

## ADJUSTMENTS OF FEES UPON OFFICIAL WITHDRAWAL

Failure to attend classes and/or leaving school without filing an official notice does not constitute an official withdrawal from the University.

After the beginning of classes, students who wish to withdraw from the University must complete an **Official Withdrawal Form** available in the Registrar's Office. Tuition and fees will only be adjusted as follows:

*During the first week of classes - 80% refund on charges  
During the second week of classes - 60% refund on charges  
During the third week of classes - 40% refund on charges  
During the fourth week of classes - 20% refund on charges*

After the fourth week of classes, THERE ARE NO CANCELLATIONS OR REFUNDS.

Residence Hall fees and Board fees cannot be cancelled or refunded during the semester, once the contract has been signed.

**Important:** A student who chooses not to attend class and does not officially withdraw is still liable for all semester charges.

## REFUND POLICY

To assure accurate charging and financial aid posting, refunds may not be issued until one month after the final registration date. Please secure funds to cover any expense that may occur during this first month such as: books, rent, travel, etc. No emergency refunds will be issued.

## FINANCIAL AID

A student who plans to attend college during 2016-2017 may apply for federal and state financial aid after January 1, 2016 by submitting a Free Application for Federal Student Aid (FAFSA) to the Federal Processor. The FAFSA is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Federal Student Aid Report should be on the federal database by our priority date of March 13.

All fees are non-refundable.

## PAYMENT INFORMATION

Methods of payment include: CASH, CERTIFIED CHECK, MONEY ORDER, DEBIT AND CREDIT CARD. CERTIFIED CHECKS AND MONEY ORDERS should be made payable to Virginia Union University and mailed to:

Virginia Union University – Attn: Cashier  
1500 North Lombardy Street  
Richmond, Virginia 23220

Please indicate student's name and University provided ID number with remittance, to ensure payment is properly recorded.

**PERSONAL CHECKS WILL NOT BE ACCEPTED.**

Students can make payments online at [www.vuu.edu](http://www.vuu.edu). Please allow 72 hours for payments to post to the student's account.

Students may view Statement of Activities from the Student Accounts Office by visiting [www.vuu.edu](http://www.vuu.edu).

## IMPORTANT TELEPHONE NUMBERS

### Hours of Operation:

Monday - Friday | 8:30 am - 4:30 pm

### STUDENT ACCOUNTS

C.D. King Building - 2<sup>nd</sup> floor, Suite 200  
804.257.5711 | 804.257.5788 | 804.257.5871  
[studentaccounts@vuu.edu](mailto:studentaccounts@vuu.edu)

### CASHIER

C.D. King Building - 2<sup>nd</sup> floor, Suite 200  
804.342.3887

### FINANCIAL AID

Ellison Hall  
804.257.5882 | [finaid@vuu.edu](mailto:finaid@vuu.edu)

### RESIDENCE LIFE AND HOUSING

Henderson Center, Suite 108  
804.257.5608 | [residencelife@vuu.edu](mailto:residencelife@vuu.edu)

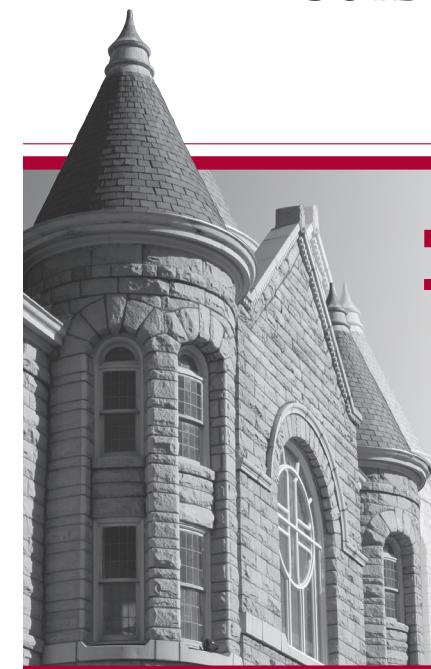
### REGISTRAR

Ellison Hall, Suite 106  
804.257.5846 | [registrar@vuu.edu](mailto:registrar@vuu.edu)

### ENROLLMENT MANAGEMENT

Henderson Center, Suite 104  
804.342.3570 | [enrollmentmanagement@vuu.edu](mailto:enrollmentmanagement@vuu.edu)

# VIRGINIA UNION UNIVERSITY



1500 North Lombardy Street | Richmond, Virginia 23220  
Website: [www.vuu.edu](http://www.vuu.edu)

PLEASE READ CAREFULLY  
Fees subject to change

## MANDATORY TUITION & FEES

\*Fees subject to change

### New Students only

Application Fee (non-refundable)	\$25
Orientation Fee	200
<b>Total:</b>	<b>\$225</b>

### Full-Time Students — Off-Campus

(PER SEMESTER)

Tuition (12-17 hours) <sup>1</sup>	\$7,576
Comprehensive Fee	508
Technology Fee	183
<b>Total Semester:</b>	<b>\$8,267</b>

### Full-Time Students — On-Campus

(PER SEMESTER)

Hartshorn Hall	
Tuition (12-17 hours) <sup>1</sup>	\$7,576
Comprehensive Fee	508
Technology Fee	183
Residence Hall Fee	1,743
Board Charge	2,269
<b>Total Semester:</b>	<b>\$12,279</b>

### MacVicar Hall, Newman Hall, Storer Hall, & Huntley Hall

(PER SEMESTER)

	SINGLE	DOUBLE
Tuition (12-17 hours) <sup>1</sup>	\$7,576	\$7,576
Comprehensive Fee	508	508
Technology Fee	183	183
Residence Hall Fee	2,309	1,938
Board Charge	2,269	2,269
<b>Total Semester:</b>	<b>\$12,845</b>	<b>\$12,474</b>

### Living & Learning Center

(PER SEMESTER)

	SINGLE	DOUBLE
Tuition (12-17 hours) <sup>1</sup>	\$7,576	\$7,576
Comprehensive Fee	508	508
Technology Fee	183	183
Residence Hall Fee	3,072	2,598
Board Charge	2,269	2,269
<b>Total Semester:</b>	<b>\$13,608</b>	<b>\$13,134</b>

### Full-Time Students — Off-Campus

(PER SEMESTER)

Off-Site Campus Housing Fee	\$2,610
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### Part-Time Students

Tuition (per credit hour)	\$470
Comprehensive Fee (per credit hour)	\$42

### Other Fees and Costs:

Tuition, per credit hour (over 17 hours)	\$470
Graduation fee (non-refundable)	\$150
Late Registration Fee <sup>2</sup>	\$500
Transcript Fee (non-refundable)	\$6
Duplicate I.D. Card	\$50
Parking Permit - Cash Only	\$100
Health Fee	\$75
Installment Plan Fee (per semester)	\$100
Applied Music Courses (per course)	\$475
Lab Fees/Art Fees (per course)	\$100
Building & Grounds/Architecture Fee (per semester)	\$250

### SUMMER SESSION

Tuition (per credit hour)	\$262
Residence Hall Fee	\$510
Board Charge	\$621
Summer Bridge	\$1,500

1. Students are responsible for book expenses.
2. Assessed to students who do not complete registration and check-in process prior to the first day of class of each semester. Registration is complete upon validating a student ID as well as the successful completion of inputting courses in the registration module.

### INITIAL FEES

**Initial Fee of \$300 is due May 1, after May 1 will increase to \$550. ALL fees are NON-REFUNDABLE.**

### INSTALLMENT PLAN OPTION

The University offers an installment plan to students who cannot pay mandatory tuition and fees in advance.

Installment plans made over the phone must be signed and returned to the Student Accounts Office within 3 business days to obtain approval. **Please call the Student Accounts Office at 804.257.5711.** Bills are mailed to the address provided by the Office of the Registrar. Failure to receive a bill does not waive the responsibility to pay the bill by the due date.

Housing is not guaranteed until you have made ALL payments or have made payment arrangements with the Office of Student Accounts.

### REQUIREMENTS TO REGISTER FOR CLASSES (FINANCIALLY CLEARED)

In order to register for each semester you must have your mandatory tuition and fees paid in full. This may be accomplished by having:

1. A zero balance from any previous semester.
2. Initial fees paid.
3. An Installment Plan on file with Student Accounts if:
  - There is a remaining balance after financial aid has been applied for and/or
  - The Parent PLUS Loan has not been approved or applied for by a parent.

### ROOM RESERVATION

Due to the demand for on-campus housing, rooms are reserved on a first-come first served basis. To obtain a room reservation, students must complete an official housing contractual agreement with Residence Life and Housing pay confirmation fees and housing fees by May 1.

### REQUIREMENTS TO MAINTAIN ROOM RESERVATION

- Total mandatory tuition and fees must be paid or Financial Agreement on file in the Office of Financial Affairs.
- Check into the assigned residence hall by the designated registration date. Failure to do so will result in the cancellation of your room reservation.
- Student must meet Satisfactory Academic Progress (SAP) requirements

To maintain your Room Reservation for the Spring Semester, the above rules apply by December 1st (only newly accepted students will need to have a Housing Contractual Agreement on File Spring semester).

**All fees are non-refundable.**