

**STUDENT GUIDE**  
**FOR**  
**TUITION, FEES AND**  
**OTHER FINANCIAL INFORMATION**  
**2022–2023**



***GREATER HAPPENS HERE***

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## FINANCIAL INFORMATION

### Virginia State University 2022 - 2023 Tuition and Fees Per Semester Costs

	Undergraduate		Graduate / Doctoral	
	Full time (12 - 18 Hours)		Full time (9 - 15 Hours)	
	Virginia	Non-Virginia	Virginia	Non-Virginia
Tuition	2,770.00	8,271.00	4,187.50	9,313.50
Technology and Infrastructure Fee	364.50	364.50	364.50	364.50
Comprehensive Fee	1,449.50	1,449.50	1,449.50	1,449.50
Campus Improvement Fee	243.00	243.00	243.00	243.00
State Capital Outlay Fee	-	376.50	-	376.50
Subtotal -	4,827.00	10,704.50	6,244.50	11,747.00
Room	3,372.00	3,372.00	3,372.00	3,372.00
Board	2,400.00	2,400.00	2,400.00	2,400.00
Subtotal Room and Board	5,772.00	5,772.00	5,772.00	5,772.00
Total Cost - Boarding	10,599.00	16,476.50	12,016.50	17,519.00
<b>Part Time Charge is per credit hour.</b>				
	Undergraduate		Graduate / Doctoral	
	Less than 12 Hours		Less than 9 Hours	
	Virginia	Non-Virginia	Virginia	Non-Virginia
Cost Per Credit Hour	\$ 395.00	\$ 902.00	\$ 567.00	\$ 1,080.00
Comprehensive Fee	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Total Cost Per Hour	\$ 405.00	\$ 912.00	\$ 577.00	\$ 1,090.00

- (1) The technology and infrastructure fee enables the University to maintain the academic and research technologies needed by graduates to be competitive in participating in the workforce and graduate school.
- (2) The distribution of the Comprehensive fee, charged to full time students, is as follows: Student Health Services \$210.00; Student Activities \$203.50; Foster Hall Operations \$41.50; Student Transportation \$21.00; Athletics \$594.00; Security \$220.50; Radio Station \$ 49.50; Campus Card \$25.00; Other Services \$46.00; Maintenance of Facilities \$38.50. The \$10 per hour Comprehensive Fee for part time attendance is allocated to Student Health Services.
- (3) The Campus Improvement fee represents the cost of debt payments for capital projects that are utilized by the campus community.
- (4) The State Capital Outlay fee is a state mandated fee for out-of-state-students to cover the appropriate share of debt service costs for construction projects.
- (5) Room – lowest occupancy rates reflected. Additional charges may apply based on residence hall. See "Housing Charges".
- (6) Board costs are charged to all students housed in the residence halls.

**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.***

#### **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 and an assessment of a \$500.00 cancellation fee. Housing Cancellations due to COVID related reasons will not incur a 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. Validated 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. Non-Validated students, who leave the University after having occupied a room for any period of time, will have their room charge pro-rated for period of occupancy. Board charges will be prorated for the same period of occupancy. **Prorated charges will be based on the exit date on occupancy card.**

**Freshmen, Sophomore, 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 be charged a \$500 cancellation fee and 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).

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

<b>Housing Charges</b>			
	<b>Single</b>	<b>Double</b>	
Branch	\$3,852.00	\$3,372.00	
Williams	\$3,852.00	\$3,372.00	
Howard	\$3,852.00	\$3,372.00	
Langston	\$3,852.00	\$3,372.00	
Whiting	\$4,098.50	\$3,372.00	
Seward - Single	\$4,098.50		
Campbell - Single	\$4,098.50		
<b>Moore Hall Rates</b>		<b>Quad I &amp; II and Gateway Rates</b>	
Four (4) Person Suite B	\$3,825.50	Single Occupancy	\$4,115.50
One (1) Person Private Suite D	\$4,518.00		
Two (2) Person Private Suite C	\$4,414.50	Double Occupancy	\$4115.50
Four (4 )Person Private Suite A	\$4,231.50		
<b>Summer 2022 Graduate and Undergraduate Room and Board Rates (per week)</b>			
Room – Quad I	Double	\$259.00	Board            \$170.00
Room – Quad I	Single	\$293.00	

### 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	\$2,666	21 meals anytime Monday through Sunday	No restrictions
19-Meals	19	5	\$70	\$2,400	3 meals Monday – Friday 2 meals Sat & Sun	No restrictions
14-Meals	14	5	\$170	\$2,400	2 meals per day Monday through Sunday	No restrictions
10-Meals	10	5	\$270	\$2,400	2 meals per day Monday through Friday	Not available to Freshmen
7-Meals	7	5	\$310	\$2,400	1 meal per day Monday through Sunday	Not available to Freshmen

### UNIVERSITY APARTMENTS AT ETRICK (UAE) LEASE REQUIREMENTS

Enrolled students with a minimum 2.0 GPA, at least 24 credit hours at the time of signing (at least 15 credit hours for first time transfer students), in good financial and judicial standing with the University, and no University Apartments at Ettrick balance may be eligible to live in the University Apartments at Ettrick (UAE). A refundable \$200.00 Damage Deposit, \$150.00 Non-refundable Administrative Fee and a \$40.00 Non-refundable Application fee are required for all UAE residents. There is a one-time \$200 Reserved Parking Fee where applicable. Deposits and fees are subject to change. These fees are paid directly to UAE and must be in the form of a money order or cashier's check.

Students interested in obtaining information about the UAE and applying for residency should visit the website at [www.universityapartmentsatettrick.com](http://www.universityapartmentsatettrick.com). Residents living in UAE do not incur board charges unless an off-campus meal plan is purchased. The University will clear all students applying for residency at the University Apartments at Ettrick. All renewals are conditional until cleared by the University. **Students who sign a lease with University Apartments at Ettrick are responsible for rent for both semesters regardless of validation/attendance status.** Please refer to lease agreement for relief options.

**University Apartments at Ettrick**  
Fall 2022 - Spring 2023 Leasing Rates per Semester

	<u>10 Month</u>	-	<u>12 Month</u>	-	<u>Summer 2022</u>
Trojan (2 Bedroom / 2 Bathroom Private)	\$7,990.00		\$9,588.00		\$3,196.00
Cardinal (4 Bedroom Single with 2 Bathrooms)	\$4,900.00		\$5,880.00		\$1,960.00

**Lease Dates:**

**10 Month Lease** – August 12, 2022 – May 16, 2023 (**Fall 2022 – Spring 2023**)

**12 Month Lease** – August 12, 2022 – July 31, 2023 (**Fall 2022 – Summer 2023**)

**Lease Extension** – May 17, 2022 – July 31, 2022 (**Summer 2022**)

\*\*Prices and lease dates subject to change

UAE Parking Permits: All UAE residents who wish to utilize an on-site parking space must purchase a parking decal. The assignment of parking decals is made on a first come, first served basis. Decals for the full academic year may be purchased in advance. UAE parking permits are \$200.00 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 the following advance deposits by June 1st. **Financial aid may not be substituted for deposits.** Each deposit must be paid before receiving a room assignment.

- **Students Admitted for Fall 2022 and Spring 2023**
  - 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>.**

<b>Virginia State University Other Miscellaneous Fees 2022- 2023</b>		
<b>Required Deposits:</b>		
<b>Entering Freshmen/First Time Student or Transfer Student</b>		
<b><i>Enrollment Fee- non-refundable</i></b>	<b>100.00</b>	
Room Deposit - refundable	150.00	
<b>Returning Students Residing on Campus:</b>		
Room Reservation Deposit	150.00	
<b><i>Variable-Rate Course Materials Fee</i></b>	<b>25.00-250.00</b>	
Applied Music Fee <sup>(1)</sup>	250.00	per semester
Biology 120 & 121 (lab fee only)	25.00	per course
Chemistry Lab Fee	25.00	
Comprehensive Exam Fee (not enrolled for other courses)	50.00	
<b><i>Continuing-Education Unit (CEU)</i></b>	<b>226.00</b>	per credit hour
Damaged ID card replacement (must return damaged card)	10.00	
SAP Certification Program <sup>(2)</sup>	1,050.00	per course
	(50% of applicable tuition)	
Evaluation of Work / Life Experiences		
Global Access Fee (one time voluntary fee)	135.00	
Graduation Fee	60.00	
Health Insurance for International Students	500.00	per semester
Housing Cancellation Fee	500.00	
International Student Document Processing Fee	70.00	
Late Registration Fee	50.00	
Late Validation Fee (\$100 per week up to \$400)	100.00 - 400.00	
Lost and stolen card replacement	25.00	
Miscellaneous Processing Fee	5.00	



National Student Exchange Application Fee	150.00	
Organic Chemistry Fee <sup>(3)</sup>	50.00	per course
<b>Parking Decal Fee (All vehicles must display a valid decal)</b>		
Executive Reserved	150.00	
Faculty and Staff	119.00	
Parking Decal - Full-time/Part-time Students	75.00	
Monthly Fee	5.00	
Replacement Decal Fee	3.00	
Second Decal Fee	10.00	
<b>Parking Fines:</b>		
Parking in Handicapped Space	200.00	
Parking in Reserved Space	35.00	
Parking Unregistered/Unauthorized Vehicle on University Property	50.00	
Parking in Fire Lane/Within 15 Ft. of Fire Hydrant	35.00	
Parking on Sidewalk, Crosswalk, Driveways or Grass	50.00	
Application of Wheel Lock	100.00	
Parking in Faculty/Staff Lot	35.00	
Parking in Restricted Space	50.00	
Exceeding Posted Time Limit	30.00	
Improper/Double Parking	30.00	
Blocking Normal Flow of Traffic	30.00	
Parking Against Flow of Traffic	30.00	
Blocking Another Vehicle	30.00	
Parking in Loading Zone	50.00	
Improper Display of Registered Decal	35.00	
Illegal Removal of Wheel Lock	100.00	
Proficiency Exam	(50% of applicable tuition)	
Returned Check Fee	50.00	
Studio Art Fee <sup>(4)</sup>	50.00	per course
Study Abroad Administrative Fee	250.00	
Thesis Fee (non-enrolled)	60.00	
Transcript Fee	5.00	
Tuition Payment Plan Enrollment Fees	45.00	
Water Safety Course Fee <sup>(5)</sup>	35.00	

**Note: New or changed fees are in italics and bold**

- (1) Offset the cost of single student instruction for students taking an Applied Music Course
- (2) Special course rate limited to students enrolled in the certificate program.
- (3) Cover the cost of laboratory materials
- (4) Cover the cost of Art Materials used in class.
- (5) Cover the cost charged by third party for certification.

<b>Special Program Costs</b>	
Dietetic Internship Certificate Program	
Program Fee	8,500.00
Application Fee	50.00
Masters of Individualized Studies in Public Affairs	
Program Fee (2-year program)	13,000.00
Wireless Technology Program	
Tuition	7,500.00
Board	500.00
Total Program Cost per Student	8,000.00
Enterprise Systems Certificate Program	
Program Fee	4,200.00
Tuition	75.00
Course Materials	150.00
SAP Certification Testing Fee	290.00
Total Program Cost Per Student	4,715.00

<b>Other Costs/Fees</b>	
Commuter Meal Plan:	
5 Meal A Plan plus \$170 and 3 Guest Meals	697.00
5 Meal B Plan plus \$270 and 3 Guest Meals	810.00
5 Meal C Plan plus \$370 and 3 Guest Meals	922.00
5 Meal D Plan plus \$470 and 3 Guest Meals	1,034.00
5 Meal E Plan plus \$570 and 3 Guest Meals	1,147.00
Optional Board Plan Upgrade (Deluxe 21 Plan)	2,666.00 per semester
Internship	
Virginia Resident	358.00
Non-Virginia Resident	793.00
<b>TrojanAdvance Fees</b>	
<b>VSU TrojanAdvance Participants</b>	<b>199.00</b>
<b>VSU TrojanAdvance Participants Course Materials Fee</b>	<b>25.00 – 250.00 variable rate</b>

<b>Current VCCS Students</b>	<b>199.00</b>	
<b>Current VCCS Students Course Materials Fee</b>	<b>25.00-250.00</b>	<i>variable rate</i>
<b>Continuing Education Students and VSU Non-Participant Tuition</b>	<b>329.00</b>	
<b>Continuing Education and Non-VSU Participant Digital Course Materials Fee</b>	<b>25.00-250.00</b>	<i>variable rate</i>
Off-Campus Tuition		
Off-Campus Undergraduate Tuition	336.00	per credit hour
Off-Campus Graduate Tuition	541.00	Per credit hour
Student Teaching		
Virginia Resident	358	<i>per credit hour</i>
Non-Virginia Resident	793	<i>per credit hour</i>

**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.

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 acknowledgement 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 mailed to the permanent address as listed in BANNER during the semester and emailed monthly to the VSU email account. Students may also review their student account balances on line by accessing their Banner Self Service for Student Account or Nelnet Campus Commerce (instructions on page 14)

**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://www.vsu.edu/student-accounts/online-payments.php>. Select the “make a one-time payment>>select payment reason/type in the drop down

box>>fill in the student information>>select the current term in the “term” box>>put the payment amount in the “pay current/prior term bill”>>click add>>click continue. **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, 8:30 a.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 Forward 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 – See link below)**  
**Virginia State University – MyCollegePaymentPlan**

### **Joint-Payee Checks**

Checks jointly issued to the university and an individual should not normally be 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 acknowledgement 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 imprinted by check manufacturer, Signature matches imprinted name on check
- Current address and phone number, hand written if not imprinted
- **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 exchange conversion 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. If a foreign currency is accepted, any differences in exchange rates will be charged back to the student's account.

### **MEETING FINANCIAL OBLIGATIONS**

Students are expected to pay tuition and fees and all other costs associated with attending VSU and become financially cleared (Validated) prior to being considered officially enrolled each semester before the first day of class. All costs associated with attendance at VSU are due before official enrollment in classes. **(Unpaid balances from a prior semester must be paid before enrollment in a subsequent semester or session)**. Candidates for **December** graduation must settle all outstanding obligations to the University by November 28, 2022 in order to be permitted to participate in the commencement exercises. Candidates for **May** graduation must settle all outstanding obligations to the University by May 3, 2022 in order to be permitted to participate in the commencement exercises. NOTE: payment plans are not available for the Winter and Summer sessions. Payment of the full amount is due by the first day of classes.

### **WORK STUDY DEFERMENTS**

Students awarded College Work Study funds by the Office of Student Financial Aid may use up to 75% of the semester award, **(maximum deferment \$750.00)**, to offset the cost of attendance. Visit [work-study-deferment-form.pdf \(vsu.edu\)](https://www.vsu.edu/work-study-deferment-form.pdf)

### **THIRD PARTY – 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 45 days.”

### **TUITION PAYMENT PLAN**

The University offers interest-free semester payment plans through Nelnet. **Plans must be set up each semester.** To enroll on-line go to [Virginia State University – MyCollegePaymentPlan](#) or over the telephone call 1(800)609-8056. Monthly payments can also be automatically deducted from your bank account or billed to your credit card at no additional charge. The Enrollment fee of \$45.00 and the first installment payment must be paid when the plan is established. The following monthly plan options are available:

**5-month Semester Payment** - Plan Payments are made in equal monthly installments from July 15 – November 15 (fall semester) and December 15 – April 15 (Spring Semester).

**4-month Semester Payment Plan** - Payments are made in equal monthly installments from August 6 – November 15 (fall semester) and January 6 – April 15 (Spring Semester).

**Validation (financial clearance) will occur only when the enrollment fee; first installment payment and any past due semester balances have been satisfied AND the payment plan budget is equal to the amount due after any projected aid.**

**NOTE: \*See page 32 for validation checklist.\***

### **Virtual Validation**

We are now offering students the ability to meet with the Registrar, Financial Aid, and Student Accounts office through virtual booking sessions. These offices are available Monday- Friday, 9:00am-4:00pm for 20-minute sessions. Please schedule a time to speak with a representative for answers to questions regarding your registration and validation.

For FERPA purposes, parents must seek consent from the student in order for the representative to speak with them about their student’s account.

[Student Accounting meeting request](#)

[Registrar meeting request](#)

[Financial Aid meeting request](#)

### **DELINQUENT TUITION PAYMENT PLAN PARTICIPANTS**

An Accounts Receivable hold will be placed on the student's account when a payment plan becomes delinquent. In order for the hold to be released all past due and current 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.

### **UNPAID AND OVERDUE ACCOUNTS**

- A Hold will be placed on a student's account when there is a past due amount owed the University. This hold prevents viewing of grades, registration, and receiving a transcript. The hold will not be removed until all past due amounts are paid.
- The University reserves the right to require payments in guaranteed funds before hold removal.
- 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.
- Grades will be withheld and the student will not be granted a transcript, diploma or certificate until all financial obligations to the University are resolved.
- Unpaid/delinquent accounts may be referred to the University's Collection Unit for activity. Collection activity can include referral of the account to a private collection agency, submission of the account for litigation by the Office of the Attorney General, Private Collection Agency and to the Department of Taxation's, Tax Debt Set-Off program.

**Note:** *The student is liable and will be charged for any and all fees incurred, including attorney's fees, in collection of the unpaid account.*

### **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](http://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 <https://www.vsu.edu/techservices/index.php> or for assistance with email or Banner Account.

## **VSU ID CARD**

The TrojanCard 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 on line or by using one of the TrojanCard deposit machines (ADM) located in the Bookstore, Library (2), Jones Dining Hall, Gateway Events Center, Foster Hall, Gandy 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 TrojanCard "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 TrojanCard Office in the basement of Gandy Hall for a current listing of merchants who accept Trojan Dollars.

**Funds on the TrojanCard 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.

## **BOOKVOUCHER**

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 middle of the semester. **Validated** 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](mailto: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 Program office at 804-524-6709. All students participating in NSE are required to sign a Rights & Responsibilities Agreement for financial aid.

**Note: Exchanges for the Fall 2022 semester will be evaluated based on the status of the virus and the policies of VSU at the time of NSE registration. Exchanges for the Spring 2023 semester will be evaluated based on the status of the virus and the policies of VSU at the time of NSE registration.**

### **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).

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 (Trinkle 205) and on the study abroad website – <https://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.

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](http://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 on the 2<sup>nd</sup> floor of the Johnston Memorial Library, see Barbara Joyner (804) 524-5636.
2. Complete an Exit Interview with the Office of Student Financial Aid. Or, the Exit Interview can be completed on-line at [www.studentloans.gov](http://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](http://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 on page 20). 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.*

**REFUND OF CURRENTLY ENROLLED OVERPAID ACCOUNTS**

Refunds of overpayments resulting from Title IV (Federal) fund disbursement will be initiated within 14 days of the aid disbursement that causes an 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. **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.**

**UNIVERSITY REFUND POLICY**

Due to Federal Regulations the University is required to have different proration schedules for students with Title IV Federal Financial aid and for students without this aid. The proration schedules for both scenarios are as follows:

<b>Tuition and Fee Proration Schedule</b>	
<b>(Student did not receive Title IV aid)</b>	
<b>Days of Attendance</b>	<b>Percentage of Tuition and Fee Reduction</b>
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, room and board, 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.

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). TT Y users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.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 are two initial steps 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); and
2. The applicant must complete and submit to the Office of Student Financial Aid, the Virginia State University "**Application for Financial Assistance**" (VSU). You may download this form via the Internet at [www.vsu.edu](http://www.vsu.edu) – select "Financial Aid", and then select "Documents and Forms".

Students can submit the 2022-2023 Free Application for Federal Student Aid (FAFSA) starting October 1, 2022. Students who file the Federal (FAFSA) and the University's (VSU) application by the applicable deadline 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.

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](http://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 must sign, date and return the original paper copy of the award notification letter. In the event that a revised award notification letter is received, the student must also sign and return it in order for the Office of Student Financial Aid to authorize valid disbursement(s) to the student's account.

A signed award notification letter and/or the Federal Direct Promissory Note are considered valid financial aid documents, and will be accepted for registration and validation 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 2022-2023 financial aid award(s). Just follow these simple steps:**

1. Go to the Virginia State University homepage ([www.vsu.edu](http://www.vsu.edu)) and select Trojan Link
2. Select "Banner"
3. Select "Self Service for Students"
4. Select "Banner Self Service"
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 2022-2023** - 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 Office of Student Financial Aid Calendar, please visit [www.vsu.edu](http://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:**

<b>Year</b>	<b>Dependent Undergraduate Student</b> (except students whose parents are unable to obtain PLUS loans)	<b>Independent Student</b> (and dependent students whose parents are unable to obtain PLUS Loans)	<b>Graduate and Professions Degree Student</b>
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 30<sup>th</sup> for the Fall Semester and November 30<sup>th</sup> 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 Validation 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](http://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](http://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.**

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

### **Undergraduate Students**

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

***(Note: A student must successfully 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 the 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](http://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](http://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  
1-800-823-7214 or 804-524-5990  
Fax Number (804) 524-6818  
E-mail: [finaid@vsu.edu](mailto: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>**



## Not Validated! Here's what you do!

All Trojans must be **validated prior to moving on campus** for the 2022-23 Academic year. If you are not validated, please use the information below to contact the appropriate office needed to assist with validation.

### Financial Aid Office

Students please check your VSU email and Banner self-service account frequently for updates. Important steps to do prior to arriving to school:

1. New students only – Complete Entrance Counseling & Master Promissory Note. <http://www.vsu.edu/files/docs/financial-aid/fa-forms-21-22/directions-entrance-counseling-master-promissory-note.pdf>
2. Apply for Parent PLUS Loan  
<http://www.vsu.edu/files/docs/financial-aid/fa-forms-21-22/directions-plus-loan.pdf>
3. View and accept your financial aid offer  
[Microsoft Word - 2022-2023 Accepting Awards Via Web.docx \(vsu.edu\)](#)
4. Students who need to submit a Satisfactory Academic Progress (SAP) Appeal should submit electronically to [sap@vsu.edu](mailto:sap@vsu.edu). Please be sure to include appeal form and academic plan. Documents can be found at <http://www.vsu.edu/financial-aid/sap/index.php>
5. Work-study positions will be very limited this semester. Students who qualify will be notified via VSU email account with instructions.
6. The Financial Aid Office is closed for in-person service. New “virtual” appointments are available. <https://outlook.office365.com/owa/calendar/FinancialAidOffice@VAState365.onmicrosoft.com/bookings/> Contact information- Email us at [finaid@vsu.edu](mailto:finaid@vsu.edu) or call us at (800)823-7214/ (804)524-5990.

### Registrar

Fall registration is open. Please visit the website for a detailed “**step by step**” process for course registration at [www.vsu.edu/registrar/](http://www.vsu.edu/registrar/). The Registrar’s Office will be closed for in-person service. Virtual appointment information will be available soon. Please email us at [registrar@vsu.edu](mailto:registrar@vsu.edu) or call at 804-524-5275.

**Returning Students** - Fall registration is open. Please visit the Registrars’ website for a detailed “**step by step**” process for course registration at <http://www.vsu.edu/registrar/>

**New Students** - If you need to contact an academic advisor to discuss your classes, please use this [link](http://vsu.az1.qualtrics.com/jfe/form/SV_eEFqxTJ38BsZRPf)  
[http://vsu.az1.qualtrics.com/jfe/form/SV\\_eEFqxTJ38BsZRPf](http://vsu.az1.qualtrics.com/jfe/form/SV_eEFqxTJ38BsZRPf)

### Residence Life & 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:

[https://ssb-prod.ec.vsu.edu/BNPROD/twbkwbis.P\\_WWWLogin](https://ssb-prod.ec.vsu.edu/BNPROD/twbkwbis.P_WWWLogin)

### Student Accounts

The Office of Student Accounts assists students who have inquiries about the charges on their student account is also responsible for billing, issuing refunds and administering the tuition payment plan. Each time you register, cancel or add a course, or incur an ancillary fee, a charge is posted to your student account. Please visit the link to view a helpful video

<https://www.youtube.com/watch?v=nITJxiDsWVY&feature=youtu.be>

**NOTE: All transactions must be completed on line or via virtual appointment with student accounts. There will be no arena style “Taking Care of Business” due to the COVI-19 pandemic.**

### Student Conduct

If you have a Student Conduct hold on your account, please email Ms. Cathleen Braxton at [cbraxton@vsu.edu](mailto: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.

### Student Health Communication

**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. **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. **All full-time students, including transfer and graduates, are required to submit health forms whether they are taking online classes or in-person. 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. For further assistance please email Student Health’s Immunization Coordinators: [njones@vsu.edu](mailto:njones@vsu.edu) or [lclark@vsu.edu](mailto:lclark@vsu.edu)

## Office Directory

### Academic Support Center

3324 Barnes Street  
P.O. Box 9034  
VSU, VA 23806  
(804) 524-6755

### Call Centers

Admissions - 804-524-5902  
Enrollment Services - 804-524-0919  
Financial Aid - 804-524-5990 or 800-871-7611

### Collections

Gandy Hall  
P.O. Box 9024  
VSU, VA 23806  
(804) 524-5506

### New Student Orientation Program

20716 Fourth Ave  
P.O. Box 9421  
VSU, VA 23806  
(804) 524-5356 ext. 5356

### Residence Life

Memorial Hall  
P. O. Box 9073  
VSU, VA 23806  
(804) 524-5011

### Transfer Admissions

20716 Fourth Ave  
P. O. Box 9054  
(804) 524-5888

### University Etrick Apartments

4010 J. Mitchell Jones Drive  
Petersburg, VA 23806  
Office (804) 524-5153  
Fax (804) 524-5131

### Admissions Office

20708 Fourth Ave  
P.O. Box 9018  
VSU, VA 23806  
(804) 524-5901

### Cashier's Office

Gandy Hall  
P.O. Box 9125  
VSU, VA 23806  
(804) 524-5150

### Financial Aid

Gandy Hall  
P.O. Box 9031  
VSU, VA 23806  
(804) 524-5990 or 800-823-7214

### Registrar

Gandy Hall  
P. O. Box 9217  
VSU, VA 23806  
(804) 524-5275

### School of Graduate Studies

20716 4th Ave  
P. O. Box 9080  
VSU, VA 23806  
(804) 524-5984

### Student Accounts

Gandy Hall  
P.O. Box 9025  
VSU, VA 23806  
(804) 524-5506

### VSU ID Card Office

Virginia Hall  
P.O. Box 9004  
VSU, VA 23806  
(804) 524-5282

Please refer to the Academic Calendar listed on the VSU website for any changes that occurred after the Fee Guide was published.

## FALL SEMESTER 2022

### AUGUST

Friday-Sunday	5-7	Residence Halls Open. 8:00 a.m. for <b>NEW STUDENTS</b>
<b>Friday</b>	<b>5</b>	<b>Validation Begins for Fall Semester</b>
<b>Monday-Tuesday</b>	<b>8-9</b>	<b>New Trojans Experience</b>
<b>Wednesday-Thursday</b>	<b>10-11</b>	<b>University Conference and Faculty Planning Workshop</b>
<b>Thursday</b>	<b>11</b>	Residence Halls Open. 8:00 a.m. for <b>CONTINUING STUDENTS</b>
<b>Monday</b>	<b>15</b>	<b>University Classes Begins (On-Camps and Term I, Eight Week Classes at Fort Lee)</b>
Monday	15	Mandatory Attendance Verification Begins
<b>Monday</b>	<b>15</b>	<b>Late Validation Fee in Effect</b>
Friday	19	Last Day to Add/Drop for All Classes
<b>Friday</b>	<b>19</b>	<b>Validation Ends for Fall Semester</b>
<b>Friday</b>	<b>19</b>	<b>Non-Validated Students must EXIT the Residence Halls</b>

### SEPTEMBER

<b>Friday</b>	<b>2</b>	Mandatory Attendance Verification Due in the System by Faculty (5:00 p.m.)
<b>Monday</b>	<b>5</b>	<b>LABOR DAY HOLIDAY (University Closed)</b>
<b>Monday</b>	<b>12</b>	<b>Formal Opening Convocation (7:00 p.m.)</b>
Friday	16	Last Day to Withdraw from Eight Week Classes (Grade of “W” will be recorded)
<b>Friday</b>	<b>30</b>	<b>Last Day to file an Application for Fall Commencement (Applications must be filed in the Office of the Registrar)</b>

### OCTOBER

Monday	3	Term I, Eight Week Classes Ends at Fort Lee
Wednesday	5	Term II, Eight Week Classes Begins at Fort Lee
Saturday	8	Homecoming Game – 2:00 p.m. Rogers Stadium
<b>Monday</b>	<b>10</b>	<b>Midterm Examinations Begins</b>
<b>Saturday</b>	<b>15</b>	<b>Midterm Examinations Ends</b>
<b>Monday</b>	<b>17</b>	<b>Trojan Wellness Day (No Classes-University Offices Open)</b>
<b>Friday</b>	<b>21</b>	<b>Midterm Grades are Due in the System by Faculty (5:00 p.m.)</b>
Monday	24	Curriculum Sheet Update/Schedule Planning/Course Scheduling
<b>Monday</b>	<b>24</b>	<b>Registration Begins for Spring Semester 2022</b>
Monday	31	Term II, Last Day to Add/Drop Eight Week Classes at Fort Lee (Grade of “W” will be recorded)

## FALL SEMESTER 2022

### NOVEMBER

Friday	18	Last Day to Withdraw from On-Campus Classes (Grade of “W” will be recorded)
Wednesday	23	Residence Halls Close at 12:00 Noon for the semester
<b>Thursday-Sunday</b>	<b>24-27</b>	<b>THANKSGIVING HOLIDAY (University Closed)</b>
<b>Monday</b>	<b>28</b>	<b>All University Classes Ends held ONLINE</b>
<b>Monday</b>	<b>28</b>	<b>Last Day to Pay Graduation Fee and Clear Unpaid Balances For Fall Commencement</b>
Tuesday	29	University Reading Day
<b>Wednesday</b>	<b>30</b>	<b>Final Examinations Begin administered ONLINE</b>

### DECEMBER

Thursday	1	Grade Rosters for All Fall Commencement Candidates Must be Distributed to Faculty by the Registrar
<b>Monday</b>	<b>5</b>	<b>Final Examinations End (Faculty members are encouraged to submit grades to the Office of the Registrar within 24 hours after final examination)</b>
Tuesday	6	Senior Grades are Due in the System by Faculty (5:00 p.m.)
Friday	9	Semester Grades are Due in the System by Faculty (5:00 p.m.)
Friday-Saturday	9-10	Commencement Activities
Friday	9	Commencement Rehearsal at 9:00 a.m. – Multipurpose Center
Friday	9	ROTC Commissioning Exercises
Saturday	10	FALL COMMENCEMENT at 10:00 a.m. – Multipurpose Center

## WINTER SESSION 2022

### DECEMBER

Friday	2	Registration Begins for Winter Session 2022
Wednesday	7	Winter Classes Begin
Wednesday	14	Add/Drop Ends

### JANUARY

Wednesday	4	Last Day to Withdraw
Wednesday	11	Winter Classes End
Thursday	12	Final Examinations Begin
Friday	13	Winter Grades are due in the System by Faculty (5:00 P.M.)

## SPRING SEMESTER 2023

### JANUARY

Tuesday-Wednesday	10-11	University Conference and Faculty Planning Workshops
Thursday	12	Residence Halls Open at 8:00 a.m. for New and Continuing Students
Monday	16	<b>MARTIN LUTHER KING, JR. HOLIDAY (University Closed)</b>
Tuesday	17	<b>University Classes Begin</b>
Tuesday	17	Mandatory Attendance Verification Begins
Tuesday	17	Term I, Eight Week Classes Begin at Fort Lee
Tuesday	17	<b>Late Validation Fee in Effect</b>
Thursday	26	<b>Last Day to Add/Drop for all Classes</b>
Thursday	26	<b>Registration/Validation Ends for Spring Semester 2023</b>
Thursday	26	<b>Non-Validation Students must EXIT the Residence Hall</b>

### FEBRUARY

Friday	3	Mandatory Attendance Verification Ends
Wednesday	8	<b>ASSESSMENT DAY - All Undergraduate Classes Cancelled 8:00 a.m. – 5:00 p.m. (Classes Resume at 5:00 p.m.)</b>
Thursday	9	Term I, Last Day to Withdraw from Classes at Fort Lee (Grade of “W” will be recorded)
Thursday	23	<b>Trojan Wellness Day (No Classes-University Offices Open)</b>
Friday	24	<b>Last Day to file an Application for Spring Commencement (Applications must be filed in the Office of the Registrar)</b>

### MARCH

Wednesday	1	Term I, Eight Week Classes at Fort Lee End
Friday	3	Term II, Eight Week Classes Begin
Monday	6	<b>Midterm Examinations Begin</b>
Tuesday	7	Term II, Last Day to Add Eight Week Classes
Saturday	11	<b>Midterm Examinations End</b>
Sunday-Sunday	12-19	<b>SPRING BREAK (No Spring Break for Eight Week Classes)</b>
Thursday	16	<b>FOUNDER’S DAY</b>
Monday	20	<b>Midterm Grades are due in the System by Faculty (5:00 p.m.)</b>
Monday	27	<b>Registration Begins for Fall 2023-Summer 2024</b>
Thursday	30	Term II, Last Day to Withdraw from Classes at Fort Lee (Grade of “W” will be recorded)

## SPRING SEMESTER 2023

### APRIL

<b>Monday</b>	<b>3</b>	<b>Academic Convocation and Awards Ceremony</b>
Monday-Friday	3-7	Honors Week Activities
Friday	21	Last Day to Withdraw from On-Campus Classes (Grade of “W” will be recorded)

### MAY

<b>Tuesday</b>	<b>2</b>	<b>University Classes End</b>
<b>Tuesday</b>	<b>2</b>	<b>Last Day to Pay Graduation Fee and Clear Unpaid Balances for Spring Commencement</b>
Wednesday	3	University Reading Day
<b>Thursday</b>	<b>4</b>	<b>Final Examinations Begin</b>
Thursday	4	Grade Rosters for All Spring Commencement Candidates Must be Distributed to Faculty by Registrar
<b>Tuesday</b>	<b>9</b>	<b>Final Examinations End (Faculty members are encouraged to submit grades to the Office of Registrar within 48 hours after final examinations)</b>
Wednesday	10	Residence Halls Close at 12:00 Noon (Non-Commencement Participant Students)
<b>Wednesday</b>	<b>10</b>	<b>Senior Grades are Due in the System (5:00 p.m.)</b>
<b>Friday</b>	<b>12</b>	<b>Semester Grades are Due in the System (5:00 p.m.)</b>
<b>Friday-Saturday</b>	<b>19-20</b>	<b>Commencement Activities</b>
<b>Friday</b>	<b>19</b>	<b>Commencement Rehearsal at 9:00 a.m. – Multipurpose Center</b>
Friday	19	ROTC Commissioning Exercises
<b>Saturday</b>	<b>20</b>	<b>COMMENCEMENT EXERCISES at 9:00 a.m. and 2:00 p.m. Multipurpose Center</b>
Sunday	21	Residence Halls Close at 12:00 Noon (Graduating Student Participants)

## SUMMER SESSIONS 2023

### MAY

<b>Friday</b>	<b>26</b>	<b>Registration for All Summer Sessions Begin</b>
<b>Monday</b>	<b>29</b>	<b>MEMORIAL DAY (University Closed)</b>
Tuesday	30	Residence Halls Open for Summer Sessions I and III at 8:00 a.m.
Tuesday	30	Sessions I and III Classes Begin
<b>Tuesday</b>	<b>30</b>	<b>Late Validation Fee in Effect</b>
Tuesday	30	<b>Mandatory Attendance Verification Begins</b>

### JUNE

Thursday	1	Last Day to Withdraw from Sessions I and III
Tuesday	6	Mandatory Attendance Verification Ends
Tuesday	6	Validation Ends (Sessions I and III)
Thursday	22	Last Day to Withdraw from Sessions I and III Classes (Grade of “W” will be recorded)
<b>Thursday</b>	<b>29</b>	<b>Session I Classes End</b>
<b>Friday</b>	<b>30</b>	<b>Final Examination Period for Session I</b>
Friday	30	Residence Halls Close at 5:00 p.m. for Session I

### JULY

<b>Monday</b>	<b>3</b>	<b>Schedule Adjustments for Session II Begins</b>
<b>Tuesday</b>	<b>4</b>	<b>INDEPENDENCE DAY Observed (University Closed)</b>
<b>Wednesday</b>	<b>5</b>	<b>Session I Grades are Due in the System (5:00 p.m.)</b>
Wednesday	5	Residence Halls Open for Summer Session II at 8:00 a.m.
Wednesday	5	Session II Classes Begin
<b>Wednesday</b>	<b>5</b>	<b>Late Validation Fee in Effect</b>
<b>Wednesday</b>	<b>5</b>	<b>Mandatory Attendance Verification Begins</b>
Friday	7	Last Day to Add/Drop for Session II
Wednesday	19	Mandatory Attendance Verification Ends
Wednesday	19	Validation Ends (Session II)
Thursday	27	Last Day to Withdraw from Session II Classes (Grade of “W” will be recorded)

### AUGUST

Wednesday	2	Sessions III and III Classes End
<b>Thursday</b>	<b>3</b>	<b>Final Examination period for Sessions II and III</b>
Thursday	3	Residence Halls Close for All Summer Sessions II and III
<b>Friday</b>	<b>4</b>	<b>Sessions II and III Grades are Due in the System (12:00 Noon)</b>

*The University reserves the right to change its fees. If such a change becomes necessary, the University will endeavor to give notice in advance.*

*Revised 6/2/2022*



*GREATER HAPPENS HERE*