

# 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 semester. 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 semester for which the student is 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 semester is classified as full time. A graduate student enrolled for nine to 15 credits during any semester 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 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.

Students who receive Title IV financial aid funds (grants, loans or work-study) may be required to repay all or a portion of the financial aid that was disbursed to their student account if they withdraw from VCU prior to completing 60 percent of the semester. For details on how this requirement applies to your situation, please contact a counselor in the Financial Aid Office at 901 W. Franklin St. (Shafer Court entrance) or call (804) 828-6669.

## Defense crisis tuition relief, refund and re-instatement 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 semester. 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 semester, 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 ("WWM" – 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 "WWM" 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 semester 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 semester 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 his/her 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 Director of Student Accounting, Student Accounting Department, P.O. Box 843036, Richmond, VA 23284-3036.

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 \$20 charge will be levied for all dishonored checks.

# Summer 2001 tuition and fees

## Academic Campus

### Full-time students per semester

<b>Undergraduate 12-18 credits</b>	<b>Virginia Resident</b>	<b>Non-Virginia Resident</b>
Tuition	\$1,246*	\$6,092
University Fee	296	296
Technology Fee	13	13
Student Activity Fee	12	12
<b>Total</b>	<b>\$1,567</b>	<b>\$6,413</b>
*School of Engineering tuition	\$1,474	
Overload Fee (over 18 credits) per credit	\$104	\$508
School of Engineering	\$123	\$508

  

<b>Graduate 9-15 credits</b>	<b>Virginia Resident</b>	<b>Non-Virginia Resident</b>
Tuition	\$2,056	\$6,092
University Fee	296	296
Technology Fee	13	13
Student Activity Fee	12	12
<b>Total</b>	<b>\$2,377</b>	<b>\$6,413</b>
Overload Fee (over 15 credits) per credit	\$228	\$677

### Part-time students per credit hour

<b>Undergraduate 1-11 credits</b>	<b>Virginia Resident</b>	<b>Non-Virginia Resident</b>
Tuition	\$104*	\$508
University Fee	25	25
Technology Fee	2	2
Student Activity Fee	1	1
<b>Total</b>	<b>\$132</b>	<b>\$536</b>
*School of Engineering tuition	\$123	

Example: A three-credit undergraduate (non-engineering) course would cost \$396 for a Virginia resident.

<b>Graduate 1-8 credits</b>	<b>Virginia Resident</b>	<b>Non-Virginia Resident</b>
Tuition	\$228	\$677
University Fee	25	25
Technology Fee	2	2
Student Activity Fee	1	1
<b>Total</b>	<b>\$256</b>	<b>\$705</b>

Example: A three-credit graduate class would cost \$768 for a Virginia resident.

## MCV Campus

### Full-time students per semester

<b>Undergraduate 12-18 credits</b>	<b>Virginia Resident</b>	<b>Non-Virginia Resident</b>
Tuition	\$1,246	\$6,092
University Fee	296	296
Technology Fee	13	13
Student Government Fee	9	9
<b>Total</b>	<b>\$1,564</b>	<b>\$6,410</b>
Overload Fee (over 18 credits) per credit	\$104	\$508

  

<b>Graduate 9-15 credits</b>	<b>Virginia Resident</b>	<b>Non-Virginia Resident</b>
Tuition	\$2,056	\$6,092
University Fee	296	296
Technology Fee	13	13
Student Government Fee	9	9
<b>Total</b>	<b>\$2,374</b>	<b>\$6,410</b>
Overload Fee (over 15 credits) per credit	\$228	\$677

### Part-time students per credit hour

<b>Undergraduate 1-11 credits</b>	<b>Virginia Resident</b>	<b>Non-Virginia Resident</b>
Tuition	\$104	\$508
University Fee	25	25
Technology Fee	2	2
Student Government Fee*	5	5
<b>Total</b>	<b>\$136</b>	<b>\$540</b>

EXAMPLE: A three-credit undergraduate course would cost \$398 for a Virginia resident.

<b>Graduate 1-8 credits</b>	<b>Virginia Resident</b>	<b>Non-Virginia Resident</b>
Tuition	\$228	\$677
University Fee	25	25
Technology Fee	2	2
Student Government Fee*	5	5
<b>Total</b>	<b>\$260</b>	<b>\$709</b>

Example: A three-credit graduate class would cost \$770 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
<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

### 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
	HLTH 225	50.00
Athletic Training Laboratory Fee	HLTH 326	50.00
	HLTH 327	50.00
	HLTH 329	50.00
	HLTH 338	50.00
		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

# Financial Aid

## Financial implications if a student withdraws from VCU

Students who receive Federal Title IV grant or loan assistance and withdraw from VCU before completing 60 percent of the semester (as measured in calendar days), must have their eligibility recalculated based on the Federal Return of Title IV Funds formula. This federal formula specifies that a student's financial aid eligibility must be recalculated based on the aid the student has "earned" (based on the number of days that the student was enrolled or attending VCU prior to withdrawal). Any unearned aid for the period of enrollment that the student did not complete must be returned to the appropriate Title IV programs from which the student was awarded.

VCU students who withdraw prior to completing 60 percent of the semester will have to pay all or a portion of the financial aid funds that were disbursed to their VCU accounts. They also may be responsible for all or a portion of their tuition/fee charges that were previously paid by financial aid sources.

**Example 1:** Sally Student is a full-time, in-state, College of Humanities and Sciences undergraduate student at VCU. For the program that Sally is enrolled in, VCU's summer 2001 start date (first day of classes) is May 21, 2001 and the end date is Aug. 17, 2001. Sally's tuition/fee charges and financial aid for the summer session are as follows:

VCU charges	Summer 2001	
Summer tuition/fees	\$880	
<b>Financial aid funding</b>	<b>Date disbursed</b>	
Federal Pell Grant	\$825	May 21, 2001
Federal Direct Student Loan	\$1,325	May 24, 2001
<b>Total financial aid</b>	<b>\$2,150</b>	

Financial aid of \$2,150 was disbursed to her student account paying tuition/fee charges of \$880 and resulting in a refund of \$1,270 direct deposited to her bank account on May 27, 2001 to help her pay for rent, food, books and supplies for the summer 2001 session.

In June, Sally missed two weeks of classes because of illness. She returned to classes on June 19, but decided after two days that she was too far behind in her course work to catch up. On June 21, she notified the registrar that she was withdrawing and began the official withdrawal process. Since Sally withdrew on June 21, 2001, she only completed 33 percent of the semester.

Based on Sally's withdrawal date, VCU must cancel \$589.60 in Pell Grant funds. These funds will be returned to the federal government on Sally's behalf. This action will create charges of \$589.60 on Sally's account; there is no tuition and fee adjustment. The result is that Sally must pay \$589.60 that was previously paid by financial aid funds.

Sally will have to repay VCU \$589.60.

**Example 2:** Steve Student is a full-time, in-state freshman. For the program that Steve is enrolled in, VCU's summer 2001 start date (first day of classes) is May 21, 2001, and the end date is Aug. 17, 2001. Steve's tuition/fee charges and financial aid for the summer 2001 session are as follows:

VCU charges	Summer 2001	
Summer tuition/fees	\$880	
Summer room/board	\$1,200	
<b>Total VCU charges</b>	<b>\$2,080</b>	
<b>Financial aid funding</b>	<b>Date disbursed</b>	
Federal Direct Stafford Loan	\$650	May 21, 2001
Federal PLUS Parent Loan	\$1,350	May 25, 2001
<b>Total financial aid</b>	<b>\$2,000</b>	

Financial aid funds of \$2,000 were disbursed toward his student account charges of \$2,080, and Steve paid the remaining balance of \$80 using his credit card.

Sometime during the summer session Steve stopped attending classes, but he did not notify anyone that he was withdrawing from school. He simply left the university. At the end of the summer session his instructors reported a grade of "F" since he had not completed his course work. Steve's last day of attendance is not known to VCU since he did not officially withdraw; therefore, the midpoint of the summer session is used as the last date of attendance for Title IV funding purposes. Therefore, Steve only earned 50 percent of the financial aid that he had originally received for the summer session.

Based on 50 percent completion, VCU must cancel the entire Federal Student Stafford Loan of \$650 and must cancel \$350 of the Parent's PLUS Loan. These funds will be returned to the federal government on the borrower's behalf. This action will create charges of \$1,000 on Steve's account.

Since Steve did not officially withdraw from VCU, there is no tuition/fee adjustment. Due to the reduction of financial aid required by the federal "Return of Title IV Funds" formula, Steve must pay \$1,000 that was previously paid by financial aid funds.

Steve will have to pay VCU \$1,000.

## Summer 2001 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 or be in an approved Study Abroad Program.
  - Courses taken for Audit will not be funded and students who drop courses for any reason after financial aid payment has been made must have their aid eligibility recalculated — this is a federal requirement. This recalculation may result in a bill that the student will owe VCU.
  - Eligibility for summer financial aid is computed from information contained on your 2000-01 Free Application for Federal Student Aid (FAFSA) along with your 2000-01 financial aid history. Summer aid funding is limited. Applicants may be eligible for a federal student loan if they did not borrow the maximum allowed by their academic grade level during fall 2000 and spring 2001, or if the student advanced in grade level during the 2000-01 academic year. Pell Grants for summer are available only if the student did not use his or her full-time Pell Grant eligibility during the 2000-01 academic year. If there are insufficient federal funds available, students should apply for a private alternative loan.
  - The Summer 2001 Financial Aid Award Letter, Award Acceptance Agreement and Policy Statement will be mailed to the address indicated on the application form. The Financial Aid Office also will mail a Direct Loan Master Promissory Note if one is not already filed and if the student is eligible for a summer loan. A student MUST do any of the following, but all documents MUST be returned before the Financial Aid Office can process summer aid:**
    - accept the aid as computed based on the summer hours indicated on the application
    - consult with a financial aid counselor to have aid reviewed/reduced as needed
    - decline all aid offered
  - A 3 percent federal loan fee will be deducted from each student loan. For example, a \$2,000 loan will yield \$1,940 after the federal fee has been deducted.
- A 4 percent federal loan fee will be deducted from each Parent PLUS Loan.
- If a student drops below half time during the summer, **all of that student's federal loans for summer 2001 will be canceled.** If a Federal Pell Grant was received, it also may be reduced/canceled. A student will have to repay all reduced/canceled financial aid that has been credited to his or her student account.
  - If a student drops all classes or withdraws from all classes during the summer before completing 60 percent of the semester (as measured in calendar days), the Financial Aid Office must recalculate eligibility for aid based on the federal "Return of Title IV Funds" regulations. These regulations stipulate that aid is "earned" based on the calendar days completed for the semester. Any portion of financial aid funds that were received initially but were "unearned" must be returned to the federal government programs. Therefore a student may receive a bill from VCU if he or she withdraws. For more details, review the "Return of Title IV Funds" enclosure that is sent with the Summer Financial Aid Award Letter.
  - Students in the Study Abroad Program should refer to the VCU Summer 2001 Study Abroad Financial Aid Information sheet for an explanation of the refund process. If a student changes his or her enrollment and takes VCU fall and spring campus courses only, a Summer 2001 Financial Aid Application – Academic Campus should be submitted and the instructions on the backside of that document should be reviewed for information on refunds and emergency loans.
  - Living expense refunds do not happen the same day money is credited to a student account at VCU. Refunds usually occur three to five business days after the funds are credited to a student account.
    - Refunds are made by Direct Deposit or a paper check, mailed to the student's VCU permanent address.
    - Direct Deposit Refunds are available more quickly because they are directly deposited into a bank account. *If a student has not done so, he or she may want to enroll in the Direct Deposit Program to receive his or her refund.*
    - Always maintain a current, correct permanent address with the Office of Records and Registration or refunds may be delayed.
    - Direct Deposit enrollment information is available from the Disbursement Operations Office or available on the Web.
      - www.vcu.edu/treasury/dispoper.htm
    - Direct Deposit refunds are not available until 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 a student needs financial aid for 2001-02, he or she should remember to complete and mail the 2001-02 FAFSA by April 15, 2001, or submit it electronically using FAFSA on the Web by May 1, 2001.**
    - www.fafsa.ed.gov

**Summer 2001 Financial Aid Application – Academic Campus is on Page 10.**