

**Student Guide
for
Tuition, Fees and
Other Financial Information
2003-2004**



The Education of Your Life

**FINANCIAL INFORMATION
VIRGINIA STATE UNIVERSITY
TUITION AND FEES (PER SEMESTER)
2003-2004**

FALL 2003, SPRING and SUMMER 2004

Unless otherwise noted, all fees shown in this guide are on a per semester basis.

FULL-TIME (12-17 Hours):

	UNDERGRADUATE		GRADUATE	
	Residency Status		Residency Status	
	Virginia	Non-Virginia	Virginia	Non-Virginia
Tuition ⁽¹⁾	\$ 944	\$ 4,374	\$ 1,442	\$ 4,815
Comprehensive Fee (2)	931	931	931	931
Surcharge (3)	262	262	262	262
Rogers Stadium Capital Fee (4)	38	38	38	38
State Capital Outlay Fee (5)	<u>0</u>	<u>25</u>	<u>0</u>	<u>25</u>
Subtotal- Non-Boarding	\$ 2,175	\$ 5,630	\$ 2,673	\$ 6,071
Room (6)	1,732	1,732	1,732	1,732
Board (7)	<u>1,272</u>	<u>1,272</u>	<u>1,272</u>	<u>1,272</u>
Subtotal Room & Board	3,004	3,004	3,004	3,004
Total Cost With Boarding	\$ 5,179	\$ 8,634	\$ 5,677	\$ 9,075

PART-TIME (Less than 12 Hours) FEES PER SEMESTER HOUR :

	UNDERGRADUATE		GRADUATE	
	Virginia	Non-Virginia	Virginia	Non-Virginia
Tuition	\$ 105	\$ 405	\$ 150	\$ 449
Comprehensive Fee (2)	<u>34</u>	<u>34</u>	<u>34</u>	<u>34</u>
Total Cost-per Credit Hour	\$ 139	\$ 439	\$ 184	\$ 483

SUMMER 2004 FEES
UNDERGRADUATE and GRADUATE

Board		\$ 90	per week
Room	Single Occupancy	\$145	per week
	Double Occupancy	\$104	per week

DOCTORAL PROGRAM IN EDUCATIONAL ADMINISTRATION AND SUPERVISION (Ed.D.)
FULL-TIME (9 Credit Hours Per Semester)

	<u>FALL 2003 and SPRING 2004</u>	
	Virginia	Non-Virginia
Tuition	\$1,442	\$4,815
Comprehensive Fee (2)	931	931
Surcharge (3)	262	262
Rogers Stadium Capital Fee (4)	38	38
State Capital Outlay Fee (5)	<u>0</u>	<u>25</u>
Subtotal-Non-Boarding	\$2,673	\$6,071
Room (6)	1,732	1,732
Board (7)	<u>1,272</u>	<u>1,272</u>
Subtotal Room & Board	3,004	3,004
Total Cost with Boarding	\$5,677	\$9,075

6 Credit Hours Per Term
(2 Terms Per Summer Session)

Tuition	\$ 900	\$2,694
Comprehensive Fee (2)	<u>204</u>	<u>204</u>
Total Cost	\$1,104	\$2,898

THE UNIVERSITY RESERVES THE RIGHT TO CHANGE ITS FEES. 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.

- (1) Upon acceptance to the University, **all first time students (freshmen and transfers that plan to live on Campus)** are required to pay each of the following advance deposits, **no financial aid can be substituted for deposits. Each deposit must be paid prior to receiving a room assignment.**

- **\$100 Advance Tuition Deposit**
One-time Advance Tuition Deposit should be paid by June 1 or December 1 in the term of acceptance to the University.
- **\$150 Room Reservation Deposit**
At the beginning of each Fall Semester, all students planning to live in the residence halls must pay a Room Reservation Deposit by June 1 for Room and Board.
- **\$150 Refundable Damage Deposit**
One-time Refundable Damage Deposit is to be paid by June 1 or December 1 in the term of acceptance. The Damage Deposit is refundable provided the student does not have an outstanding university balance, contract forfeiture has not been assessed or provided there are no other unpaid balances on the student's account.
- **\$400** Total due by June 1, Fall semester, for first time freshmen and transfer students planning to live on Campus.

First year undergraduate students entering Virginia State University (VSU) directly from secondary schools are required to live on campus during their first year. Accordingly, all first year students are assessed room and board charges unless: the student's permanent residence is within 25 miles of the University; the student is 21 years old or older; married, divorced or widowed; or has served in the military.

When Pre-Housing is announced in the Spring, all returning students must make a \$150 Room Reservation Deposit to reserve a room for the upcoming Fall semester.

- (2) Comprehensive fees support student organizations and activities, athletic programs, reserves for facilities enhancement or addition/replacement, a variety of other college programs and services, and state mandates. Most student activities and events are provided without additional charge to the student. The comprehensive fee for part-time students applies to only part-time students enrolled in classes given on the University campus. Students enrolled in off-campus classes do not pay the comprehensive fee.
- (3) The Surcharge represents cost allocations impacted by financial constraints from budgetary reductions.
- (4) The Rodgers Stadium Capital Fee represents the cost of debt service for the renovation of Rodgers Stadium not funded by the Commonwealth of Virginia.
- (5) The State Capital Outlay Fee is a State mandated fee for out-of-state-students to recover the appropriate share of debt service costs for construction projects.
- (6) **Room**

Residence Halls

Costs shown for undergraduate and graduate room charges are for double/triple occupancy. Students living in the Student Village, Puryear, Seward and Whiting Halls are charged an additional \$50 per semester. Students living in Langston Hall are charged an additional \$100 per semester. Each student assigned to a room equipped with a portable air conditioner will be assessed an additional \$112 per semester. Also, an additional charge of \$530 will be assessed for single occupancy rooms, except Langston Hall.

University Apartments at Ettrick

Students classified as a sophomore or above are eligible to live in the University Apartments at Ettrick (UAE). Virginia State University will review all rental applications for the UAE. Virginia State University may deny any applicant who has a history of disciplinary issues, scholastic problems, or delinquent financial payments on their student record. The deposits for Fall 2003 and Spring 2004 for the UAE residents are a \$300 Refundable Damage Deposit and a \$20 Non-refundable Application Fee. The rental rates for Fall 2003 and Spring 2004 are \$2,130 per semester for a 2-bedroom/2 bathroom (shared occupancy) and \$2,514 per semester for a 4 bedroom/2 bathroom. Deposits and fees are subject to change. Students interested in obtaining information about the UAE and applying for residency should visit the web site at www.universityapartmentsatettrick.com. This web site contains an on line rental application along with floor plans, description, property features, amenities and contact information. The University Apartments at Ettrick maintains an on-site leasing office which is open throughout the year. Leasing starts on August 17, 2003 and ends on August 17, 2004 (12 month lease). Residents of the UAE do not incur Board charges unless they purchase a meal plan.

- (7) Board costs are charged to all students housed in the residence halls.

Students who officially withdraw from the University (during any session) within the first five 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.

Students who officially withdraw from the University (during any session) after the fifth calendar day from the start of classes will be charged the **entire** room rate for the semester. This requirement is also applicable to students residing in the University Apartments. Board charges will be prorated for the number of days occupied in the residence hall. (See Residence Hall Housing And Food Service Agreement- Item 11a)

MISCELLANEOUS COSTS / OTHER FEES

Application Fee	\$25	
Orientation Fee	\$75	
Required Deposits: (Fall Semester only)		
Entering Freshmen or First Time Students:		
Advance Tuition Deposit	\$100	
Room Reservation Deposit	\$150	
Refundable Damage Deposit	<u>\$150</u>	
	\$400	
Returning Students Residing on Campus:		
Room Reservation Deposit	\$150	
Off-Campus Advance Tuition Deposit	\$100	
Off-Campus Meal Plan (Available to Students, Faculty and Staff):		
25 Meal Plan	\$110	
50 Meal Plan	\$210	
75 Meal Plan	\$310	
Tuition Payment Plan:		
The University is currently negotiating a contract with a service provider to collect tuition and other payments made by students. The following payment plan options and fees are subject to change pending the contract award to the service provider. The estimated application fee for any payment plan option may range from \$30-\$40, subject to final contract negotiation.		
Current Tuition Payment Plan Enrollment Fees:		
5 Payment Plan Semester Plan - for balances of \$1,001 and more		
Fall Semester (July 1–November 1)	\$25	
Spring Semester (December 1 –April 1)	\$25	
3 Payment Plan Semester Plan - for balances of \$200 up to \$1,000		
Fall Semester (September 1 – November 1)	\$30	
Spring Semester (February 1 – April 1)	\$30	
Internship		
Virginia Resident	\$79	per credit hour
Non-Virginia Resident	\$405	per credit hour
Dietetic Internship Certificate Program		
Program Fee	\$3,500	
Certification Exam Fee	\$50	
Review of Transcript Fee	\$25	
Student Teaching		
Virginia Resident	\$79	per credit hour
Non-Virginia Resident	\$405	per credit hour
Late Registration Fee	\$50	
Late Validation Fee	\$100	
Returned Check Fee	\$25	
Parking Fee (All Vehicles Must Display a Valid Decal)		
Faculty/Staff	\$90	
Full/Part-Time Students	\$50	

MISCELLANEOUS COST/OTHER FEES CONTINUED

Evaluation of Work/Life Experiences	(50% of applicable tuition)
Comprehensive Exam Fee ^(a)	
Proficiency Exam	(50% of applicable tuition)
Thesis Fee (non-enrolled)	\$60
Transcript Fee	\$2
Graduation Fee	\$60
VSU Identification Card	
Lost and stolen card replacement	\$25
Damaged card replacement (must return damaged card)	\$10
Accident & Health Insurance (Optional – Per Year) ^(b)	\$710

Select courses require students to provide their own materials and supplies

^(a) Comprehensive Exam Fees will be charged to students who are not enrolled for other Courses. If a student has additional credit hours, the \$50 Exam fee will not be assessed.

^(b) Estimated cost only. Student insurance fee for 2003-2004 is not finalized as of this printing. A nominal increase should be anticipated. The fee is payable directly to the insurance company, not to the University.

Calculation of Fees

Undergraduate and graduate students carrying 12 to 17 semester hours are full-time students and subject to full-time tuition and fees. Students enrolled in 18 or more hours will be assessed additional tuition at the hourly rate based on classification and residency status. Students who are officially required to carry an overload, based on curriculum, must submit the appropriate documentation to the Student Accounts Office to prevent additional charges. Military Science courses do not contribute to any overload status.

Fees are assessed based on classification (Undergraduate, Graduate) and residency (Virginia Resident, Non-Resident of Virginia) in consideration of the total number of hours carried. Undergraduate students and students without a prior college degree (baccalaureate level) will be assessed as Pre-Baccalaureate students. Graduate students and students with a baccalaureate degree will be assessed as Post-Baccalaureate students. Those determinations are made without regard to the level of the course being taken.

Students enrolled in the Doctoral Program will be considered full-time throughout their first two years of study.

There is a \$50 late registration fee charged to those students who register for classes after the scheduled registration period. The fee must be paid prior to the time of registration.

Meeting Financial Obligations

Students are encouraged to pay tuition and fees in full, prior to the start of classes. Students may be validated through the mail if he/she takes care of all financial responsibilities, to include all account holds. If the student anticipates a need for financial aid, the student should pursue as many potential avenues of financial aid as possible including federal, state and private sources. The University also offers a tuition payment plan. More information regarding the tuition payment plan follows.

All tuition and fees are due prior to official enrollment in classes. A student must be financially cleared (validated) prior to being considered officially enrolled. “Validated” means that financial arrangements have been made and certified by the Office of Student Accounts.

All expenses from a prior semester must be settled before enrollment in a subsequent semester or summer session. Candidates for **December 20, 2003** graduation must settle all accounts with the University by **December 5, 2003** in order to be permitted to participate in the commencement exercises. Candidates for **May 9, 2004** graduation must settle all accounts with the University by **April 26, 2004** in order to be permitted to participate in the commencement exercises.

Unpaid and Overdue Accounts

- Students who are delinquent on any monthly installment due will not be allowed to participate in the Tuition Payment Plan program in the subsequent semester.
- Holds will be placed on a student’s account when there is a delinquent tuition payment plan balance or any other delinquent payment due to the University at the time of pre-registration or pre-housing to prevent registering for classes and obtaining a housing assignment.
- Students must bring current their tuition payment plan account and other payments due to the University before any holds are removed and before receiving classes or a housing assignment. Students must be financially cleared prior to registering for courses and obtaining a housing assignment.

- If a student receives a housing assignment during the pre-housing period and subsequently becomes delinquent on any payments due to the University, the housing assignment will be revoked and can be reinstated when balances due become current contingent upon the availability of rooms.
- If a student's account becomes delinquent, the student will be dropped from the class roster, dining privileges will be revoked and the student will be removed from the dormitory.
- Grades will be withheld and the student will not be granted a grade 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 and to the Department of Taxation.
- If private sources are used to pay tuition and fees and not connected to the passing of a particular course, a credit will be posted to the student's account and an external receivable will be recorded. **However, if funds are not received by mid-term from the external agency, the charge will be placed back on the student's account for collections.**

Note: The student is liable and will be charged for any and all costs incurred in collection of the unpaid account. Collection charges can range as high as 33.3% and are added to the student account balance.

Official Communication to Students by E-Mail

All students are responsible for maintaining a VSU issued (e-mail) address. University officials will use e-mail as the most expeditious means of communicating with students. Billing statements, overdue notices and other information for students will be sent to students via e-mail on a regular basis. Additional notices will be sent via the U.S. mail, but at a reduced level. All students are responsible for activating their e-mail account and checking it on a daily basis. Additionally, students are required to use Web for Students to ensure account balances are current and up-to-date. If necessary, students should contact the Office of Information Technology at 524-5210 for assistance with these systems.

OTHER OUT-OF-POCKET COSTS

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 \$200 to \$500 per semester, depending on a student's major and class load.

However, students receiving financial aid, scholarships, etc. in excess of the semester charges may be issued a book voucher. Book vouchers are based on a student's estimated credit balance not to exceed \$500 per semester.

The voucher may be used to purchase books and supplies only and cannot be exchanged for cash. There will be only one (1) voucher per student per semester. 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 semester, up to the specified expiration date. Unused book voucher amounts will be automatically credited to the student account by the end of the semester.

***Book vouchers will be issued during registration and one week subsequent to late registration.**

Neither the University nor the Bookstore are responsible for lost or stolen book vouchers.

PAYMENT METHODS

Tuition and Other Miscellaneous Payments:

The University is currently negotiating a contract with a service provider to collect tuition and other payments made by students.

Electronic Payment Methods

The University is currently expanding its payment method options to allow students to make electronic payment of any fees and balances through the University's web site. Additionally, all students are urged to participate in and sign up for direct deposit of paychecks and student refunds. Authorization forms to participate in these programs must be completed and submitted to the Payroll Office in Virginia Hall, Room B-1, P.O. Box 9390, Petersburg, VA 23806. The Authorization Form is located on the University's homepage at www.vsu.edu/controller/index.html. These new programs will facilitate the convenience of making payments to your account and allow you to receive payments directly to your bank account without waiting in lines to make payments or cash checks. While payment mechanisms are under construction, the following payments methods can be used.

Tuition Payment Plan

The payment plan options and fees are currently under revision and subject to change pending the contract award to the service provider. The estimated application fee for any payment plan option ranges from \$30-\$40, subject to final contract negotiation.

Virginia State University currently offers no interest 3 and 5 month payment plans through Tuition Management Systems (TMS). Payments are made directly to TMS.

Current 5 Payment Plan Semester Plan

- Payments are made in equal installments in the months of July 1 - November 1 (Fall semester) and December 1 - April 1 (Spring semester).
- Only eligible to enroll balances of \$1,001 and more.
- Enrollment fee of \$25 each semester.

Current 3 Payment Plan Semester Plan

- Payments are made in equal installments in the months of September 1 - November 1 (Fall semester) and February 1 - April 1 (Spring semester).
- Only eligible to enroll for balances of \$200 up to \$1,000.
- Enrollment fee of \$30 each semester.

Our current arrangement with Tuition Management Systems includes the following, but subject to change pending award to the service provider and final contract negotiations.

- Monthly statements.
- 24-hour, toll-free, automated account information.
- Personal account services Monday through Saturday.
- Free life insurance coverage for the amount of balances owed.
- Opportunity to compete for one of four \$500 non-academic scholarships.
- Credit cards and other electronic payment methods may be accepted.

Students who enroll after the start date must bring payments up to date in order to get validated.

To enroll in the Tuition Payment Plan, contact Tuition Management Systems at 1-800-722-4867 or visit their website at www.afford.com.

Administrative Withdrawal Policy of Delinquent Tuition Payment Plan Participants

- The Office of Students Accounts will submit a delinquent/late notice to students after 30 days from the start of class.
- A second notice of intent to administratively withdraw will be sent via certified return receipt mail after 45 days from the start of class. This notice will be sent prior to mid-term examinations with a courtesy copy to the academic departmental chairpersons. The students will have 15 additional days to pay the delinquent balance or initiate an appeal before the official withdrawal is processed.
- Students who have not addressed their financial obligations will be administratively withdrawn on the 64th day after the first day of class.
- Students **who are delinquent on any monthly installment due** will not be allowed to participate in the Tuition Payment Plan program in the subsequent semester. Notification of suspension will be mailed before the last day of class. **Students who are suspended from participation in the Tuition Payment Plan program during the Fall semester must wait until the subsequent Fall semester to reapply. Students who are suspended from participation in the Tuition Payment Plan program during the Spring semester must wait until the subsequent Spring semester to reapply.**
- Holds will be placed on a student's account when there is a delinquent tuition payment plan balance or any other delinquent payment due to the University at the time of pre-registration or pre-housing to prevent registering for classes and obtaining a housing assignment. Students must bring current their tuition payment plan account and other payments due to the University before any holds are removed and before receiving classes or a housing assignment.
- Students must be financially cleared prior to registering for courses and obtaining a housing assignment. If a student receives a housing assignment during the pre-housing period and subsequently becomes delinquent on any payments due to the University, the housing assignment will be revoked and can be reinstated when balances due become current contingent upon the availability of rooms.
- Students **who are administratively withdrawn from the University** will not be allowed to participate in the Tuition Payment Plan program in the subsequent semester. Notification of suspension will be mailed before the last day of class. **Students who are suspended from participation in the Tuition Payment Plan program during the Fall semester must wait until the subsequent Fall semester to reapply. Students who are suspended from participation in the Tuition Payment Plan program during the Spring semester must wait until the subsequent Spring semester to reapply. There will be no exceptions to this policy statement.**

Cashier's Office

Payments should be made to the Cashier's Office, Virginia Hall, Room 112, Monday - Friday, 8:30 AM. - 3:30 PM and on Tuesday afternoon, 4:30 PM - 6:30 PM. Payments should be made payable to: Virginia State University. **THE UNIVERSITY RESERVES THE RIGHT TO REFUSE CHECKS FROM STUDENTS WHO HAVE WRITTEN CHECKS IN THE PAST WITH INSUFFICIENT FUNDS TO THE UNIVERSITY.** Please forward all payments to:

**Virginia State University
Cashier's Office
Virginia Hall, Room 112
P.O. Box 9125
Petersburg, Virginia, 23806
(804) 524-5150**

DO NOT FORWARD CASH IN THE MAIL. The student's name and social security number must accompany the remittance or appear on the check or money order. The University uses NOVA equipment to process all personal checks and credit card payments. All checks (**no starter checks**) must have the following information pertaining to the **payer**:

- U.S. Driver's License Number, or U.S. State issued Non-driver's ID Number, or U.S. Military ID Number
- Name imprinted by check manufacturer
- Current living address and phone number, hand written if not imprinted
- Must be dated with today's date (No post-dated checks will be accepted)
- Signature matches imprinted name on check

A fee of \$25 will be charged for all returned checks and future payment by check will not be accepted.

NSF checks will be vigilantly collected upon and can only be repaid by cash, money order, credit card, or certified means of payment. Consequently, the University will not accept any type of personal check on your behalf. In addition, further collection pursuits can and may include, but are not limited to, legal action. The student shall also be liable for any and all costs incurred in the collection of the returned check or any other delinquent balances.

Refund of Currently Enrolled Overpaid Accounts

Students that have a credit balance resulting from Title IV (Federal) funds will be issued a refund by the Student Accounts Office 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 as soon as possible, within our normal operating schedule. **The refund will be payable to the student and mailed by the Treasurer of Virginia to the student's permanent address or other address upon written request submitted to the Student Accounts Office.** It is imperative that the student maintains his/her correct address(s) at the University in order to receive timely correspondence and account status information.

WITHDRAWAL REFUND POLICY

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

1. Complete an Official Withdrawal Form. The form may be obtained from the Academic Support Center, located at 3324 Barnes Street, Room 200.
2. Complete an Exit Interview with the Office of Student Financial Aid.
3. Sign a statement concerning the Return of Financial Aid Title IV funds. The Office of Student Financial Aid is located in Gandy Hall, Room 102.

For those students who are called to "Active Duty", you will need to complete the following steps:

1. Contact the University's Registrar's Office with a copy of official deployment orders.
2. Complete an exit interview with the Office of Student Financial Aid.
3. Sign a statement concerning the Return of Financial Aid Title IV funds. The Office of Student Financial Aid is located in Gandy Hall, Room 102.

ADJUSTMENT OF FEES UPON OFFICIAL WITHDRAWAL

Refunds of Institutional charges including tuition, fees, room and board will be calculated based on either the **Federal Return of Title IV Refund Policy** or the **University Refund Policy** (see tables 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.

FEDERAL RETURN OF TITLE IV REFUND POLICY: This policy is used to calculate a refund if the student meets the following criteria.

The student is receiving Federal Title IV Financial Aid (See list on page 9) and the student's official withdrawal date is BEFORE 60% of the enrollment period. This equates to a withdrawal date on or before 9 weeks (59 calendar days) or less after the official beginning of class. For student's withdrawing after 9 weeks (59 calendar day) of classes, the refund calculation will be based on the University's Refund Policy (See Below).

OFFICIAL WITHDRAWAL DATE	% OF CHARGES TO BE RETAINED BY SCHOOL
Before the 1 st day of class	0%
Week 1 (day 1-7)	1% thru 8%
Week 2 (day 8-14)	9% 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 36%
Week 6 (day 36-42)	37% thru 43%
Week 7 (day 43-49)	44% thru 50%
Week 8 (day 50-56)	51% thru 57%
Week 9 (day 57-58)	58% thru 59%
After 59 days of enrollment	100% thru 59 %

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.

UNIVERSITY REFUND POLICY: This policy is used to calculate a refund if the student meets the following criteria:

The student's official withdrawal date is AFTER 60% of the enrollment period. This equates to the enrollment period of more than 9 weeks (59 calendar days) after the official first day of class.

The student has not received any Title IV Financial Aid (see listing below).

These students will be issued a refund using the following guidelines. It must be noted that the "Official Withdrawal Date" indicates the number of calendar days the student is officially enrolled. This includes both the first day of class and day of official withdrawal.

OFFICIAL WITHDRAWAL DATE	% OF TUITION AND FEE CHARGES TO BE RETAINED BY SCHOOL
1-10 DAYS *	25%
11-20 DAYS	50%
21 OR MORE DAYS	100%

*Students who officially withdraw from the University (during any session) within the first five calendar days of the beginning of classes will be charged a **prorated** room and board fee for the number of days in the residence hall.

Students who officially withdraw from the University (during any session) after the fifth calendar day from the start of classes will be charged the **entire** room rate for the semester. This requirement is also applicable to students residing in the University Apartments. Board charges will be prorated for the number of days in the residence hall. (See Residence Hall Housing and & Food Service Agreement- Item 11a)

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.

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.

STUDENT FINANCIAL AID

Financial aid is money, or the opportunity to earn money to help students meet the difference between what can be reasonably afforded to pay and the actual educational cost to attend college. Virginia State University's student aid programs are administered in conjunction with Federal and State regulations and the Philosophy of Awarding Financial Aid for Higher Education. The basis of this philosophy is the belief that parents and students are the primary source for meeting educational costs. 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 Perkins Loan
- Federal Direct Subsidized Loan (DSTAF)
- Federal Direct Unsubsidized Loan (DUSTA)
- Federal Parent Loan for Undergraduate Students (PLUS)
- Federal College Work Study (CWS)

WITHDRAWAL REFUND POLICIES are subject to change based on new or revised regulations.

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 (VSUAFA).

Both applications should be completed no earlier than January 1st and no later than March 31st (for an early decision) of the year the applicant intends to enroll at Virginia State University. Students who file the Federal (FAFSA) and the University's (VSUAFA) applications by the applicable deadline referenced above 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 income information before funds are awarded and disbursed to his/her student's account.

Award and Notification Process

The Office of Student Financial Aid must have on file the Federal Student Aid Reports, 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. 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.

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 total award package. If you have been selected to receive a scholarship for the 2003-2004 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 the student will repay the loan (Promissory Note).
- The form in the Entrance Interview Counseling Guide (Form found on page 21 of the Guide must be signed and returned to the Financial Aid Office).
- Perkins Entrance and Exit Interview Forms are located in the Student Accounts Office.
- Forms in the Exit Counseling Guide for Borrowers (Forms found on pages 31 & 32 of the Guide must be signed and returned to the Financial Aid Office). This information must be completed prior to graduation and/or leaving the University.

Students who are awarded any type of financial assistance must sign, date and return the original copy of the first 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 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.

Special Note Regarding 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 1st for the Fall Semester and November 1st 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 valid document for the purpose of reducing your account balance.)

Debt Management

Many students must borrow to pay for the college education, and borrowing a student loan(s) is/are serious business. Upon accepting a Federal Stafford Student Loan, Federal Perkins Loan, Federal Unsubsidized Stafford Loan, or a Federal Parent (PLUS) Loan, the student signs an agreement to repay this loan. That agreement is called a Promissory Note. Be smart, only borrow and/or spend loan money on educational costs and living necessities.

Transfer Students

Undergraduate and Graduate Students that transfer from another college or university must request from that institution, a Financial Aid Transcript (FAT) to be forwarded to Virginia State University's Office of Student Financial Aid, before he/she can be considered eligible for financial assistance. The student must also submit the Free Application for Federal Student Assistance (FAFSA) and the Virginia State University Application for Financial Assistance (VSUAFA) before eligibility can be determined.

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 will be re-evaluated and adjusted if full-time enrollment is not established and maintained. For financial aid purposes, both undergraduate and graduate full-time enrollment status requires a minimum of 12 credit hours each semester, in some cases 9 hours may be appropriate enrollment status for a particular graduate program. 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

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. Refer to the Satisfactory Academic Progress Schedule listed below.

Undergraduate Students

An undergraduate student is considered to have made satisfactory academic progress for maintaining financial aid eligibility in a course of study if the following schedule is maintained. **(Note: A student must successfully complete 12 credit hours each semester and maintain the semester and/or cumulative GPA to be considered as having made satisfactory academic progress.)**

<u>No. of Semesters Completed</u>	<u>Semester GPA</u>	<u>Minimum No. of Credit Hours Earned</u>
1	1.5	12
2	1.5	24
3	2.0 (or 2.0 cumulative)	36
4	2.0 (or 2.0 cumulative)	48

<u>No. of Semesters Completed</u>	<u>Cumulative GPA</u>	<u>Minimum No. of Credit Hours Earned</u>
5	2.0	60
6	2.0	72
7	2.0	84
8	2.0	96
9	2.0	108
10	2.0	120

The Virginia State University Catalog sets forth degree requirements for a four-year completion basis. However, the Office of Student Financial Aid will allow five years for completion of a 120 to 124 semester-hour degree program which enables a student to take up to 150 hours if he/she is carrying a course load of 15 hours per semester. 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 80 % of the attempted hours.

Note: With the exception of mitigating circumstances, no undergraduate student will be eligible to receive financial assistance for more than 10 semesters or the equivalent of completing a four-year program in the five-year time frame.

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 80 % 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.

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 will receive written notice of **warning** for one semester. If during the second review at the end of the subsequent semester, the student fails to maintain the required standard, a **probation** notice is sent. If during the third 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

Any student whose financial assistance has been terminated may submit a written letter of appeal to the Office of Student Financial Aid explaining why satisfactory academic progress was not maintained, and giving reason(s) why aid should not be terminated. Accompanying this documentation, a letter from the student's Department Chairperson and/or Dean is recommended.

Re-Establishing Satisfactory Academic Progress

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

There may be a cancellation of a financial aid award based upon Federal and State guidelines if the student has not met the necessary requirements or based on documented University adjustments. In those cases, the student is responsible for immediate payment of balance created as a result of the cancellation.

Information pertaining to other financial aid policies and award programs may be obtained by visiting our web site: www.vsu.edu/fin_aid/.

Or, students may access Virginia State University’s Web for Students at www.vsu.edu/web/html. This web site allows students to check information online pertaining to Students Accounts, Registrar’s Office, Admissions, Financial Aid and more!

The mailing address and phone numbers are as follows:

Office of Student Financial Aid
Virginia State University
P.O. Box 9031
Petersburg, VA 23806
1-800-823-7214 or 804-524-5990

Or, students may call our **new Automated Voice Response System at 1-888-846-6958**

This new system allows a student to:

- Check the status of financial aid anytime and is available 24 hours a day-7 days a week.
- Obtain information such as: account status, missing documents, award letter, loans, scholarships, grants and more!
- Follow the three simple steps:
 1. Enter the student social security number.
 2. Enter the student pin number. Pin numbers consist of the student’s birthdate in the mmddyy format (i.e., if your date of birth is March 8, 1980, type 030880).
 3. Choose the semester of interest: 1=Fall semester, 2= Spring semester and 3=Summer semester.

IMPORTANT DATES AND DEADLINES

DATES

May 1	Thurs
May 2	Friday
May 2	Friday
May 5	Monday
May 6-10	Tues-Sat
May 14	Wednesday
May 15	Thursday
May 16	Friday
May 16-18	Fri - Sun
May 17	Saturday
May 18	Sunday
May 23	Friday
May 23	Friday
May 26	Monday
May 27	Tuesday
May 27	Tuesday
May 28	Wednesday
June 13	Tuesday
June 16	Monday
June 17	Tuesday
June 18	Wednesday
June 19	Thursday
June 20	Friday
June 20-21	Fri-Sat
July 1	Tuesday
July 4	Friday
July 11-12	Fri-Sat
July 18	Friday
July 25-26	Fri-Sat
July 31	Thursday
August 1	Friday
August 1-2	Fri-Sat
August 6	Wednesday
August 7	Thursday
August 17	Sunday
August 17	Sunday
August 18	Monday
August 19	Tuesday
August 19	Tuesday
August 20-21	Wed-Thurs
August 20-22	Wed-Fri

EVENTS

SPRING 2003

Deadline to Submit Merit Based Scholarship Applications
University Classes End
Term II, Off-Campus 8 Week Classes End
University Reading Day
Final Examination Period
Semester Grades are in System by Faculty: 5:00 PM
Semester Grade Rosters are Due in Registrar's Office:
12:00 Noon
Balance Due from Pre-Billing Statement Mailing
Commencement Activities
ROTC Commissioning Exercising
COMMENCEMENT EXERCISES (9:00 AM)

SUMMER 2003

Registration Day (All Sessions and special Institutes)
Summer Session 2003 Registration
MEMORIAL DAY (NO CLASSES)
Intersession (3 Weeks) and 9 Week Classes Begin
Off-Campus , 8 Week Classes Begin
Last Day to Add/Drop a Class for Intersession

Deadline for Submitting Cancellation Appeal Information For Fall 2003
Intersession Classes End (3 Weeks)
Final Examination Period
Registration Day for Regular Session (6 weeks)
Regular Session Classes Begin (6 Weeks)
Last Day to Add/Drop a Class for the Regular Session (6 weeks)
Session I-New Student Orientation

Deadline for Submitting Application Materials for Fall 2003 Aid (Plus, Signature & Other Outside Loans)
INDEPENDENCE DAY HOLIDAY (UNIVERSITY CLOSED)

Session II- New Student Orientation
Off-Campus, 8 Week Classes End
Session III- New Student Orientation
Regular Session and 9 Week Classes End

Balance Due from Pre-Billing Statement Mailing
Final Examination Period
Summer School Grades are Due in Systems by Faculty:
5:00 PM
Completed Summer School Roster are Due in Registrar's Office: 12:00 Noon

FALL 2003

Residence Halls Open at 8:00 AM for New Students/Freshmen
Year Experience
Entrance Interviews for Loan Debt Management (Required for All New Students)
University Conference and Faculty Planning Workshop
Residence Halls Open at 8:00 AM for Continuing Students
Faculty Planning Day
Graduate School and Continuing Education Registration (5:30 PM - 7:30 PM)
Undergraduate Registration
13

August 25
August 25
August 25
August 29
August 29

September 1
September 3-5
September 8
September 15

October 1
October 11
October 13-18
October 16
October 17

October 20
October 20-21
October 22
October 23

October 31

October 31
October 31

November 3

November 3
November 3

November 25
November 26
November 27-30

December 8
December 9
December 10-15
December 11
December 17
December 18

December 20

January 2
January 4
January 5
January 6
January 6
January 7-8

January 7-9
January 12
January 12
January 12
January 16

Monday
Monday
Monday
Friday
Friday

Monday
Wed-Fri
Monday
Monday

Wednesday
Saturday
Mon-Sat
Thursday
Friday

Monday
Mon-Tues
Wednesday
Thursday

Friday

Friday
Friday

Monday

Monday
Monday

Tuesday
Wednesday
Thurs-Sun

Monday
Tuesday
Wed-Mon
Thursday
Wednesday
Thursday

Sunday

Friday
Sunday
Monday
Tuesday
Tuesday
Wed-Thurs

Wed-Fri
Monday
Monday
Monday
Friday

FALL 2003

University Classes Begin
Late Validation Begins (**Late Fee is in Effect**)
Term I, Off-Campus Classes Begin
Late Validation Ends
Last Day to Add/Drop a Course

LABOR DAY HOLIDAY (UNIVERSITY CLOSED)
College Work Study Placements
Formal Opening Convocation
Last Day to File for December Baccalaureate Applications

Begin Posting Loans for 1st Time Loan Borrowers
Homecoming
Advisory Examination Period
Term I, Off-Campus 8 Week Classes End
Tuition Payment Plan Appeal Letters Must Be Post-Marked or Received
Term II, Off-Campus 8 Week Classes Begin
FALL BREAK (No Fall Break for 8 Week Classes)
Advisory Grades are Due in System by Faculty: 5:00 PM
Completed Advisory Grade Rosters are Due in Registrar's Office: 12:00 Noon
Last Day to Withdraw from a Class (Grade Will be Registered as A "W")
Deadline for Submitting F/A Materials for Spring 2004
Administrative Withdrawal Will Take Place- Notifications Will Be Sent To The Office of Provost, Registrar, Residence Life and Dining Services

Curriculum Sheet Update/Schedule Planning/Course Scheduling

Registration Begins for Spring Semester 2004
Deadline for Submitting Application Materials for Spring 2004 Aid (Plus, Signature, & Other Outside Loans)
Registration Ends for Spring Semester 2004
No Classes
THANKSGIVING HOLIDAYS (UNIVERSITY CLOSED)

University Classes End
University Reading Day
Final Examination Period
Term II, Off-Campus 8 Week Classes End
Semester Grades are Due in System by Faculty: 5:00 PM
Completed Grade Rosters are Due in Registrar's Office: 12:00
COMMENCEMENT EXERCISES (9:00)

SPRING 2004

Deadline to Submit Cancellation Appeals Info (Spring 2004)
Residence Halls Open at 8:00 AM for New Students
University Conference and Faculty Planning Workshop
Residence Halls Open at 8:00 AM for Continuing Students
Faculty Planning Day
Graduate School and Continuing Education Registration (5:30 PM-7:30 PM)
Undergraduate Registration
University Classes Begin
Term I, Off Campus Classes Begin
Late Validation Begins (**Late Fee Is In Effect**)
Late Validation Ends

SPRING 2004

January 16	Friday	Last Day to Add/Drop a Course
January 19	Monday	MARTIN LUTHER KING, JR. HOLIDAY (UNIVERSITY CLOSED)
March 5	Friday	Term I, Off-Campus Classes End
March 6	Saturday	FOUNDER'S DAY
March 1-6	Mon-Sat	Advisory Examination Period
March 7-14	Sun-Sun	SPRING BREAK (No Spring Break for 8 Week Classes)
March 8	Monday	Term II, Off-Campus Classes Begin
March 19	Friday	Tuition Payment Plan Appeal Letters Must Be Post-Marked Or Received
March 22	Monday	Advisory Grades are Due in System by Faculty: 5:00 PM
March 22	Monday	Curriculum Sheet Update/Schedule Planning/Course Scheduling
March 22	Monday	Last Day to Withdraw from a Class (Grade Will Be Registered as a "W")
March 22	Monday	Registration Begins for Fall Semester 2004
March 23	Tuesday	Completed Advisory Grade Rosters are Due in Registrar's Office: 12:00 Noon
March 31	Wednesday	Administrative Withdrawal Will Take Place- Notifications Will Be Sent To The Office Of Provost, Registrar, Residence Life and Dining Services Academics Honors Exercise
April 5	Sunday	Academics Honors Exercise
April 5-9	Monday	Honors Week Activities
April 16	Mon-Fri	Registration Ends for Fall Semester 2004
April 26	Friday	University Classes End
April 27	Monday	University Reading Day
April 28	Tuesday	Final Examination Period Begins
April 29	Wednesday	Term II, Off-Campus Classes End
May 3	Thursday	Final Examination Period Ends
May 5	Monday	Semester Grades are Due in System by Faculty: 5:00 PM
May 6	Wednesday	Completed Grade Rosters are Due in Registrar's Office: 12:00 Noon
May 7-9	Fri-Sun	Commencement Activities
May 8	Saturday	ROTC Commissioning Exercises
May 9	Sunday	COMMENCEMENT EXERCISES (9:00 AM)
SUMMER 2004		
May 21	Friday	Registration Day (All Sessions and special Institutes)
May 24	Monday	Intersession (3 Weeks) and Nine week Classes Begin
May 24	Monday	Off-Campus 8 Week Classes Begin
May 25	Tuesday	Last Day to Add/Drop Classes
May 31	Monday	MEMORIAL Day (NO CLASSES)
June 14	Monday	Intersession Classes End (3 Weeks)
June 15	Tues-Mon	Final Examination Period
June 16	Wednesday	Registration Day for Regular Sessions (6 Weeks)
June 17	Thursday	Regular Session Classes Begin (6 Weeks)
June 18	Friday	Last Day to Add/Drop a Class for the Regular Session
July 4	Sunday	INDEPENDENCE DAY
July 5	Monday	(UNIVERSITY CLOSED)
July 22	Thursday	Off-Campus Eight Week Classes End
July 29	Thursday	Summer Sessions End
July 30-31	Fri-Sat	Final Examination Period
August 4	Wednesday	Semester Grades are Due in System by Faculty: 5:00 PM
August 5	Thursday	Completed Grade Rosters are Due in Registrar's Office: 12:00 Noon

Additional Information Can Be Obtained From The Following Departments:

Residence Life & Housing
Virginia State University
P.O. Box 9073
Petersburg, Virginia 23806
(804) 524-5862
(877) 291-9596
reslife@vsu.edu

Orientation
Virginia State University
P.O. Box 9006
Petersburg, Virginia 23806
(804) 524-5562

University Apartments at Ettrick (Prior to Construction)
Virginia State University
Memorial Hall, Room 104
P.O. Box 9203
Petersburg, Virginia 23806
Office (804) 524-5153
Fax (877) 447-5369

School of Graduate Studies/Department of Educational Leadership
Virginia State University
P.O. Box 9080 or 202 Harris Hall
Petersburg, Virginia 23806
(804)524-5985 or 524-5930

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.

Admissions
Virginia State University
P.O. Box 9018
Petersburg, Virginia 23806
(804) 524-5902
(800) 871-7611

Collections
Virginia State University
P.O. Box 9004
Petersburg, Virginia 23806
(804) 524-5506

University Apartments at Ettrick (Upon Completion of Construction)
University Apartments at Ettrick
4010 J. Mitchell Jones Drive
Petersburg, Virginia 23803
Office (804) 524-5153
Fax (877) 447-5369

Student Accounts
Virginia State University
P.O. Box 9025
Petersburg, Virginia 23806
(804) 524-5506

Registrar
Virginia State University
P.O. Box 9217
Petersburg, Virginia 23806
(804) 524-5275

