

# Financial information

## Tuition and fees

The Student Accounting Department issues bills to students for tuition and appropriate fees. Preregistered students' tuition and fees, along with charges for room and board where applicable, are due approximately one week before the start of the term. All other students (who are not receiving financial aid) will be sent a bill at the end of the add/drop period due approximately two weeks later. The university reserves the right to revise or alter all fees, regulations pertaining to student fees, and fee collection procedures at any time.

Tuition is determined by both the student's residency classification and classification as a full- or part-time student. Eligibility for in-state tuition benefits is determined by Section 23-7.4 of the Code of Virginia. Students seeking to change their residency status from out-of-state to in-state for tuition charges should go to the Residency Office of VCU Records and Registration and formally apply for a change. The residency application deadline is 30 days prior to the beginning of the term for which you are applying. For further information on residency determination, call (804) 828-0366.

Students registered for a full-time course load are charged a flat rate for tuition and fees. An undergraduate student enrolled for 12 to 18 credits during any term is classified as full time. A graduate student enrolled for nine to 15 credits during any term is classified as full time. Students registered for less than a full-time course load are charged a per-credit-hour rate based on the course level; e.g., undergraduate or graduate.

The rate for "no credit" courses is determined by the number of lecture or laboratory-tutorial hours.

An undergraduate student enrolled for more than 18 credits and a graduate student enrolled for more than 15 credits will be charged a course overload fee on a per-credit-hour basis above the full-time tuition rate. The overload fee will not apply to students in first professional programs or other programs that specifically require the student to enroll in courses that exceed the applicable maximum number of credit hours.

Many students have their tuition and/or fees paid by outside agencies or businesses. The university will accept a letter from the agency/business stating that these charges are unconditionally guaranteed. This letter should be submitted to the Student Accounting Department prior to the start of classes. Students may charge their tuition and fees to Visa, MasterCard or Discover Card.

### Fees

**Student activity fee** — used to support social and cultural activities such as concerts, plays, student organizations and student publications on the Academic Campus. This fee is not charged to MCV Campus students.

**Student government association fee** — used to support social and cultural activities for students on the MCV Campus. This fee also is charged to students in the off-campus program in the School of Social Work.

**University fee** — used by the university to support student recreational facilities, campus development, intercollegiate athletics and other programs. Funds for these programs are allocated annually.

**Technology fee** — used to fund improved access and assistance with information technology. This fee is charged to all undergraduate, graduate and professional students in all programs.

**Student health fee** — covers certain outpatient health-care services provided by University Student Health Services. All full-time students are required to participate. Part-time students have the option to participate.

**Note:** The university fee and student activity fee are not charged for off-campus classes (classes with a "C" designation).

## Drop vs. withdraw

**Drop** - charges are removed to indicate that the student never attended the class. The student is not eligible to receive financial aid, and any financial aid already credited to the student's account based on the original course registration will be removed from the student's account and may create a balance due to the university.

**Withdraw** - results in the academic grade of "W." Charges are assessed and adjusted according to the University Refund Policy. Students may owe a balance to the university.

## Refund policy

The official university tuition and fees refund policy applicable only for the fall and spring terms (excluding short courses) is outlined in the table that follows. Refunds are calculated on a course-by-course basis, disregarding the full-time cap amounts. Students who are enrolled in the maximum number of credit hours and withdraw to part-time enrollment and students who are in an overload status and withdraw to the full-time credit hour maximum may not receive a refund.

Withdrawal/drop period	Student refund	Retained by university
Drop/withdraw prior to and during the first week of classes	100% tuition and fees	0%
Withdraw second week of class	80% tuition and university fee	20% tuition and university fee 100% of all other fees
Withdraw third week of class	60% tuition and university fee	40% tuition and university fee 100% of all other fees
Withdraw fourth week of class	40% tuition and university fee	60% tuition and university fee 100% of all other fees
Withdraw after fourth week of class	0%	100% all fees

This table pertains to both complete withdrawals and reduced course loads for fall and spring terms only.

Students in off-campus classes are subject to the same refund policy as all other university students if the class is scheduled on the regular term schedule. If the off-campus class is shorter or longer than the academic term, the refund dates are adjusted accordingly at the request of Off-Campus Programs, Division of University Outreach.

The refund policy and deadlines of the English Language Program are different from the university's refund policy for academic classes. Details of the policy may be obtained from the English Language Program Office in the Division of University Outreach.

A full refund for Holiday Intersession will be granted if the course is dropped before 4:30 p.m. on the day of the first class meeting. Partial refunds are not granted.

A full refund of tuition and applicable fees for short courses will be granted if the course is dropped no later than the day following the first day of a given class. (This deadline also is applicable if the class does not meet on two consecutive days.) Students reducing their academic course load to fewer than full time (12 credits for undergraduates and nine credits for graduates) before the end of the last day to drop a course will be entitled to a refund of tuition and applicable fees reflecting the reduced course load. Partial refunds are not granted for short courses.

Students who are financial aid recipients and withdraw from all courses are subject to the Federal and Prorata Refund Policies. For more details see "Student Refund/Financial Aid Repayment Policy" under "Financial Aid" in the Undergraduate and Professional Programs Bulletin.

**Refunds will be computed based on the actual withdrawal date certified by the Office of Records and Registration in the Division of University Outreach.** Refunds will not be made to students who do not attend classes and have not completed the required withdrawal procedure. Refund processing may take approximately two weeks. Exceptions to this refund policy are made only in rare instances. Written application for an exception must be filed with the Student Accounting Department's Refund Appeals Committee.

**Students will not be entitled to a refund of room fees:**

- if they are suspended from the residence halls for disciplinary reasons,
- if they voluntarily withdraw from the university residence halls but remained registered for any course(s) at the university unless clearance is granted through the Office of the Dean of Student Affairs, or
- unless they have completed the withdrawal procedures through the Housing Office.

**A refund of the board plan charges will be made if:**

- the cancellation occurs prior to the first official board plan day of the year provided the dining services coordinator has been given written notification. A full refund of the board plan charges will be made at this time.
- the cancellation occurs throughout the term, refunds will be granted on a daily proration.

Refer to the Room and Board Contract Terms and Conditions for additional information.

**Requests for refunds of overpayment** may be made in writing to VCU Student Accounting Department, P.O. Box 843036, Richmond, VA 23284-3036. Refund request forms are available at the student services centers, 827 W. Franklin St., Room 104 and 1101 E. Marshall St., Room 1-055. *In accordance with credit card regulations, the university will refund the credit card account with any credit balance that may result on a student's account as the outcome of a credit card payment. The remaining credit balance, if any, will be refunded to the student.*

## Defense crisis tuition relief, refund and reinstatement guidelines

These guidelines apply to any operation, including a defense crisis, in which the president of the United States declares a sudden mobilization that includes members of the Virginia National Guard or the active or reserve forces of the U.S. Armed Forces who are students enrolled at VCU. Students are offered the following enrollment session options:

1. Drop all courses before the end of the add/drop period and receive a full refund of all funds paid the university. Students will be asked to sign the drop

request form with the registrar indicating that they are not receiving a financial aid refund.

This option might best meet the needs of students who are called to active duty service during the first week of school and did not receive a financial aid refund check or direct deposit.

2. Receive a grade of incomplete (IM - incomplete military) in one or all courses. Students residing in university housing will be released from their housing and meal contracts and will receive a prorated refund of these charges. Student who choose to take a grade of IM will not have tuition and fees reduced for these courses because credits will still be earned for the term. Students will have 12 months from the date that they leave the university to complete the course work and earn a course grade.

This option might best meet the needs of students who have essentially completed all course work in a class for the term, but have yet to turn in a final project, an exam or other materials. It should be agreed upon between the instructor and the student that the remaining course work can reasonably be completed during the upcoming 12-month period.

3. Accept administrative withdrawal (WM - withdrawal military) from one or all courses as of the effective date of the orders to active duty. If this option is elected, a full refund of all tuition, fees and prorated room/board charges will be made for the courses that the WM is elected. If a student received financial aid, the amount recovered to the financial aid accounts will follow Title IV guidelines not to exceed university charges.

This option might best meet the needs of students who are called to national service in the middle of a term and have not completed 90 percent of

their class requirements. This option also might best meet the needs of students who are leaving the university during the first week of class and received a financial aid refund check or direct deposit as a result of their financial aid.

**Leaving the university.** To initiate this process, the student must provide the university registrar with a copy of his/her active duty orders in addition to a printed copy of his/her course registration for that term and indicate Option 1, 2 or 3 for each course. The university registrar will take the appropriate enrollment action, post the appropriate grades and send a copy of the orders and a copy of the student course request statement to the director of financial aid and the manager of student accounting.

**Returning to the university.** If the student returns within one year of completing their national emergency service requirement, the student may return to the university in the same program of studies without re-applying for admission. The student should begin the re-enrollment process by writing the director of admissions regarding their intent to re-enroll.

### Statement of student financial responsibility

A student who fails to meet payments when due may be assessed a late payment fee and is denied registration for future classes until he or she has paid all amounts owed to the university.

Student accounts with balances owed the university are referred to the Collection Unit. Pursuant to Section 2.1-732 et. seq., of the Code of Virginia, and in accor-

dance with rules and regulations promulgated by the state comptroller and attorney general of the commonwealth of Virginia, VCU will charge interest, costs and fees on all accounts past due. Students with balances owed the university are not issued degrees, transcripts, grades or grade reports, until all charges are paid in full.

Students are reminded that they are ultimately responsible for any unpaid balance on their account as a result of the Financial Aid Office or their sponsor canceling or reducing the award.

Any communication disputing an amount owed, including an instrument tendered as full satisfaction of a debt, must be submitted to the Manager of Student Accounting, Student Accounting Department, P.O. Box 843036, Richmond, VA 23284.

VCU participates in the Virginia Set-Off Debt Collection Act of 1981. Under the provisions of this act, a Virginia individual income tax refund is subject to the university's claim for unpaid balances of tuition and fees.

### Dishonored checks

A charge will be levied for all dishonored checks.

## 1999-2000 tuition and fees — Academic Campus

#### Full-time students per term — Academic Campus

Undergraduate (12-18 credits)	Virginia	Non-Virginia
	Resident	Resident
Tuition	\$1,246.00*	\$5,973.00
Student Activity Fee	20.00	20.00
University Fee	436.00	436.00
Technology Fee	20.50	20.50
Student Health Fee	71.00	71.00
	<u>\$1,793.50</u>	<u>\$6,520.50</u>

\* \$1,474.50 for School of Engineering

Graduate (9-15 credits)	Virginia	Non-Virginia
	Resident	Resident
Tuition	\$2,015.50	\$5,973.00
Student Activity Fee	13.00	13.00
University Fee	436.00	436.00
Technology Fee	20.50	20.50
Student Health Fee	71.00	71.00
	<u>\$2,556.00</u>	<u>\$6,513.50</u>

#### Part-time students per credit hour — Academic Campus

Undergraduate Courses	Virginia	Non-Virginia
	Resident	Resident
Tuition*	\$104.00	\$498.00
Activity Fee	1.50	1.50
University Fee	36.00	36.00
Technology Fee	2.00	2.00
Student Health Fee	--	--
	<u>\$143.50</u>	<u>\$537.50</u>

\* \$123 for School of Engineering

Graduate Courses	Virginia	Non-Virginia
	Resident	Resident
Tuition	\$224.00	\$664.00
Activity Fee	1.50	1.50
University Fee	36.00	36.00
Technology Fee	2.00	2.00
Student Health Fee	--	--
	<u>\$263.50</u>	<u>\$703.50</u>

# Fee tables

## School of the Arts

Course materials fees  
(paid by all students enrolled in the courses below)

Subject	Course	Fee
<b>Art History</b>	ARTH 270-271	\$ 25.00
	ARTH 469	15.00
	ARTH 474	25.00
	ARTH 581	25.00
	ARTH 582-583	15.00
<b>Communication Arts &amp; Design</b>	All CARD Courses	43.00
<b>Crafts</b>	CRAF 221	35.00
	CRAF 261-262	45.00
	CRAF 320-322	35.00
	CRAF 361-364	45.00
	CRAF 367-369	45.00
	CRAF 421-422	35.00
	CRAF 429	35.00
	CRAF 461-464	45.00
	All Other CRAF Courses	65.00
<b>Sculpture</b>	All SCPT Courses	35.00
<b>Theatre</b>	THEA 104	5.00
	THEA 227-228	8.50
	THEA 508	15.00

Special course fees  
(paid by non-art majors)

Subject	Fee
Art Education (ARTE)	\$ 15.00
Art Foundation (ARTF)	13.00
Art History (ARTH)	10.00
Communication Arts and Design (CARD)	n/a
Crafts (CRAF)	25.00
Dance and Choreography (DANC)	5.00
Fashion Design and Merchandising (FASH)	5.00
Painting and Printmaking (PAPR)	14.00
Photography (PHTO)	24.00
Sculpture (SCPT)	10.00
Theatre (THEA)	n/a

Applied private music fees

	Credits	Music Major	Non-Music Major
<b>Undergraduate</b>	1	\$ 130.00	\$ 225.00
	2	260.00	450.00
	3	260.00	450.00
<b>Graduate</b>	1	150.00	225.00
	2	300.00	450.00
	3	300.00	450.00

## School of Business

Special fees  
(paid by all students enrolled in the courses below)

Course	Fee
All undergraduate upper division business courses (300 and 400 level)	\$ 6.00 per credit hour
All graduate business courses (500 level and above)	\$ 10.00 per credit hour

## School of Education

Special fees

Subject	Course	Fee
Physical Education	PHED 155	\$ 115.00
Student Teaching Internship Fee	TEDU 672 (Sec 1, 2, 3, 7)	50.00
	EMOD 672	50.00
	MNRT 672	50.00
	ECSE 672	50.00
Athletic Training Laboratory Fee	HLTH 225	50.00
	HLTH 326	50.00
	HLTH 327	50.00
	HLTH 329	50.00
	HLTH 338	50.00

## School of Social Work

Placement fee

A \$20 field placement fee is charged to students in the School of Social Work for costs associated with field instruction and placement in participating agencies.

## Cooperative Education

Administrative fee

An administrative fee is charged to students for each semester they are placed in cooperative education positions.

Position	Fee
Full-time employment	\$ 70.00
Part-time employment	35.00