Restrictions |
|-----------|----------------|-------------|----------------|---------------|--|---------------------------|
| Deluxe 21 | 21 | 10 | \$230 | \$2,440 | 21 meals anytime Monday through Sunday | No restrictions |
| 19-Meals | 19 | 5 | \$70 | \$2,196 | 3 meals Monday – Friday 2 meals Sat & Sun | No restrictions |
| 14-Meals | 14 | 5 | \$170 | \$2,196 | 2 meals per day Monday through Sunday | Not available to Freshmen |
| 10-Meals | 10 | 5 | \$270 | \$2,196 | 2 meals per day Monday through Friday | Not available to Freshmen |
| 7-Meals | 7 | 5 | \$310 | \$2,196 | 1 meal per day Monday through Sunday | Not available to Freshmen |

UNIVERSITY APARTMENTS AT ETRICK (UAE)

Students with, at least, 24 credit hours may be eligible to live in the University Apartments at Ettrick (UAE). A \$150 Damage Deposit, \$150.00 Non-refundable Administrative Fee and a \$40.00 Non-refundable Application fee are required for all UAE residents. Deposits and fees are subject to change. These fees are paid directly to UAE and must be in the form of a money order or cashier’s check.

Students interested in obtaining information about the UAE and applying for residency should visit the website at www.universityapartmentsatettrick.com. Residents living in UAE do not incur board charges unless an off campus meal plan is purchased. The University will clear all students applying for residency at the University Apartments at Ettrick. All renewals are conditional until cleared by the University. **Students who sign a lease with University Apartments at Ettrick are responsible for rent for both semesters regardless of validation/attendance status.** Please refer to lease agreement for relief options.

| University Apartments at Ettrick | | | |
|--|------------------------|------------------------|---------------------------|
| Fall 2016 - Spring 2017 Leasing Rates | | | |
| | <u>10 Month</u> | <u>12 Month</u> | <u>Summer 2017</u> |
| 2/2 Bedroom Shared | \$3,495.00 | \$4,194.00 | \$1,398.00 |
| 2/2 Bedroom Private | \$6,490.00 | \$7,788.00 | \$2,596.00 |
| 4/2 Bedroom Single | \$4,175.00 | \$5,010.00 | \$1,670.00 |

UAE Parking Permits: All UAE residents who wish to utilize an on-site parking space must purchase a parking decal. The assignment of parking decals are made on a first come, first served basis. Decals for the full academic year may be purchased in advance. UAE parking permits are \$150.00 for the full academic year. UAE Decals do not take the place of VSU parking decals. A VSU parking decal must be purchased for on campus parking.

Required Prepayments:

Upon acceptance to the University, all first time students (freshmen and transfers that plan to live on campus) are required to pay the following advance deposits by June 1st. **Financial aid may not be substituted for deposits.** Each deposit must be paid before receiving a room assignment.

Students Accepted Fall 2016

- \$75 **Orientation Fee – Non-Refundable**

Required for all entering freshmen and **transfer students with less than 30 semester credit hours**

- \$100 **Advance Tuition – Non Refundable**

One-time advance tuition deposit should be paid by June 1 or December 1 in the term of acceptance to the University. (Credited towards semester tuition charges)

- \$150 **Room Reservation – Non Refundable**

Deposit required of all students planning to live, in the residence halls, for the Fall Semester. Deposit due by June 1. (Credited towards semester room charges)

- \$150 **Refundable Room Deposit**

One-time refundable damage deposit is to be paid by May 1 or November 1 in the term of acceptance. The damage deposit is refundable provided the student does not have an outstanding university balance.

\$475 Total due

Students Accepted Spring 2017

- \$175 **Orientation Fee – Non-Refundable**

Required for all entering freshmen and **transfer students with less than 30 semester credit hours**

- \$300 **Room Deposit - Refundable**

\$475 Total due

Transfer Students with 30 hours or more:

- \$100 **Advance Tuition Deposit – non-refundable**
- \$300 **Room Deposit**

\$400 Total due

Returning Students residing on campus:

- \$150 **Room Reservation Deposit**

**Virginia State University
Other Miscellaneous Fees
2016 - 2017**

| | | |
|---|-----------------------------|--------------------------|
| Application Fee | 25.00 | |
| Applied Music Fee ⁽¹⁾ | 400.00 | per semester |
| <i>Biology 120 & 121 (lab fee only)</i> | <i>25.00</i> | <i>per course</i> |
| Clinical Practice Practicum / Internship Fee ⁽²⁾ | 100.00 - 400.00 | |
| Comprehensive Exam Fee (not enrolled for other courses) | 50.00 | |
| Continuing-Education Unit (CEU) | 219 | per credit hour |
| Damaged ID card replacement (must return damaged card) | 10.00 | |
| Digital Course Materials Fee (Business) | 35.00 | |
| Enterprise Systems Program ⁽³⁾ | 276.00 | per credit hour |
| Evaluation of Work / Life Experiences | (50% of applicable tuition) | |
| Graduation Fee | 60.00 | |
| Health Insurance for International Students | 500.00 | per semester |
| <i>Housing Cancellation Fee</i> | <i>500.00</i> | |
| Late Registration Fee | 50.00 | |
| Late Validation Fee (\$100 per week up to \$400) | 100.00 - 400.00 | |
| Lost and stolen card replacement | 25.00 | |
| Miscellaneous Processing Fee | 5.00 | |
| National Student Exchange Application Fee | 85.00 | |
| Organic Chemistry Fee ⁽⁴⁾ | 50.00 | per course |
| Parking Decal - Full-time/Part-time Students | 75.00 | |
| Proficiency Exam | (50% of applicable tuition) | |
| Returned Check Fee | 50.00 | |
| Studio Art Fee ⁽⁵⁾ | 50.00 | per course |
| Study Abroad Administrative Fee | 250.00 | |
| Thesis Fee (non-enrolled) | 60.00 | |
| Transcript Fee | 5.00 | |
| Tuition Payment Plan Enrollment Fees | 45.00 | |
| Water Safety Course Fee ⁽⁶⁾ | 35.00 | |

Note: New or changed fees are in italics and bold

- (1) Offset the cost of single student instruction for students taking an Applied Music Course
- (2) Stipends for Field Site Supervision of students participating in Clinical Practice Practicum/Internship
- (3) Special course rate limited to students enrolled in the certificate program.
- (4) Cover the cost of laboratory materials
- (5) Cover the cost of Art Materials used in class.
- (6) Cover the cost charged by third party for certification.

Special Program Costs

| | |
|---|-----------|
| Dietetic Internship Certificate Program | |
| Program Fee | 6,500.00 |
| Certification Exam Fee | 50.00 |
| Review of Transcript Fee | 50.00 |
| Masters of Individualized Studies in Public Affairs | |
| Program Fee (2 year program) | 13,000.00 |
| Wireless Technology Certificate Program | 9,700.00 |

Other Costs/Fees

| | |
|--|----------------------------|
| Commuter Meal Plan: (Unspent dollars expire at the end of each semester) | |
| 5 Meal A Plan plus \$170 and 3 Guest Meals | 638 |
| 5 Meal B Plan plus \$270 and 3 Guest Meals | 741 |
| 5 Meal C Plan plus \$370 and 3 Guest Meals | 844 |
| 5 Meal D Plan plus \$470 and 3 Guest Meals | 947 |
| 5 Meal E Plan plus \$570 and 3 Guest Meals | 1,050 |
| Internship | |
| Virginia Resident | 358 <i>per credit hour</i> |
| Non-Virginia Resident | 793 <i>per credit hour</i> |
| LOOC (Local On-Line Open Course) Fee Cont. Ed. Student | 299 |
| LOOC (Local On-Line Open Course) Fee Matriculating Student | 199 |
| LOOC Course Materials fee | 49 |
| Off-Campus Tuition | |
| Off-Campus Undergraduate Tuition | 304 <i>per credit hour</i> |
| Off-Campus Graduate Tuition | 490 <i>per credit hour</i> |
| Student Teaching | |
| Virginia Resident | 358 <i>per credit hour</i> |
| Non-Virginia Resident | 793 <i>per credit hour</i> |

OFFICIAL COMMUNICATION TO STUDENTS BY E-MAIL

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, and academic records, or Banner Self Service accounts are current and up-to-date.

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. Information on obtaining insurance through the Affordable Care Act is available in the Student Health Center located in Memorial Hall Room B1 or call 804-524-5711 for additional information.

Please visit www.healthcare.gov/young-adults/college-students/ or <http://www.gohealthplan.com/international-student-insurance.asp> for additional resources.

BILLING STATEMENTS

Billing statements are mailed to the permanent address as listed in BANNER during the semester and emailed monthly to the VSU email account. Students may also review their student account balances on line by accessing their Banner Self Service for Student Account (instructions on page 11)

ELECTRONIC PAYMENT METHODS

Students may make an electronic payment on their account using a credit card or debit from a bank account. Go to <https://vsu.afford.com> . Select the “Make A Payment” option and follow the instructions for making an online payment. **NOTE: If enrolled in the Monthly Payment plan do not use the “Make a One-Time payment option.”**

CASHIER’S OFFICE

Payments can be made at the Cashier’s Office, Virginia Hall, Room 112, Monday – Friday, 8:30 a.m. to 4:30 p.m. **Payments should be made payable to: Virginia State University**. Accepted forms of payment include: Cash; Certified Check; Money Order; Personal Check; debit card; and credit cards (MasterCard, Visa, American Express and Discover). Post-dated checks **will not** be accepted. Do Not Forward Cash in the Mail. Please mail payments to:

**Virginia State University
Cashier’s Office
P.O. Box 9125
Virginia State University, Virginia, 23806**

Joint-Payee Checks

Checks jointly issued to the university and an individual should not normally be accepted except for student-related payments handled by the Financial-Aid Office and the Cashier Office. Financial aid/award checks made jointly payable to Virginia State University and the aid

recipient may be accepted and endorsed by the University without the endorsement of the joint payee under the following circumstances *only*:

- a) The joint payee has an active account in good standing at the University.
- b) The entire amount of the check is deposited to the joint payee's account.
- c) No cash is given back.
- d) No limitation is indicated on the front of the check, such as "Borrower's signature required" or "Endorsement constitutes acknowledgement of changed agreement" or similar wording.
- e) If a refund is owed to the joint payee, it is made using the normal student refund procedures.

Check Processing Information

The student's name and account number must accompany the remittance or appear on all checks or money orders and must include the following information pertaining to the **payer**:

- **No starter checks, No post-dated Checks**
- Name imprinted by check manufacturer, Signature matches imprinted name on check
- Current address and phone number, hand written if not imprinted
- **Please be prepared to submit a: U.S. driver's license, or U.S. state-issued non-driver's ID, or U.S. Military ID**

A fee of \$50 will be charged for all checks returned insufficient and future payments by check may not be accepted.

The University reserves the right to refuse any checks from students who have had checks returned in the past. Non-sufficient funds (NSF) checks will be vigilantly collected upon and can only be repaid by cash, money order, credit card, or certified means of payment. Subsequently, the University will not accept any type of personal check on behalf of or from these students. If unpaid, collection activity, including legal action can and may be utilized. The student shall also be liable for any and all costs incurred in the collection of the returned check or any other delinquent balances.

VSU does not accept checks drawn on Foreign Banks. Due to fluctuating foreign exchange conversion rates, it is the responsibility of the Student/Payer to convert any foreign currency payment to US dollars so that the student's account can be properly credited. If a foreign currency is accepted, any differences in exchange rates will be charged back to the student's account.

MEETING FINANCIAL OBLIGATIONS

Students are expected to pay tuition and fees and all other costs associated with attending VSU and become financially cleared (Validated) each semester before the first day of class. All costs associated with attendance at VSU are due before official enrollment in classes. Unpaid balances from a prior semester must be paid before enrollment in a subsequent semester or session. Candidates for **December** graduation must settle all outstanding obligations to the University by November 20, 2016 in order to be permitted to participate in the commencement exercises. Candidates for **May** graduation must settle all

outstanding obligations to the University by April 25, 2017 in order to be permitted to participate in the commencement exercises. NOTE: payment plans are not available for the Winter and Summer sessions. Payment of the full amount is due by the first day of classes.

WORK STUDY DEFERMENTS

Students awarded College Work Study funds by the Office of Student Financial Aid may use up to 75% of the semester award, (**maximum deferment \$750.00**), to offset the cost of attendance. Visit the Office of Student Accounts to complete the appropriate paperwork.

THIRD PARTY – 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 45 days.”

TUITION PAYMENT PLAN

The University offers interest-free semester payment plans through Tuition Management Systems (TMS). **Plans must be set up each semester.** To enroll on-line go to <https://vsu.afford.com/>, over the telephone call 1 (800) 722-4867. Monthly payments can also be automatically deducted from your bank account or billed to your credit card at no additional charge. The Enrollment fee of \$45.00 and the first installment payment must be paid when the plan is established. The following monthly plan options are available:

5-month Semester Payment - Plan Payments are made in equal monthly installments from July 15 – November 15 (fall semester) and December 15 – April 15 (Spring Semester).

4-month Semester Payment Plan - Payments are made in equal monthly installments from August 6 – November 15 (fall semester) and January 6 – April 15 (Spring Semester).

Validation (financial clearance) will occur only when the enrollment fee; first installment payment and any past due semester balances have been satisfied AND the payment plan budget is equal to the amount due after any projected aid.

DELINQUENT TUITION PAYMENT PLAN PARTICIPANTS

An Accounts Receivable hold will be placed on the student's account when a payment plan becomes delinquent. In order for the hold to be released all past due and current due installments must be paid in full. If the payment plan is closed by TMS the entire balance due must be paid prior to removal of the hold.

UNPAID AND OVERDUE ACCOUNTS

- A Hold will be placed on a student's account when there is a past due amount owed the University. This hold prevents viewing of grades, registration, and receiving a transcript. The hold will not be removed until all past due amounts are paid.
- The University reserves the right to require payments in guaranteed funds before hold removal.

- If a student receives a housing assignment during the pre-housing period and subsequently incurs a balance due, the housing assignment may be revoked. The assignment can be reinstated when balances due are paid, contingent upon the availability of rooms.
- Grades will be withheld and the student will not be granted a transcript, diploma or certificate until all financial obligations to the University are resolved.
- Unpaid/delinquent accounts may be referred to the University's Collection Unit for activity. Collection activity can include referral of the account to a private collection agency, submission of the account for litigation by the Office of the Attorney General, Private Collection Agency and to the Department of Taxation's, Tax Debt Set-Off program.

Note: The student is liable and will be charged for any and all fees incurred, including attorney's fees, in collection of the unpaid account.

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.

VSU ID CARD

The TrojanCard is the official identification/security card provided to all new students, faculty and staff. This card is used as a debit card for book vouchers, dining services, meal plans, laundry services, vending machines, library and printing services. Students can deposit money to their TrojanCard on line or by using one of the TrojanCard deposit machines (ADM) located in the Library, Jones Dining Hall, and Foster Hall.

TROJAN DOLLARS

This service allows students with actual or projected credits on their VSU student account to transfer a portion of credit to their TrojanCard "Trojan Dollar" account. Students are limited to two (2) transfers per semester. Freshman may receive credit up to \$100 per transfer not to exceed \$200. Upperclassmen may receive up to \$150 per transaction, not to exceed \$300. Trojan Dollars can also be used to make off-campus purchases at

participating merchant locations. Check with the TrojanCard Office in the basement of Virginia Hall for a current listing of merchants who accept Trojan Dollars.

Funds on the TrojanCard may not be used to purchase cash or gift cards.

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.

BOOKVOUCHER

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 middle of the semester. **Validated** 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. bookvoucher, 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

National Student Exchange (NSE) is a program for undergraduate exchange within the United States, its territories and Canada. Through the NSE, participants can study for a semester or full academic year at one of more than 176 colleges and universities participating in the program. Students will be able to take advantage of courses, concentrations, programs of study, or other academic options not available to them at VSU as well as being offered increased opportunities for cultural awareness, personal growth and development, exploration of graduate school and career opportunities, and travel.

VSU is a Plan B institution. Tuition and fees are paid to the home institution and room & board is paid to Virginia State University and any other expense (i.e. travel) is the student's responsibility. There is an application fee. All interested in this opportunity please see the coordinator in the University College or call (804) 524-5919 for additional information.

Extended Education

Virginia State University offers Extended Education classes for Non-Matriculating Students who: are seeking non-degree career training, workforce training, formal personal enrichment courses or are teachers taking classes for certification/recertification. Extended Education students are not eligible for federal or state financial aid, but maybe able to receive a Private Education Loan. Extended Education students are limited to part-time status.

Education Abroad Opportunities

Students should contact the Dr. George H. Bennett Office for International Education for information about education abroad opportunities (study abroad, internships, field research, and service learning). 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. 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.

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 scholarships 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.

Study 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: 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 these 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.

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: A study abroad opportunity is offered by another university, often in coordination with an education abroad program provider. Typically, financial assistance for these programs is obtained through the university that the student plans to attend or some other external source. When circumstances warrant, a student may request that a consortium agreement be set up with the host school. Education Abroad Consortium Agreement documents can be obtained in the Office for International Education. However, neither Virginia State University nor the host school is required to enter into this type of agreement. If the student's request is approved, additional forms are required before financial assistance can be received.

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. 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:

1. Complete an Official Withdrawal Form. The form may be obtained from the University College, located on Carter G. Woodson Ave., (804) 524-5928.
2. Complete an Exit Interview with the Office of Student Financial Aid. Or, the Exit Interview can be completed 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 tables on pages 15 & 16). 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.*

REFUND OF CURRENTLY ENROLLED OVERPAID ACCOUNTS

Refunds of overpayments resulting from Title IV (Federal) fund disbursement will be initiated within 14 working days of the aid disbursement that causes an 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. **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.**

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.

UNIVERSITY REFUND POLICY

Due to Federal Regulations the University is required to have different proration schedules for students with Title IV Federal Financial aid and for students without this aid. The proration schedules for both scenarios are as follows:

| Tuition and Fee Proration Schedule | |
|---|---|
| (Student received Title IV aid) | |
| <u>Official Withdrawal Date</u> | <u>% of Charges to be Retained by School</u> |
| Before the 1st day of class | 0% |
| Week 1 (day 1 - 7) | 1% thru 7% |
| Week 2 (day 8 - 14) | 8% thru 14% |
| Week 3 (day 15 - 21) | 15% thru 21% |
| Week 4 (day 22 - 28) | 22% thru 28% |
| Week 5 (day 29 - 35) | 29% thru 35% |
| Week 6 (day 36 - 42) | 36% thru 42% |
| Week 7 (day 43 - 49) | 43% thru 49% |
| Week 8 (day 50 - 61) | 50% thru 56% |
| Week 9 (day 62 - 65) | 57% thru 59% |
| After 66 days of enrollment | 100% |

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 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, room and board, 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 TEACH Grant (TEACH)
- Federal Supplemental Educational Opportunity Grant (SEOG)

Federal Perkins Loan
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), TEACH Grant, Direct Loans, PLUS Loans, and Federal Perkins 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.

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.

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.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TT Y users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Unofficial Withdrawals

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 are two initial steps 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); and
2. The applicant must complete and submit to the Office of Student Financial Aid, the Virginia State University "**Application for Financial Assistance**" (VSU). You may

download this form via the Internet at www.vsu.edu – select “Financial Aid”, and then select “Documents and Forms”.

New this year: Students can submit the 2017-2018 Free Application for Federal Student Aid (FAFSA) starting October 1, 2016. Students who file the Federal (FAFSA) and the University’s (VSU) application by the applicable deadline 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 2016-2017 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 and/or a Perkins Loan, as a part of their award package must complete the following information:

- An agreement that you will repay the loan (Promissory Note).
- An Entrance Interview Form.
- In addition, before graduation and/or leaving the University, a student must complete an Exit Interview Form.
- 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 must sign, date and return the original paper copy of the award notification letter. In the event that a revised award notification letter is received, the student must also sign and return it in order for the Office of Student Financial Aid to authorize valid disbursement(s) to the student’s account.

A signed award notification letter and/or the Federal Direct and Federal Perkins Loan Promissory Notes are considered valid financial aid documents, and will be accepted for

registration and validation 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 2016-2017 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"
5. Type in your User Id (ex. V01234567) 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 2016-2017-** 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 Office of Student Financial Aid Calendar, 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://studentloans.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 June 30th for the Fall Semester and November 30th for the Spring semester.** All required documents (i.e., promissory notes and income verification- if requested) 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 and Validation Period. **(Note: A Pre-Approval Letter from the lender is not a valid document for the purpose of reducing your account balance.)**

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.

2016-2017 Award Year- 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, Federal Perkins 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.**

| 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 | 60 |
| 6 | 2 | 72 |
| 7 | 2 | 84 |
| 8 | 2 | 96 |
| 9 | 2 | 108 |
| 10 | 2 | 120 |

Undergraduate Students

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

(Note: A student must successfully 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 the 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 Student Financial Aid
Gandy Hall – Room 112
P.O. Box 9031
VSU, VA 23806
1-800-823-7214 or 804-524-5990
Fax Number (804) 524-6818
E-mail: finaid@vsu.edu

Office Directory

Academic Support Center

3324 Barnes Street
P.O. Box 9034
VSU, VA 23806
(804) 524-6755

Admissions Office

20708 Fourth Ave
P.O. Box 9018
VSU, VA 23806
(804) 524-5901

Call Centers

Admissions - 804-524-5902
Enrollment Services - 804-524-0919
Financial Aid - 804-524-5990 or 800-871-7611

Cashier's Office

Virginia Hall
P.O. Box 9125
VSU, VA 23806
(804) 524-5150

Collections

Virginia Hall
P.O. Box 9024
VSU, VA 23806
(804) 524-5506

Financial Aid

Gandy Hall
P.O. Box 9031
VSU, VA 23806
(804) 524-5990 or 800-823-7214

New Student Orientation Program

20716 Fourth Ave
P.O. Box 9421
VSU, VA 23806
(804) 524-5356 ext. 5356

Registrar

Gandy Hall
P. O. Box 9217
VSU, VA 23806
(804) 524-5275

Residence Life

Memorial Hall
P. O. Box 9073
VSU, VA 23806
(804) 524-5011

School of Graduate Studies

20716 4th Ave
P. O. Box 9080
VSU, VA 23806
(804) 524-5984

Transfer Admissions

20716 Fourth Ave
P. O. Box 9054
(804) 524-5888

Student Accounts

Virginia Hall
P.O. Box 9025
VSU, VA 23806
(804) 524-5506

University Ettrick Apartments

4010 J. Mitchell Jones Drive
Petersburg, VA 23806
Office (804) 524-5153
Fax (804) 524-5131

VSU ID Card Office

Virginia Hall
P.O. Box 9004
VSU, VA 23806
(804) 524-5282

Please refer to the Academic Calendar listed on the VSU website for any changes that occurred after the Fee Guide was published.

**Virginia State University
2016-2017 Calendar**

**Virginia State University
2016-2017 Calendar**

FALL SEMESTER, 2016

AUGUST

| | | |
|-----------------|-----------|--|
| Friday-Saturday | 5-6 | Residence Halls Open at 8:00 A.M. for New Students and Continuing Students |
| Monday | 8 | University Conference and Faculty Planning Workshop |
| Monday-Friday | 8-12 | Undergraduate School/Graduate School/Continuing Education Registration |
| Tuesday | 9 | Faculty Planning Day |
| Monday | 15 | University Classes Begin |
| Monday | 15 | Mandatory Attendance Verification Begins |
| Monday | 15 | Term I, Off-Campus Eight Week Classes Begin |
| Monday | 15 | Late Validation Begins (Late fee is in effect) |
| Friday | 19 | Late Validation Ends |
| Friday | 19 | Last Day to Add/Drop Courses |
| Friday | 19 | Mandatory Attendance Verification Ends |

SEPTEMBER

| | | |
|---------------|-----------|---|
| Monday | 5 | LABOR DAY HOLIDAY (University Closed) |
| Monday | 12 | Formal Opening Convocation (7:00 p.m.) |
| Friday | 16 | Last Day to Withdraw from Eight Week Classes (Grade of W will be recorded) |

| | | |
|---------------|-----------|--|
| Monday | 26 | Advisory Examinations Begin |
| Thursday | 29 | Term I, Off-Campus Eight Week Classes End |
| Friday | 30 | Advisory Examinations End |
| Friday | 30 | Last Day to file an Application for Winter Commencement (Applications must be filed in the Office of the Registrar) |

OCTOBER

| | | |
|-----------------------|------------|---|
| Monday-Tuesday | 3-4 | FALL BREAK (No Break for Eight Week Classes) |
| Monday | 3 | Term II, Off-Campus Eight Week Classes Begin |
| Friday | 7 | Advisory Grades are due in System by Faculty – (5:00 P.M.) |
| Friday | 14 | Term II, Last Day to Add/Drop Courses – Eight Week Classes |
| Monday | 17 | Curriculum Sheet Update/Schedule Planning/Course Scheduling |
| Monday | 17 | Registration Begins Spring Semester |
| Friday | 21 | Last Day to Withdraw Term II, Eight Week Classes (Grade of W will be recorded) |
| Friday | 21 | Last Day to Withdraw from On-Campus Classes (Grade of W will be recorded) |

NOVEMBER

| | | |
|-------------------------|--------------|---|
| Tuesday | 22 | Residence Halls will close at 6 PM |
| Wednesday-Sunday | 23-27 | THANKSGIVING HOLIDAY (University Closed) |
| Sunday | 27 | Residence Halls will Re-Open at 8 AM |
| Monday | 28 | Registration Ends for Spring Semester |
| Monday | 28 | Grade Rosters for all Winter Commencement candidates must be distributed to Faculty by the Registrar |
| Monday | 28 | University Classes End |
| Monday | 28 | Term II, Off Campus Eight Week Classes End |
| Tuesday | 29 | University Reading Day |
| Wednesday | 30 | Final Examinations Begin |

DECEMBER

| | | |
|----------------------|-----------|--|
| Monday | 5 | Final Examinations End (Faculty members are encouraged to submit grades to the Office of the Registrar within 48 hours after final examination) |
| Tuesday Students) | 6 | Residence Halls will close at 12 Noon (Non-Commencement |
| Tuesday | 6 | Senior Grades are Due in the System by Faculty – (10:00 A.M.) |
| Friday | 9 | Commencement Activities |
| Saturday | 10 | WINTER COMMENCEMENT – 10:00 A.M. |
| Saturday | 10 | Residence Halls will close at 3 PM (Commencement Students) |
| Tuesday | 13 | Semester Grades are due in the System by Faculty – (5:00 P.M.) |

SPRING SEMESTER, 2017

JANUARY

| | | |
|-----------------|-----------|--|
| Monday | 9 | University Conference and Faculty Planning Workshops |
| Monday | 9 | Residence Halls Open at 8:00 A.M. for New Students and Continuing Students |
| Friday-Saturday | 9-13 | Undergraduate School/Graduate School/Continuing Education Registration |
| Monday | 16 | MARTIN LUTHER KING, JR. HOLIDAY (University Closed) |
| Tuesday | 17 | Undergraduate School/Graduate School/Continuing Education Registration |
| Tuesday | 17 | University Classes Begin |
| Tuesday | 17 | Term I, Off-Campus Eight Week Classes Begin |
| Tuesday | 17 | Late Validation Begins (Late Fee in Effect) |
| Tuesday | 17 | Mandatory Attendance Verification Begins |
| Friday | 20 | Late Validation Ends |
| Friday | 20 | Last Day to Add/Drop a Course (All Classes) |
| Friday | 20 | Mandatory Attendance Verification Ends |

FEBRUARY

| | | |
|----------------|-----------|--|
| Tuesday | 14 | ASSESSMENT DAY (All Undergraduate Classes are Cancelled) |
| Friday | 24 | Last Day to file an Application for Spring Commencement (Applications must be filed in the Office of the Registrar) |

MARCH

| | | |
|----------------------|--------------|--|
| Friday | 3 | Term I, Last Day to Withdraw Eight Week Classes (Grade of W will be recorded) |
| Friday | 3 | Term I, Off-Campus Eight Week Classes End |
| Monday | 6 | Advisory Examinations Begin |
| Monday | 6 | Term II, Off-Campus Eight Week Classes Begin |
| Monday | 6 | FOUNDER'S DAY |
| Saturday | 11 | Advisory Examinations End |
| Saturday | 11 | Residence Halls will close at 12 noon |
| Sunday-Sunday | 12-19 | SPRING BREAK (No Spring Break for Eight Week Classes) |
| Sunday | 19 | Residence Halls will Re-Open at 8 AM |
| Monday | 20 | Advisory Grades are due in System by Faculty – (5:00 P.M.) |
| Wednesday | 22 | Curriculum Sheet Update/Schedule Planning/Course Scheduling |
| Wednesday | 22 | Registration Begins for Fall Semester, 2016 |
| Wednesday | 22 | Term II, Last Day to Add/Drop Courses-Eight Week Classes |
| Wednesday | 22 | Last Day to Withdraw from On-Campus Classes (Grade of W will be recorded) |
| Wednesday | 29 | Term II, Last Day to Withdraw from Eight Week Classes (Grade of W will be recorded) |

APRIL

| | | |
|------------------|-----------|---|
| Monday | 10 | Academic Honors Exercise (7:00 p.m.) |
| Monday-Friday | 10-14 | Honors Week Activities |
| Wednesday | 12 | Registration Ends for Fall Semester, 2017 |
| Friday | 14 | Last Day to Withdraw from On-Campus Classes (Grade of W will be recorded) |
| Monday | 24 | Grade Rosters for all Spring Commencement candidates must be distributed to Faculty by Registrar |

MAY

| | | |
|------------------------|--------------|---|
| Monday | 1 | Term II, Off-Campus Eight Week Classes End |
| Monday | 1 | University Classes End |
| Tuesday | 2 | University Reading Day |
| Wednesday | 3 | Final Examinations Begin |
| Monday | 8 | Final Examinations End (Faculty members are encouraged to submit grades to the Office of the Registrar within 48 hours after final examinations) |
| Monday | 8 | Residence Halls will close at 12 Noon (Non-Commencement Students) |
| Tuesday | 9 | Senior Grades Are Due in the System |
| Friday | 12 | Semester Grades are due in System – (5:00 P.M.) |
| Friday-Saturday | 12-13 | Commencement Activities |
| Friday | 12 | ROTC Commissioning Exercises |
| Friday | 12 | Nurses Pinning Ceremony |
| Saturday | 13 | COMMENCEMENT EXERCISES (9:00 A.M.) |
| Saturday | 13 | Residence Halls will close at 3 PM (Commencement Students) |

SUMMER SESSIONS, 2017

MAY

| | | |
|----------------|-----------|---|
| Monday | 22 | Registration for All Summer Sessions |
| Tuesday | 23 | Session I On-Campus Classes Begins (4 ½ Weeks) |
| Tuesday | 23 | Off-Campus Eight-Week Classes Begin |
| Tuesday | 23 | Ed. D. Classes Begin (5 Weeks) |
| Tuesday | 23 | Late Registration |
| Thursday | 25 | Last Day to Add Classes – Session I |
| Thursday | 25 | Last Day to Add Off-Campus Classes |
| Monday | 29 | MEMORIAL DAY (No Classes) |

JUNE

| | | |
|------------------|-----------|--|
| Friday | 2 | Last Day to Withdraw from Session I Classes |
| Friday | 2 | Last Day to Withdraw from Off-Campus Classes (Grade of W will be recorded) (4 ½ Weeks) Grade of W will be recorded) |
| Wednesday | 21 | Session I Ends (4 ½ Weeks) |

| | | |
|-----------------|-----------|---|
| Thursday | 22 | Final Examination Period Session I |
| Friday | 23 | Registration All Sessions |
| Saturday | 24 | Session I – Ed. D. Classes End (5 Weeks) |
| Monday | 26 | Session II On-Campus Classes – Begin (4 ½ Weeks) |
| Monday | 26 | Session II – Ed. D. Classes Begin (5 Weeks) |
| Tuesday | 27 | Late Registration for Session II |
| Thursday | 29 | Last Day to Add/Drop Classes – All Session II Courses |
| Thursday | 29 | Session I grades are due in System (5:00 P.M.) |

JULY

| | | |
|----------------|----------|---|
| Tuesday | 4 | INDEPENDENCE DAY (University Closed) |
| Friday | 7 | Last Day to Withdraw from Session II Classes |
| Wednesday | 26 | Off-Campus Classes End |
| Wednesday | 26 | Session II- 4 ½ Weeks Classes End |
| Thursday | 27 | Final Examination Period Session II- 4 ½ Weeks |
| Saturday | 29 | Session II- Ed. D. Classes End (5 Weeks) |
| Wednesday | 26 | Session II grades are due in System (12:00 Noon) |

FALL SEMESTER, 2017

AUGUST

| | | |
|-----------------|-----------|--|
| Friday-Saturday | 4-5 | Residence Halls Open at 8:00 A.M. for New Students and Continuing Students |
| Monday | 7 | University Conference and Faculty Planning Workshop |
| Monday-Friday | 7-11 | Undergraduate School/Graduate School/Continuing Education Registration |
| Tuesday | 8 | Faculty Planning Day |
| Monday | 14 | University Classes Begin |
| Monday | 14 | Mandatory Attendance Verification Begins |
| Monday | 14 | Term I, Off-Campus Eight Week Classes Begin |
| Monday | 14 | Late Validation Begins |
| Friday | 18 | Late Validation Ends (Late fee is in effect) |
| Friday | 18 | Last Day to Add/Drop Courses |
| Friday | 25 | Mandatory Attendance Verification Ends |

SEPTEMBER

| | | |
|---------------|-----------|--|
| Monday | 4 | LABOR DAY HOLIDAY (University Closed) |
| Monday | 11 | Formal Opening Convocation (7:00 p.m.) |
| Friday | 15 | Last Day to Withdraw from Eight Week Classes (Grade of W will be recorded) |
| Monday | 25 | Advisory Examinations Begin |
| Thursday | 28 | Term I, Off-Campus Eight Week Classes End |
| Friday | 29 | Advisory Examinations End |
| Friday | 29 | Last Day to file an Application for Winter Commencement (Applications must be filed in the Office of the Registrar) |

OCTOBER

| | | |
|-----------------------|------------|---|
| Monday-Tuesday | 2-3 | FALL BREAK (No Break for Eight Week Classes) |
| Monday | 2 | Term II, Off-Campus Eight Week Classes Begin |
| Friday | 6 | Advisory Grades are due in System by Faculty – (5:00 P.M.) |
| Friday | 13 | Term II, Last Day to Add/Drop Courses – Eight Week Classes |
| Monday | 16 | Curriculum Sheet Update/Schedule Planning/Course Scheduling |
| Monday | 16 | Registration Begins Spring Semester, 2016 |
| Friday | 20 | Last Day to Withdraw Term II, Eight Week Classes (Grade of W will be recorded) |
| Friday | 20 | Last Day to Withdraw from On-Campus Classes (Grade of W will be recorded) |

NOVEMBER

| | | |
|-------------------------|--------------|---|
| Wednesday-Sunday | 22-26 | THANKSGIVING HOLIDAY (University Closed) |
| Monday | 27 | Registration Ends for Spring Semester, 2016 |
| Monday | 27 | Grade Rosters for all Winter Commencement candidates must be distributed to Faculty by the Registrar |

DECEMBER

| | | |
|-----------------|-----------|--|
| Friday | 1 | University Classes End |
| Friday | 1 | Term II, Off Campus Eight Week Classes End |
| Monday | 4 | University Reading Day |
| Tuesday | 5 | Final Examinations Begin |
| Saturday | 9 | Final Examinations End (Faculty members are encouraged to submit grades to the Office of the Registrar within 48 hours after final examination) |
| Monday | 11 | Senior Grades are Due in the System by Faculty – (5:00 P.M.) |
| Friday | 15 | Semester Grades are due in the System by Faculty – (5:00 P.M.) |
| Friday | 15 | Commencement Activities |
| Saturday | 16 | WINTER COMMENCEMENT – 10:00 A.M. |

Virginia State University is accredited by the commission on colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number (404) 679-4501) to award bachelor's and master's degrees and a certificate of advanced graduate study.

The University reserves the right to change its fees. If such a change becomes necessary, the University will endeavor to give notice in advance.

Revised 06/15/2016



BUILDING A BETTER WORLD...SINCE 1882