

Financial information

Tuition and fees

The Student Accounting Department issues bills to students for tuition and appropriate fees. Preregistered students' tuition and fees, and dorm charges, where applicable, are due at the start of the term. 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 the VCU Office of 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, inter-collegiate 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 no reduction of tuition and fees will be granted.

Refund policy

Students whose registration is canceled prior to the end of the last day to **drop** a particular class will be entitled to a full reduction of tuition and fees. Charges are removed to indicate that the student never attended the class. The student is not eligible to receive financial aid. Students who **withdraw** their registration after the last day to drop but before the withdrawal deadline will receive a grade of "W" for the class. Charges will be assessed and **no reduction of tuition and fees will be granted**. Please see the calendar on Page 3 for each session's add/drop and withdrawal deadlines.

Students reducing their academic course load to fewer than 12 credit hours (nine credit hours for graduate students) before the end of the last day to drop will be entitled to a reduction of tuition and applicable fees reflecting the reduced course load.

Requests for refunds of overpayments must be made in writing by letter or on a Request for Refund form available at both the Academic Campus (Founders Hall) and MCV Campus (Sanger Hall) Student Services Centers or in the Student Accounting Department. These requests should be directed to VCU, Student Accounting Department, P.O. Box 843036, 827 W. Franklin St., Richmond, VA 23284-3036. Refunds take from two to three weeks to process. 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.

Students in off-campus classes scheduled in a regular summer session are subject to the same refund policy as all other university students.

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 secession 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 who 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 ("W/M" - 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 for which 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 who have 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 his/her 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 to the university are referred to the Collection Unit. Pursuant to Section 2.1-732 et. seq., of the Code of Virginia, and in accordance 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.

Summer 2000 tuition and fees

Academic Campus

Full-time students per term

Undergraduate 12-18 credits	Virginia Resident	Non-Virginia Resident
Tuition	\$1,246*	\$5,973
Student Activity Fee	12	12
University Fee	279	279
Technology Fee	13	13
Total	\$1,550	\$6,277
*School of Engineering tuition	\$1,474	
Overload Fee (over 18 credits) per credit	\$104	\$498

Graduate 9-15 credits	Virginia Resident	Non-Virginia Resident
Tuition	\$2,016	\$5,973
Student Activity Fee	12	12
University Fee	279	279
Technology Fee	13	13
Total	\$2,320	\$6,277
Overload Fee (over 15 credits) per credit	\$224	\$664

Part-time students per credit hour

Undergraduate 1-11 credits	Virginia Resident	Non-Virginia Resident
Tuition	\$104*	\$498
Student Activity Fee	1	1
University Fee	23	23
Technology Fee	2	2
Total	\$130	\$524
*School of Engineering tuition	\$123	

Example: A three-credit undergraduate (non-engineering) course would cost \$390 for a Virginia resident.

Graduate 1-8 credits	Virginia Resident	Non-Virginia Resident
Tuition	\$224	\$664
Student Activity Fee	1	1
University Fee	23	23
Technology Fee	2	2
Total	\$250	\$690

Example: A three-credit graduate class would cost \$750 for a Virginia resident.

MCV Campus

Full-time students per term

Undergraduate 12-18 credits	Virginia Resident	Non-Virginia Resident
Tuition	\$1,246	\$5,973
University Fee	279	279
Technology Fee	13	13
Student Government Fee	9	9
Total	\$1,547	\$6,274
Overload Fee (over 18 credits) per credit	\$104	\$498

Graduate 9-15 credits	Virginia Resident	Non-Virginia Resident
Tuition	\$2,016	\$5,973
University Fee	279	279
Technology Fee	13	13
Student Government Fee	9	9
Total	\$2,317	\$6,274
Overload Fee (over 15 credits) per credit	\$224	\$664

Part-time students per credit hour

Undergraduate 1-11 credits	Virginia Resident	Non-Virginia Resident
Tuition	\$104	\$498
University Fee	23	23
Technology Fee	2	2
Student Government Fee*	5	5
Total	\$134	\$528

EXAMPLE: A three-credit undergraduate course would cost \$392 for a Virginia resident.

Graduate 1-8 credits	Virginia Resident	Non-Virginia Resident
Tuition	\$224	\$664
University Fee	23	23
Technology Fee	2	2
Student Government Fee*	5	5
Total	\$254	\$694

Example: A three-credit graduate class would cost \$752 for a Virginia resident.

* Total for summer session

Fee tables

School of the Arts

Course materials fees

(paid by all students enrolled in the courses below)

Subject	Course	Fee
Art History	ARTH 270-271	\$ 25.00
	ARTH 469	15.00
	ARTH 474	25.00
	ARTH 581	25.00
	ARTH 582-583	15.00
Communication Arts & Design	All CARD Courses	43.00
Crafts	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
Sculpture	All SCPT Courses	35.00
Theatre	THEA 104	5.00
	THEA 227-228	8.50
	THEA 508	15.00

Applied private music fees

	Credits	Music Major	Non-Music Major
Undergraduate	1	\$ 130.00	\$ 225.00
	2	260.00	450.00
	3	260.00	450.00
Graduate	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

Summer 2000 financial aid instructions

- Students must be accepted/enrolled for approved programs of study and enrolled at least half-time (undergraduate students must register for at least six credit hours and graduate students must register for at least five credit hours) and remain registered for at least five weeks of classes. Students enrolled for less than five weeks of classes are not eligible for summer aid.
- Eligibility for summer financial aid is computed from information contained on your 1999-2000 Free Application for Federal Student Aid (FAFSA) along with your 1999-2000 aid history. Most students will be eligible only for loans during summer. Pell Grants for summer are available only if you did not use your full eligibility during the prior academic year.
- Using loan eligibility during summer school may delay your 2000-2001 delivery of aid.
 - Loans are normally based on an August-May academic year cycle, rather than semester by semester.
 - Borrowing loans during the summer means you will have to sign separate promissory notes for summer 2000, fall 2001 and spring 2001.
- Your Summer 2000 Financial Aid Award Letter, Award Acceptance Agreement, Policy Statement and Direct Loan Promissory Note(s) will be mailed to the address you indicated on the application form. You may do any of the following, but all documents MUST be returned in order for your aid to be processed:**
 - accept the aid as computed,
 - consult with a counselor to have aid adjusted, or
 - decline all aid offered.
- In order to complete your Direct Loan Promissory Note(s), you will need to provide the name, address, and phone number of two references on your promissory note(s). References must have separate U.S. addresses.
- Please be aware that once you submit your Summer 2000 Financial Aid Application and sign your promissory note(s), your loan(s) **cannot** be increased or restored if canceled. It is imperative that you compute your expenses before you return your Summer 2000 Award Acceptance Agreement, Policy Statement and Direct Loan Promissory Note(s).
- A 3 percent federal loan fee is deducted from each of your loans. For example, a \$2,000 loan will yield \$1,940 after the federal fee has been deducted.
- If you drop below half time during the summer, **all of your federal loans for summer 2000 will be canceled.** If you received a Federal Pell Grant, it also may be reduced/canceled. You will have to repay all reduced/canceled financial aid that has been credited to your student account.
- Funds are credited to your student account within one week after you begin your first three credit hours. As a result, you may have cash flow problems, especially if you plan on using any financial aid proceeds for living expenses and/or books.
 - Emergency loans are not available during the summer session.**
- Remember that living expense refunds do not happen the same day money is credited to your Student Account at VCU.
 - Refunds are made by Direct Deposit or a manual check, which will be mailed to your permanent address.
 - Direct Deposit Refunds are available more quickly because they are directly deposited into your bank account. If you have not done so, you may want to enroll in the Direct Deposit Program to receive your refund.

- Always maintain your current correct permanent address with the Office of Records and Registration or your refund may be delayed.
- Further Direct Deposit information is available at the Financial Aid Office, Student Accounting Office or Disbursement Operations Office.
- Direct Deposit refunds should be available within five to seven business days after students

begin their first three credit hours. Manual checks will take longer, as these will be mailed to the students.

- If you will be applying for financial aid for 2000-2001, please remember to complete and mail the 2000-2001 FAFSA by April 15, 2000, or submit it via FAFSA on the Web by May 1, 2000.**

Summer 2000 Financial Aid Application - Academic Campus

Name **Social security number**

Last First MI --

Phone

Day Evening

- Students should submit this application to the Financial Aid Department by the **due date: Friday, March 31, 2000.**
- STRICT PROCESSING DEADLINES WILL BE ENFORCED!** Students submitting this application after March 31, 2000 but no later than Monday, May 1, 2000 are considered late applicants and students in this category should expect delays. **Top priority** will be afforded to those submitting applications by the **due date: Friday, March 31, 2000.**
- Students must be accepted/enrolled for approved programs of study, enrolled at least half-time (undergraduate students must register for at least six credit hours and graduate students must register for at least five credit hours), enrolled for at least five weeks of courses, and complete a 1999-2000 Free Application for Federal Student Aid **prior to March 1, 2000**, to apply for summer 2000 financial aid.
- Complete the areas below. Illegible/incomplete applications may be delayed or rejected.
- Students who apply will be considered for Federal Pell Grant and Federal Direct Student Loan eligibility. Dependent students interested in Federal Direct Parent Loans for Undergraduate Students can apply for the PLUS loan using the Award Acceptance Agreement which will be mailed with the summer award letters.

Indicate your summer 2000 housing: Off campus On campus With parents/relatives

I have registered for at least half-time enrollment for credit at VCU for summer 2000 as follows:

Call number	Department	Course number	Section	Start date	End date	Credit hours

- I certify the information provided on this form is true and correct, to the best of my knowledge, and:
- I agree to immediately notify Financial Aid of any changes in my enrollment.
 - I agree to keep my address and phone number current with the Office of Records and Registration.
 - I understand that applying for a loan during summer may delay Academic Year Financial Aid Processing.
 - I understand I am not eligible for summer 2000 financial aid unless I am registered and enrolled for at least half-time status.
 - "I authorize Virginia Commonwealth University to use Federal Title IV funds, and any other assistance including Federal Title VII funds, provided on my behalf to pay any and all university charges including educationally related activities other than current charges for tuition, fees, room and board. Payment of these charges will be made in full prior to any financial aid refund amount being provided to me. This authorization will remain in effect indefinitely until such time that I provide written notification to rescind this authorization."

Please mail my summer 2000 Financial Aid Award Letter, Award Acceptance Agreement, Policy Statement and Direct Loan Promissory Note(s) to the following address:

Address

Street

City State Zip

Check this box if you want to make this your permanent address with the Office of Records and Registration.

By signing this application, I acknowledge that I reviewed the summer 2000 financial aid instructions. I agree to abide by those conditions.

Student signature _____
Date