

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 semester. All other students 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 the student's residency status, the number of credit hours for which the student is registered, the student's course of study, and the student's classification level. 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 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 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 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.

Special students who hold bachelor's degrees are classified as DHG (degree-holder graduate) if they enroll in one or more graduate courses. DHG students are charged by the level of the course unless they enroll for nine or more credits, at which point they are charged at the full-time graduate rate. Special students who hold undergraduate degrees are classified as DHU (degree-holder undergraduate) if they enroll in all undergraduate courses. DHU students who enroll in 12 or more credits are charged at the full-time undergraduate rate. If they make changes to their course enrollment by the end of the add/drop week, their classification and charges change in accordance with these guidelines.

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, Discover Card or American Express.

Fees

Student activity fee – is charged to all full-time and part-time Academic Campus students. This fee supports activities scheduled throughout the academic year, such as concerts, plays, student organizations and publications.

Student government association (SGA) fee – is charged to all full-time and part-time Medical College of Virginia Campus students. This fee supports social, cultural and other MCV Campus activities.

University fee – is charged to all full-time and part-time students. Full-time students pay a flat rate. Part-time stu-

dents pay a per-credit-hour rate. This fee is used by the university to support recreational sports facilities, the University Student Commons, campus development, inter-collegiate athletics and other programs.

Technology fee – is charged to all full-time and part-time undergraduate, graduate and professional students in all programs. This fee is used to support university-wide technology initiatives, including the libraries.

Student health fee – is charged to all full-time students on both campuses. Part-time students may participate on an optional basis but must pay the full fee. The health fee covers unlimited visits to University Student Health Services for the diagnosis and treatment of acute and chronic illnesses. The student health fee does not cover accidental injury and hospitalization. Fee revenues are used to cover operating costs for University Student Health Services.

Capital outlay fee – is charged to all full-time and part-time non-resident, on-campus students. Full-time students pay a flat rate and part-time students pay a per-credit-hour rate. The fee was mandated by the General Assembly with the revenues used to offset General Obligation Bond Bill debt.

Off-campus library fee – is charged to all graduate off-campus students. This fee is used to offset additional support costs incurred by the VCU Libraries.

Special course and program fees – In addition to regular tuition charges and required fees, various schools and departments may charge additional fees to cover special materials, equipment breakage and other costs of the specialized programs.

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 semesters (excluding short courses), is outlined in the table that follows. Refunds are calculated on a course-by-course (per-credit-hour) basis, disregarding the full-time cap amounts. Students who are enrolled full time and withdraw from course(s) 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
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This table pertains to both complete withdrawals and reduced course loads for fall and spring semesters 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 semester schedule. If the off-campus class is shorter or longer than the academic semester, the refund dates are adjusted accordingly at the request of Off-campus Programs.

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.

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 before completing 60 percent of the semester must have their eligibility recalculated based on the Federal Return of Title IV Funds formula. They will have to pay all or a portion of the financial aid funds that were disbursed to their VCU account.

Room and/or board. Questions regarding room and/or board refunds may be directed to the Housing and/or Dining Services offices.

Refunds will be computed based on the actual withdrawal date certified by the Office of Records and Registration. 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.

Requests for refunds of overpayment for non-financial aid recipients must 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. Refunds of overpayment of financial aid are processed automatically. 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 are responsible for paying any increase in charges that may occur after the generation of the refund.

Financial aid implications

Based on federal regulations, 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 examples, see Page 7. For details on how this requirement applies to your situation, please contact a counselor in the Office of Financial Aid at 901 W. Franklin St. (Shafer Court entrance) or call (804) 828-6669.

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:

- 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.
- 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. Students 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.
- Accept administrative withdrawal ("WM" – withdrawal military) from 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. 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 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 director 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 study 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

Every student who registers for classes must assume the responsibility of full payment of tuition and fees generated from that registration and assumes the responsibility of full payment of all room, board and other miscellaneous charges.

Every student is responsible for keeping a current mailing address on file with the Office of Records and Registration

and having a VCU e-mail address. The student is expected to check his or her VCU official e-mail on a frequent basis, since it will be used to deliver important communications. Failure to receive an invoice because of an incorrect address does not relieve responsibility for timely payments.

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 2.2-4805 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 Office of Financial Aid 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 fee of \$20 will be levied for all dishonored checks. A student who pays a past due balance with a dishonored check may be subject to having his or her current and/or future registration cancelled.

Tuition and fees

Fall 2003 tuition and fees – Academic Campus

Rates are available on the Web at <http://www.vcu.edu/enroll/sa/tuition>.

Full-time students per semester – Academic Campus

Undergraduate (12-18 credits)	Virginia Resident	Non-Virginia Resident
Tuition	\$1,800.00 *	\$7,952.00
Student activity fee	26.00	26.00
University fee	506.00	506.00
Technology fee	20.50	20.50
Student health fee	82.00	82.00
Capital outlay fee	–	20.00
	<hr/> \$2,434.50	<hr/> \$8,606.50

* \$2,067.50 for School of Engineering

Undergraduate overload fee for Virginia resident: \$150.00 per credit hour

School of Engineering Virginia resident overload fee: \$173.00 per credit hour

Undergraduate overload fee for non-Virginia resident: \$663.00 per credit hour

Graduate (9-15 credits)	Virginia Resident	Non-Virginia Resident
Tuition	\$2,888.50	\$7,952.00
Student activity fee	18.00	18.00
University fee	506.00	506.00
Technology fee	20.50	20.50
Student health fee	82.00	82.00
Capital outlay fee	–	20.00
	<hr/> \$3,515.00	<hr/> \$8,598.50

Graduate overload fee for Virginia resident: \$321.00 per credit hour

Graduate overload fee for non-Virginia resident: \$884.00 per credit hour

Part-time students per credit hour – Academic Campus

Undergraduate Courses	Virginia Resident	Non-Virginia Resident
Tuition	\$150.00 *	\$663.00
Student activity fee	2.00	2.00
University fee	42.00	42.00
Technology fee	2.00	2.00
Student health fee	–	–
Capital outlay fee	–	1.67
	<hr/> \$196.00	<hr/> \$710.67

* \$173.00 for School of Engineering

Graduate Courses	Virginia Resident	Non-Virginia Resident
Tuition	\$321.00	\$884.00
Student activity fee	2.00	2.00
University fee	42.00	42.00
Technology fee	2.00	2.00
Student health fee	–	–
Capital outlay fee	–	1.67
	<hr/> \$367.00	<hr/> \$931.67

Fee tables

School of the Arts

Applied private music fee

	Credits	Music Major	Nonmusic major
Undergraduate	1	\$142.00	\$225.00
	2	\$283.00	n/a
	3	\$283.00	n/a
Graduate	1	\$150.00	\$225.00
	2	\$300.00	\$450.00
	3	\$300.00	\$450.00

Art majors fee

	Full time	Part time
Undergraduate	\$257.50	\$75.00
Graduate	\$345.00	\$125.00

Course materials fee

(paid by all students registered for the following courses)

	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 and Design	CARD 201
	CARD 234	\$60.00
	All other CARD courses	\$43.00
Crafts	CRAF 241-242	\$90.00
	CRAF 251-252	\$100.00
	CRAF 261-262	\$45.00
	CRAF 341-342	\$90.00
	CRAF 351-352	\$100.00
	CRAF 361-364	\$45.00
	CRAF 367-369	\$45.00
	CRAF 441-442	\$90.00
	CRAF 445-449	\$90.00
	CRAF 451-452	\$100.00
	CRAF 455-456	\$100.00
	CRAF 459	\$100.00

	CRAF 461-464	\$45.00
	CRAF 547-549	\$90.00
	CRAF 641	\$90.00
	CRAF 651	\$100.00
	CRAF 661	\$45.00
	All other CRAF courses	\$65.00
Music	APPM 181	\$25.00
	APPM 183-185	\$25.00
	APPM 187	\$25.00
	APPM 195	\$25.00
	All SCPT courses	\$35.00
Sculpture	THEA 104	\$5.00
	THEA 227-228	\$8.50
	THEA 508	\$15.00

Special course fee

(paid by all non-art majors)

	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 and Film (PHTO)	\$24.00
Sculpture (SCPT)	\$10.00
Theatre (THEA)	n/a

School of Business

Special course fee

(paid by all students registered for the following courses)

	Fee
All undergraduate upper division business courses (300 and 400 level)	\$7.00 per credit hour
All graduate business courses (500 level and above)	\$10.00 per credit hour

School of Education

Special fee

	Course	Fee
Physical Education	HPEX 218	\$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
Health, Physical Education and Exercise Science Labs Fee	HPEX 121	\$50.00
	HPEZ 220	\$50.00
	HPEX 271	\$50.00
	HPEZ 320	\$50.00
	HPEZ 321	\$50.00
	HPEZ 322	\$50.00
	HPEZ 324	\$50.00
	HPEZ 375	\$50.00
	HPEX 441	\$50.00
	HEMS 610	\$50.00

School of Social Work

Placement fee

	Fee
Charged to students in the School of Social Work for costs associated with field instruction and placement in participating agencies.	\$20.00

Cooperative Education

Administrative fee

(charged to students for each semester they are placed in cooperative education positions)

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