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VIRGINIA STATE UNIVERSITY

STUDENT GUIDE

for

TUITION, FEES AND
OTHER FINANCIAL INFORMATION
2024– 2025



Office of The Bursar

Mission Statement:

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

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

Authority:

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

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SCHEDULE A

Virginia State University
Full Year Tuition and Fees for Full-Time Students In-State
FY 2024-2025

	<u>2023-2024</u>	<u>2024-2025</u>	<u>Increase Amount</u>	<u>% Change</u>
<u>Undergraduate Students</u>				
Tuition	5,540	5,701	161	2.9%
Technology and Infrastructure Fee	729	751	22	3.0%
Subtotal Tuition	<u>6,269</u>	<u>6,452</u>	<u>183</u>	<u>2.9%</u>
Campus Improvement Fee	500	515	15	3.0%
Comprehensive Fee	2,986	3,076	90	3.0%
Subtotal - Mandatory	<u>3,486</u>	<u>3,591</u>	<u>105</u>	<u>3.0%</u>
Room	6,946	7,154	208	3.0%
Board	4,944	5,092	148	3.0%
Subtotal Room and Board	<u>11,890</u>	<u>12,246</u>	<u>356</u>	<u>3.0%</u>
Total Cost - Boarding	<u>21,645</u>	<u>22,289</u>	<u>644</u>	<u>3.0%</u>
<u>Graduate and Doctoral Students</u>				
Tuition	8,626	8,876	250	2.9%
Technology and Infrastructure Fee	729	751	22	3.0%
Subtotal Tuition	<u>9,355</u>	<u>9,627</u>	<u>272</u>	<u>2.9%</u>
Comprehensive Fee	2,986	3,076	90	3.0%
Campus Improvement Fee	500	515	15	3.0%
Subtotal - Mandatory	<u>3,486</u>	<u>3,591</u>	<u>105</u>	<u>3.0%</u>
Room	6,946	7,154	208	3.0%
Board	4,944	5,092	148	3.0%
Subtotal Room and Board	<u>11,890</u>	<u>12,246</u>	<u>356</u>	<u>3.0%</u>
Total Cost - Boarding	<u>24,731</u>	<u>25,464</u>	<u>733</u>	<u>3.0%</u>

SCHEDULE B

Virginia State University
Full Year Tuition and Fees for Full-Time Students Out-of-State
FY 2024-2025

	<u>2023-2024</u>	<u>2024-2025</u>	<u>Increase Amount</u>	<u>% Change</u>
<u>Undergraduate Students</u>				
Tuition	17,038	17,532	494	2.9%
Technology and Infrastructure Fee	729	751	22	3.0%
Subtotal Tuition	17,767	18,283	516	2.9%
Campus Improvement Fee	500	515	15	3.0%
Comprehensive Fee	2,986	3,076	90	3.0%
State Capital Outlay Fee	753	776	23	3.1%
Subtotal - Mandatory	4,239	4,367	128	3.0%
Room	6,946	7,154	208	3.0%
Board	4,944	5,092	148	3.0%
Subtotal Room and Board	11,890	12,246	356	3.0%
Total Cost - Boarding	33,896	34,913	1,017	3.0%
<u>Graduate and Doctoral Students</u>				
Tuition	19,186	19,742	556	2.9%
Technology and Infrastructure Fee	729	751	22	3.0%
Subtotal Tuition	19,915	20,493	578	2.9%
Campus Improvement Fee	500	515	15	3.0%
Comprehensive Fee	2,986	3,076	90	3.0%
State Capital Outlay Fee	753	776	23	3.1%
Subtotal - Mandatory	4,239	4,367	128	3.0%
Room	6,946	7,154	208	3.0%
Board	4,944	5,092	148	3.0%
Subtotal Room and Board	11,890	12,246	356	3.0%
Total Cost - Boarding	36,044	37,126	1,082	3.0%

SCHEDULE C

Virginia State University
Full Year Tuition and Fees for Part-Time Students
FY 2024-2025

	<u>2023-2024</u>	<u>2024-2025</u>	<u>Increase Amount</u>	<u>% Change</u>
<u>In-State Undergraduate Students</u>				
Tuition	395	406	11	2.8%
Comprehensive Fee	10	10	-	0.0%
Total Cost - per Credit Hour	<u>405</u>	<u>416</u>	<u>11</u>	<u>2.7%</u>
 Tuition (three semester hours)	1,185	1,219	34	2.9%
Comprehensive Fee (Student Health)	30	31	1	3.3%
Tuition and Fees (three semester hours)	<u>1,215</u>	<u>1,250</u>	<u>35</u>	<u>2.9%</u>
 <u>In-State Graduate and Doctoral Students</u>				
Tuition	583	600	17	2.9%
Comprehensive Fee	10	10	-	0.0%
Total Cost - per Credit Hour	<u>593</u>	<u>610</u>	<u>17</u>	<u>2.9%</u>
 Tuition (three semester hours)	1,749	1,800	51	2.9%
Comprehensive Fee	30	31	1	3.3%
Tuition and Fees (three semester hours)	<u>1,779</u>	<u>1,831</u>	<u>52</u>	<u>2.9%</u>
 <u>Out-of-State Undergraduate Students</u>				
Tuition	929	956	27	2.9%
Comprehensive Fee	10	10	-	0.0%
Total Cost - per Credit Hour	<u>939</u>	<u>966</u>	<u>27</u>	<u>2.9%</u>
 Tuition (three semester hours)	2,787	2,868	81	2.9%
Comprehensive Fee	30	31	1	3.3%
Tuition and Fees (three semester hours)	<u>2,817</u>	<u>2,899</u>	<u>82</u>	<u>2.9%</u>
 <u>Out-of-State Graduate and Doctoral Students</u>				
Tuition	1,112	1,144	32	2.9%
Comprehensive Fee	10	10	-	0.0%
Total Cost - per Credit Hour	<u>1,122</u>	<u>1,154</u>	<u>32</u>	<u>2.9%</u>
 Tuition (three semester hours)	3,336	3,433	97	2.9%
Comprehensive Fee	30	31	1	3.3%
Tuition and Fees (three semester hours)	<u>3,366</u>	<u>3,464</u>	<u>98</u>	<u>2.9%</u>

SCHEDULE D

**Virginia State University
Other Miscellaneous Fees
FY 2024-2025**

Description	Amount
Required Deposits:	
Entering Freshmen/First Time Student or Transfer Student	
Enrollment Fee- non-refundable	100
Room Deposit - refundable	150
Returning Students Residing on Campus:	
Room Reservation Deposit	150
Housing Cancellation Fee	500
Off-Campus Meal Plan:	
5 Meal A Plan plus \$170 and 3 Guest Meals	740 per semester
5 Meal B Plan plus \$270 and 3 Guest Meals	859 per semester
5 Meal C Plan plus \$370 and 3 Guest Meals	950 per semester
5 Meal D Plan plus \$470 and 3 Guest Meals	1,097 per semester
5 Meal E Plan plus \$570 and 3 Guest Meals	1,216 per semester
Optional Board Plan Upgrade (Deluxe 21 Plan)	2,828 per semester
Tuition Payment Plan Enrollment Fees	up to 45
Off-Campus Tuition	
Off-Campus Undergraduate Tuition	346 per credit hour
Off-Campus Graduate Tuition	557 per credit hour
Continuing-Education Unit (CEU)	226 per credit hour
Student Teaching	
Virginia Resident	358 per credit hour
Non-Virginia Resident	793 per credit hour
Internship	
Virginia Resident	358 per credit hour
Non-Virginia Resident	793 per credit hour
TrojanAdvance Fees	
VSU TrojanAdvance Participants	205
VSU TrojanAdvance Participants Course Materials Fee	25- 250 variable rate
Current VCCS Students	205

Current VCCS Students Course Materials Fee	25- 250	variable rate
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SCHEDULE D (continued)

Description	Amount
Continuing Education Students and Non-VSU Participant Tuition	339
Continuing Education and Non-VSU Participant Digital Course Materials Fee	25- 250 variable rate
Dietetic Internship Certificate Program	
Program Fee	8,500
Application Fee	50
Variable-Rate Course Materials Fee	25- 250
Applied Music Fee	250 per semester
Organic Chemistry Fee	50 per course
Chemistry Lab Fee	25 per course
Studio Art Fee	50 per course
Biology 120 & 121 (lab fee only)	25 per course
Late Registration Fee	50
Late Validation Fee (\$100 per week up to \$400)	100- 400
Global Access Fee (one-time voluntary fee)	135
National Student Exchange Application Fee	150
Study Abroad Administrative Fee	250
Health Insurance for International Students	500 per semester
International Student Document Processing Fee	70
Returned Check Fee	50
Miscellaneous Processing Fee	5
Evaluation of Work / Life Experiences	(50% of applicable tuition)
Comprehensive Exam Fee (not enrolled for other courses)	50
Proficiency Exam	(50% of applicable tuition)
Thesis Fee (non-enrolled)	60
Transcript Fee	5
Graduation Fee	60
Wireless Technology Program	
Tuition	7,500
Board	500
Total Program Cost per Student	8,000
Enterprise Systems Certificate Program	
Program Fee	4,200
Tuition	75
Course Materials	150
SAP Certification Testing Fee	290
Total Program Cost Per Student	4,715

SAP Certification Program Per Course Tuition	1,050
Water Safety Course Fee	35

SCHEDULE D (continued)

Description	Amount	per student for the 2 year program
Masters of Individualized Studies in Public Affairs	13,000	
Parking Decal Fee (All vehicles must display a valid decal)		
Executive Reserved	500	
Faculty and Staff	150	
Full-time/Part-time Students	85	
Replacement Decal Fee	10	
Second Decal Fee	20	
University Apartment at Ettrick (UAE)	225	
MPC and Designated Areas 7AM - 6 PM	Free	
Parking Fines		
Parking in Handicapped Space	200	
Parking in Handicapped Loading Zone Space	200	
Parking Unregistered/Unauthorized Vehicle on University Property	50	
Parking in Fire Lane/Within 15 Ft. of Fire Hydrant	35	
Parking on Sidewalk, Crosswalk, Driveways or Grass	50	
Application of Wheel Lock	100	
Parking in Faculty/Staff Lot	35	
Parking in Restricted Space	50	
Exceeding Posted Time Limit	30	
Improper/Double Parking	30	
Blocking Normal Flow of Traffic	30	
Parking Against Flow of Traffic	30	
Blocking Another Vehicle	30	
Parking in Loading Zone	50	
Improper Display of Registered Decal	35	
Illegal Removal of Wheel Lock	100	
VSU Identification Card		
Lost and stolen card replacement	25	
Damaged card replacement (must return damaged card)	10	

Summer 2024 Fees - Undergraduate and Graduate

Board	180 per week
Room	
Single Occupancy	311 per week
Double Occupancy	275 per week

3% increase changes in bold and italic

SCHEDULE E

Virginia State University Annual Room Rates 2024-2025

Residence Hall	Single	Double	Triple	4-Person
Branch	8,173	7,154	-	-
Otelia Howard	8,173	7,154	-	-
Lucretia Campbell	8,695	7,154	-	-
Langston	8,173	7,154	-	-
Seward	8,695	7,154	-	-
Whiting	8,696	7,154	-	-
Williams	8,173	7,154	-	-
	-	-	-	-
Quad I & II	8,732	8,225	-	-
Gateway II	8,732	8,225	-	-
Moore Hall - 1 Person Private Suite	9,586	-	-	-
Moore Hall - 2 Person Private Suite	-	9,367	-	-
Moore Hall - 4 Person Private Suite	-	-	-	8,979
Moore Hall - 4 Person Suite	-	-	-	8,117
Annexes	-	7,154	-	-
Richard Bland - Commerce Hall	12,233	11,358	10,484	-
Richard Bland - Freedom & Patriot Halls	12,733	11,858	-	-
University Apartments at Ettrick	12,227	10,167	-	-
Off-site Apartments	12,733	11,858	-	-

Annual Board Rates FY 2024-2025

	Annual
A. Deluxe 21 Meal Plan plus \$230 and 10 Guest Meals	5,657
B. 19 Meal Plan plus \$70 and 5 Guest Meals	5,092
C. 14 Meal Plan plus \$170 and 5 Guest Meals	5,092
D. 10 Meal Plan plus \$270 and 5 Guest Meals	5,092
E. 7 Meal Plan plus \$310 and 5 Guest Meals	5,092

Rates include a 3% increase from 2023-2024

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.

Military Tuition Assistance (TA)

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

Residence Life and Housing (Please refer to your Housing and Food Service Agreement for additional information)

The Housing and Food Service Agreement is a binding contract; therefore, a written /email cancellation request must be received, by the Housing Office, on or before **July 15th** (Fall) or **December 15th** (Spring).

Canceling a room assignment after the aforementioned deadlines will result in forfeiture of the room deposit. Students who cancel their housing assignment after the residence hall opening date will be assessed charges for the time the student is in possession of the room, forfeiture of their \$150.00 room deposit, and charged a \$500 cancellation fee.

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. Paid 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. Unpaid students, who leave the University after having occupied a room for any period of time, will have their room charge pro-rated for the 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 occupancy card.**

Freshmen, Sophomores, and Second-year full-time students (0 to 59 credit hours) attending the University must receive approval to cancel on-campus housing. A Housing Exemption Request form must be submitted for review by the Director of Residence Life and Housing. Students seeking an exemption must submit the Housing Exemption form on or before July 15 (Fall of applying academic year) or December 15 (Spring of applying academic year) to avoid penalties. If approved, the student will forfeit the room deposit if the form is submitted after the aforementioned deadline. If not approved, the student will be charged the full cost of housing only. 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)
- Classified as an independent student as determined by the Office of Student Financial Aid.
- Completed 12 months of consecutive active military service (must provide a copy of orders or DD214).
- A Parent – having primary custody of dependent child(ren).

Housing Charges			
	<u>Single</u>	<u>Double</u>	
Branch	\$4,086.50	\$3,577.00	
Williams	\$4,086.50	\$3,577.00	
Howard	\$4,086.50	\$3,577.00	
Langston	\$4,086.50	\$3,577.00	
Whiting	\$4,086.50	\$3,577.00	
Seward	\$4,086.50	\$3,577.00	
Campbell	\$4,086.50	\$3,577.00	
Richard Bland- Commerce Hall	\$6,116.50	\$5,242.00	
Gateway II (Annex)		\$4,112.50	
Quad I & II (Annex)		\$4,112.50	
Moore Hall Rates		Quad I & II and Gateway Rates	
Four (4) Person Suite B	\$4,058.50	Single Occupancy	\$4,366.50
One (1) Person Private Suite D	\$4,739.00		
Two (2) Person Private Suite C	\$4,683.50	Double Occupancy	\$4,112.50
Four (4) Person Private Suite A	\$4,489.50		
Summer 2024 Graduate and Undergraduate Room and Board Rates (per week)			
Room – Whiting Hall Double	\$267.00	Board	\$175.00

Returning/Continuing students who have a housing assignment but fail to register for classes by posted deadline will forfeit their housing assignment.

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.

On-Campus Meal Plan Choices

There are five resident meal plans from which boarders can choose. First time freshmen choices are limited to the 14-Meal, 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 the following page.

Meal Plan	Meals per week	Guest Meals	Dining Dollars	Semester Rate	Meal Consumption	Restrictions
Deluxe 21	21	10	\$230	\$2,828.50	21 meals anytime Monday through Sunday	No restrictions
19-Meals	19	5	\$70	\$2,546	3 meals Monday – Friday 2 meals Sat & Sun	No restrictions
14-Meals	14	5	\$170	\$2,546	2 meals per day Monday through Sunday	No restrictions
10-Meals	10	5	\$270	\$2,546	2 meals per day Monday through Friday	Not available to Freshmen
7-Meals	7	5	\$310	\$2,546	1 meal per day Monday through Sunday	Not available to Freshmen

University Apartments at Ettrick (UAE) Assignment Requirements

Enrolled students with at least 24 credit hours at the time of applying (at least 15 credit hours for first-time transfer students), in good financial and judicial standing with the University, and no account balance may be eligible to live in the University Apartments at Ettrick (UAE). An online housing application and a \$150.00 advance payment are required.

Students interested in obtaining information about the UAE and applying for a residency should visit the website at <https://www.vsu.edu/reslife/apply-for-housing.php> Residents living in UAE can have an on-campus or off-campus meal plan.

University Apartments at Ettrick	
<u>Fall 2024 - Spring 2025 Leasing Rates per Semester</u>	
Dogwood (2 Bedroom / 2 Bathroom Shared)	\$5,083.50
Cardinal (4 Bedroom Single with 2 Bathrooms)	\$6,113.50

UAE Parking Permits: All UAE residents who wish to utilize an on-site parking space must purchase a parking decal. The parking decals are assigned on a first-come, first-served basis. Decals for the entire academic year may be purchased in advance. UAE parking permits are \$225.00 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 Enrollment Prepayments

Upon acceptance to the University, all first-time students (freshmen and transfers) are required to pay an enrollment deposit by June 1st. **Financial aid may not be substituted for deposits.** The enrollment deposit for Fall 2024 and Spring 2025 semesters is \$100 and is non-refundable.

The enrollment deposit is separate from the Housing application fee (\$150) for first time student who plan to reside in VSU Housing. Each deposit/fee must be paid before receiving a room assignment.

Students Admitted for Fall 2024 and Spring 2025

- Required for First Time Freshmen and Transfer Students

\$100 **Enrollment Fee – Non-Refundable**

\$150 **Refundable Room Deposit** (Required for students living on campus)

Returning Students Residing On Campus:

\$150 **Room Reservation Deposit**

Health Insurance

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

Information on obtaining insurance through the Affordable Care Act is available online: <https://www.healthcare.gov/young-adults/college-students/> or <http://www.gohealthplan.com/international-student-insurance.asp>.

International students may seek further health insurance information from the George Bennett Office of International Education by calling 804-524-5986 and online <http://vsu.abroadoffice.net/about.html>.

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, academic records, and financial aid information (such as missing documents, awards & satisfactory academic progress) are current and up-to-date.

[Banner Self-Service](#)

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

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

Billing Statements

Billing statements are delivered electronically to the VSU student email account on a monthly basis. Students may also review their student account balances online by accessing their Banner Self Service for Student Account ([Log in to Self-Service Student Account](#))

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

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, Gandy Hall, Room B-30, Monday – Friday, 8:30a.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 Send Cash in the Mail**.

Please mail payments to:

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

Online Payments: Students may sign-up for a tuition payment plan (**Tuition Payment plans are the more reasonable approach to paying education expenses. They allow for smaller, affordable payments instead of paying your balance in one large lump sum**), or make an electronic one-time payment on their account using a credit card or debit from a bank account by going to the following website:

- [Nelnet One-Time Payment](#)

[Virginia State University – MyCollegePaymentPlan](#)

Joint-Payee Checks

Checks jointly issued to the university and an individual are not normally 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 acknowledgment 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 pre-printed by check manufacturer, Signature matches pre-printed name on check
- Current address and phone number, handwritten if not pre-printed
- **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 currency exchange 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.

Meeting Financial Obligations

Students registered for any class or service at Virginia State University are fully responsible for paying tuition, fees, and all associated costs. Each semester, account balances must be paid in full **by the first day of class. Accounts are considered past due if the balance is not settled by the due date.**

Past-due accounts will receive an Accounts Receivable (AR) hold thirty days after the due date, preventing students from viewing grades and registering for the next academic year. This hold will be released once the outstanding balance is paid.

The University reserves the right to require payments in guaranteed funds before hold removal.

Past-due accounts may be referred to the University Collections Unit for further action. Collection activities may include submission to the Virginia Department of Taxation's Tax Debt Set-Off program, referral to a private collection agency, or litigation by the Virginia Office of the Attorney General. **The student will be liable for any fees incurred, including attorney's fees, related to the collection of the unpaid account.**

Third Party Sponsorships – Tuition Assistance

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

Tuition Payment Plan

What is a Tuition Payment Plan -Tuition payment plans are monthly plans used to satisfy balances not covered by financial aid. Payment plans are set up on a semester-to-semester basis and allow you to spread your Fall or Spring tuition over smaller monthly payments instead of paying in one lump sum. At VSU, we offer plans of various lengths for Fall and Spring terms with a down payment amount due upon enrollment. The down payment percentage required is dependent on when you enroll through our Nelnet Enterprise Platform. The earlier you enroll, the more months you have to spread your Fall or Spring term payments. Payments are processed automatically on the 15th of each month.

Payment Methods:

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

Cost to Participate:

- \$45 non-refundable enrollment fee per agreement
- \$30 non-refundable returned payment fee if a payment does not clear your financial institution.

- Fall Term: 6, 5, 4, 3, 2, or 1 monthly payment plans available
- Spring Term: 6, 5, 4, 3, 2, or 1 monthly payment plans available

Follow the instructions below to access the **Nelnet Enterprise Portal** and enroll or make a one-time payment today:

- [Log in to Self-Service Student Account](#)
- Click on Student - Student Account
- Click on Nelnet Enterprise Portal

You can also contact Nelnet via phone at 800-609-8056 or visit www.MyCollegePaymentPlan.com/VirginiaState for more information

Terminated Tuition Payment Plan Participants

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

Virtual Appointments

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

Click the links below:

[Office of the Bursar meeting request](#)

[Registrar meeting request](#)

[Financial Aid meeting request](#)

FERPA

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

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 Trojan Card 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 online or by using one of the Trojan Card deposit machines (ADM) located in the Bookstore, Library (2), Jones Dining Hall, Gateway Events Center, Foster Hall, and Virginia Hall.

Trojan Dollars

This service allows students with actual or projected credits on their VSU student account to transfer a portion of the credit to their Trojan Card "Trojan Dollar" account. Students are limited to two (2) transfers per semester. Freshmen 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 Trojan Card Office in the basement of Gandy Hall for a current listing of merchants who accept Trojan Dollars.

Funds on the Trojan Card may not be used to purchase cash, gift cards, and alcohol or tobacco products.

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.

Book Voucher

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

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

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

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

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

National Student Exchange

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

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

Extended Education

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

Education Abroad Opportunities

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

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

Financial aid cannot be applied toward non-credit bearing travel programs abroad. Further, students must be cleared by Student Accounts and the Office of Student Financial Aid before any funds awarded by the University can be applied toward education abroad program expenses. Education abroad program costs vary depending on the length, location, and nature of the program. Students should seek assistance from the Office for International Education in selecting appropriate programs and preparing an education abroad program budget for review by the Office for Student Financial Aid. Students who use their financial aid to fund a semester abroad must return to VSU with at least 12 hours of transferable credit earned abroad (grade of "C" or better in each course). Failure to do so may result in the loss of financial aid for any subsequent semesters at VSU. Any summer financial aid requires participation in A program for which 6 semester hours of credit will be earned (or participation in a 3-hour program abroad combined with additional summer hours of course work completed during another summer session).

Education Abroad Opportunities (continued)

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.

Education Abroad Options

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

Option 1: Faculty-led study abroad opportunities through VSU. Students are enrolled for credit hours at VSU and are considered Virginia State University students. To obtain financial assistance for 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 as well as non-tuition expenses not covered by financial aid.

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

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

Global Access Fee

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

International Students

Virginia State University must obtain reliable documentation that an international student applicant for admission has financial resources adequate to meet expenses while studying at the University. This documentation will be reviewed by the University's SEVIS (Student and Exchange Visitor) administrator as a condition of issuing Form I-20. Financial support information shall also be entered on Form I-20. The I-20 form will be mailed directly to the student after the satisfactory review of the student's financial documents so that the student visa can be obtained to enroll in the university.

International Students (Continued)

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

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

A. **Scholarships, fellowships, and sponsoring agencies:** A copy of the official award on letterhead stationery from the school or sponsoring agency. Letters must be dated and signed by the appropriate authorizing official and must provide the following details:

1. The recipient's name
2. A description of the award and the amount of funding in \$US.
3. The effective date(s) of funding (one semester, academic year, multiple years, etc.)

B. **Personal Funds or Private Sponsors:** Statement on letterhead stationery from an officer of the sponsor's bank or other financial institution where the sponsor has deposits, identifying the sponsor as the owner of the account and providing the following details regarding the sponsor's account:

1. Date account opened (Account holder must have had the account for at least 6 months);
2. Total amount deposited from the past year; and
3. Present balance.

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

Withdrawal Policy

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

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

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

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

Adjustment of Fees Upon Official Withdrawal

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

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

Student Refunds

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

Parent PLUS Refunds

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

Tuition and Fee Proration Schedule (Student did not receive Title IV aid)	
Days of Attendance	Percentage of Tuition and Fee Reduction
1 - 10 Days	75%
11 - 20 Days	50%
21 or more days	0%

Federal Regulation

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

Federal Return of Title IV Refund Policy

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

OFF-CAMPUS COURSES

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

STUDENT FINANCIAL AID

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

TITLE IV FINANCIAL AID PROGRAMS:

Federal Pell Grant (PELL)

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal Direct Subsidized Loan – Undergraduate students only.

Federal Direct Unsubsidized Loan

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

Federal College Work Study (CWS)

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

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

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

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

Treatment of Title IV Aid When a Student Withdraws - (continued)

(Excerpt: Federal Student Financial Aid Handbook)

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). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.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 is one initial step required in applying for student financial aid at Virginia State University:

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

Students can submit the 2024-2025 Free Application for Federal Student Aid (FAFSA) starting January 1, 2024. Students who file the Federal (FAFSA) and the University's (VSU) application by the applicable deadline of March 31, 2024 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.

AWARD AND NOTIFICATION PROCESS (CONTINUED)

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

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

- An agreement that you will repay the loan (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 will receive an award notification video via text and email. Students will also be able to view their awards via banner-9 self-service. Students must accept all award offers via their banner-9 accounts, in order for the Office of Student Financial Aid to authorize valid disbursement(s) to the student's account.

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

AWARD NOTIFICATION FOR ALL RETURNING STUDENTS:

The Office of Student Financial Aid has an electronic process for you to accept your 2024-2025 financial aid award(s). Just follow these simple steps:

1. Go to the Virginia State University homepage (www.vsu.edu) and select Trojan Link
2. Select “Banner”
3. Select “Self Service for Students”
4. Select “Banner Self Service-9”
5. Type in your User Id (ex. 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 2024-2025** - then click submit
9. Select “Accept Award Offer” Tab. **You must accept the “Terms and Conditions” before you proceed to view your awards. If you do not accept the “Terms and Conditions”, you will have to see a Financial Aid Counselor in the Financial Aid Office on campus (Gandy Hall – Room 112).**
10. For each award offered, select the required actions (accept, decline, etc.)
11. You can also find other helpful information on this web page, including: Student Requirements (missing documents), Award History, Academic Progress Status, Cost of Attendance, and more!

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

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

ENTERING FRESHMEN AND NEW TRANSFER STUDENTS:

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

Step 1: Log on to <https://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 Payment 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.

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

- **Step 1:** www.studentloans.gov
 - **Step 2:** Click “Login”
 - **Step 3:** Enter Parent information (FSA ID and Password)
 - **Step 4:** Click “Request a Direct PLUS Loan”
 - **Step 5:** Click “Parent Plus”
 - **Step 6:** Proceed through the 4 steps (Information, Student & Loan Information, Review Request and Credit Check & Submit)
 - **Step 7:** A credit decision will be provided at the end
 - **Step 8:** VSU will automatically receive and update the information within 5 business days
- Please check Banner Self-service to accept or decline the award**

DEBT MANAGEMENT

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

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

TRANSFER STUDENTS

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

RE-ADMIT STUDENTS

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

FINANCIAL AID AND ACADEMIC REQUIREMENTS

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

MAINTAINING SATISFACTORY ACADEMIC PROGRESS

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

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

Undergraduate Students

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

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

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

GRADUATE STUDENTS

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

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

PROGRESS REVIEW PROCEDURES-

Any student receiving financial assistance who does not meet the satisfactory academic progress requirements during a preliminary review at the end of each semester (**Fall, Spring and Summer**) will be placed on a **“Warning” status**. At the end of each semester, all students should check their Banner Self-Service Account to determine their financial aid status. If during the second review at the end of the subsequent semester, the student fails to maintain the required standard, a **Cancellation/Termination** notice is sent, informing the student that all financial assistance must be withdrawn. The student is responsible for ensuring that the grade-point-average and hours earned data submitted by the Office of the Registrar are accurate and complete.

RIGHT OF APPEAL

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

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

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

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

CANCELLATIONS AND ADJUSTMENTS TO FINANCIAL AID

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

Information pertaining to other financial aid policies and award programs may be obtained by visiting the VSU website: www.vsu.edu – select “Financial Aid”. Students may access their account information by accessing Trojan Link on the VSU website. The mailing address and phone numbers for the Financial Aid Office are as follows:

**Office of Student Financial Aid
Gandy Hall – Room 112
P.O. Box 9031
VSU, VA 23806**

**800-823-7214 or 804-524-5990
Fax Number (804) 524-6818
E-mail: finaid@vsu.edu**

Drug and Alcohol Policy:

Purpose

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

Policy Statement –

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

Policy Enforcement for Students -

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

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

Alcohol and Other Drug Treatment Program Resources for Students

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

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

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



Still Have Questions? Here's what you do!

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

Financial Aid Office

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

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

[Schedule Virtual Appointment Here](#)

Registrar's Office

Fall registration is open.

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

[Schedule Virtual Appointment Here](#)

Office of the Bursar

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

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

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

[Schedule Virtual Appointment Here](#)

Student Conduct

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

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

Still Have Questions? Here's what you do!

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

Residence Life and Housing

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

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

[Banner Self Service](#)

Student Health Communication

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

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

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

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

FALL SEMESTER 2024

AUGUST

Tues- Wed	6-7	University Opening Conference and Faculty & Staff Development Workshops
Friday	9-11	Residence Halls Open at 8:00 a.m. for New Students
Monday-Friday	12-16	New Trojans Experience
Friday	16	Residence Halls Open at 8:00 a.m. for Continuing Students
Monday	19	University Classes Begin
Monday	19	Mandatory Attendance Verification Begins
Monday	19	Term I, Eight Week Classes Begin
Friday	23	Last Day to Add/Drop for All Classes
Friday	23	Registration Ends for Fall Semester 2024
Friday	30	Mandatory Attendance Verification Ends

SEPTEMBER

Monday	2	LABOR DAY HOLIDAY (University Closed)
Monday	9	Formal Opening Convocation (6:00 p.m.)
Tuesday	10	Last Day to Withdraw from Eight Week Classes (Grade of “W” will be recorded)
Friday	27	Last Day to file a Graduation Application for Fall 2024 Commencement (Applications must be filed in the Office of the Registrar)
Monday	30	Trojan Wellness Day (No Classes-University Offices Open)

OCTOBER

Tuesday	1	Presidential Debate (All Classes Virtually)
Tuesday	8	Term I, Eight Week Classes End
Thursday	10	Term II, Eight Week Classes Begin
Saturday	12	Homecoming Game – 2:00 p.m. Rogers Stadium
Monday	14	Midterm Examinations Begin
Thursday	17	Term II, Last Day to Add/Drop Eight Week Classes
Saturday	19	Midterm Examinations End
Monday-Tuesday	21-22	Trojan Wellness Days-FALL BREAK (No Break for Eight Week Classes)
Monday	23	Academic Advising Period Begins
Friday	25	Midterm Grades are due in the System by Faculty (5:00 p.m.)
Monday	28	Registration Begins for Spring 2025

FALL SEMESTER 2024 cont.

NOVEMBER

Friday	1	Term II, Last Day to Withdraw from Classes (A grade of “W” will be recorded)
Tuesday	5	ELECTION DAY (University Closed)
Friday	15	Last Day to Withdraw from On-Campus Classes (A grade of “W” will be recorded)
Wednesday	27	Residence Halls Close at Noon for the semester (NO CLASSES)
Wednesday-Sunday	27-1	THANKSGIVING HOLIDAY (University Closed)

DECEMBER

Monday	2	University Classes Resume Virtually
Tuesday	3	University Classes End
Tuesday	3	Registration Ends for Spring Semester 2025
Tuesday	3	Last Day to Pay Graduation Fees and Clear Unpaid Balances for Fall Commencement
Wednesday	4	University Reading Day
Thursday	5	Final Examinations Begin (Administered Virtually)
Tuesday	10	Final Examinations End (Grades are due within 48 hours after final examinations)
Tuesday	10	Senior Grades are Due in the System (5:00 p.m.)
Thursday	12	Semester Grades are Due in the System (5:00 p.m.)
Friday	13	Commencement Rehearsal at Multipurpose Center
Friday	13	ROTC Commissioning Exercises
Saturday	14	COMMENCEMENT EXERCISES at Multipurpose Center
Sunday	15	Residence Halls Close at Noon (Graduating Student Participants)



DRAFT SPRING SEMESTER 2025

JANUARY

Mon-Tues	13-14	University Opening Conference and Faculty & Staff Development Workshops
Wednesday	15	Residence Halls Open at 8:00 a.m. for New Students
Friday	17	Residence Halls Open at 8:00 a.m. for Continuing Students
Monday	20	MARTIN LUTHER KING, JR. HOLIDAY (University Closed)
Tuesday	21	University Classes Begin
Tuesday	21	Mandatory Attendance Verification Begins
Tuesday	21	Term I, Eight Week Classes Begin
Monday	27	Last Day to Add/Drop for All Classes
Monday	27	Registration Ends for Spring Semester 2025

FEBRUARY

Monday	3	Mandatory Attendance Verification Ends
Tuesday	11	Term I, Last Day to Withdraw from Classes (Grade of "W" will be recorded)
Wednesday	12	ASSESSMENT DAY - All Undergraduate Classes Cancelled 8:00 a.m. – 5:00 p.m. (Classes Resume at 5:00 p.m.)
Monday	24	Trojan Wellness Day (No Classes-University Offices Open)
Friday	28	Last Day to file an Graduation Application for Spring 2025 Commencement (Applications must be filed in the Office of the Registrar)

MARCH

Monday	3	Midterm Examinations Begin
Saturday	8	Midterm Examinations End
Saturday	9	Residence Halls Close at 12:00 Noon
Sunday-Sunday	9-16	Spring Break (No Classes-University Offices Open)
Tuesday	11	Term I, Eight Week Classes at Fort Gregg-Adams End
Thursday	13	Term II, Eight Week Classes Begin
Friday	14	Midterm Grades are due in the System by Faculty (5:00 p.m.)
Sunday	16	Residence Halls Reopen at 8:00 a.m.
Thursday	20	FOUNDER'S DAY
Thursday	20	Term II, Last Day to Add Eight Week Classes
Monday	24	Academic Advising Period Begins
Monday	24	Registration Begins for Fall Semester 2025-Summer 2026

SPRING SEMESTER 2025 cont.

APRIL

Monday	7	Academic Convocation and Awards Ceremony (5:00 p.m.)
Monday-Friday	7-11	Honors Week Activities
Thursday	10	Term II, Last Day to Withdraw from Classes at Fort Gregg-Adams (Grade of “W” will be recorded)
Friday	18	Last Day to Withdraw from On-Campus Classes (Grade of “W” will be recorded)

MAY

Tuesday	6	University Classes End
Tuesday	6	Registration Ends for Fall Semester 2025
Tuesday	6	Last Day to Pay Graduation Fees and Clear Unpaid Balances for Spring Commencement
Wednesday	7	University Reading Day
Thursday	8	Final Examinations Begin
Tuesday	13	Final Examinations End (Grades are due within 48 hours after final examinations)
Tuesday	13	Senior Semester Grades are Due in the System (5:00 p.m.)
Wednesday	14	Residence Halls Close at Noon (Non-Commencement Participants)
Friday	16	Semester Grades are Due in the System (5:00 p.m.)
Friday	16	Commencement Rehearsal at Multipurpose Center
Friday	16	ROTC Commissioning Exercises
Saturday	17	COMMENCEMENT EXERCISES at Multipurpose Center
Sunday	18	Residence Halls Close at Noon (Commencement Participants)

