

PLEASE READ CAREFULLY AND KEEP FOR YOUR RECORDS
VUU E-mail is the official mode of communication at Virginia Union University
finaid@vuu.edu

1. **No Show Policy** – If a student registers and does not attend classes; all federal funds must be restored to each federal program from which the student received funds. (See the latest VUU catalog located on VUU website at www.vuu.edu for details)
2. All Federal Direct loans are funded by the U.S. Department of Education. A disclosure notice is issued each year to the borrower from the U.S. Department of Education.
3. **Undergraduate first year students and first time borrowers funds can not be released until the student has been enrolled for 30 days.**
4. The Federal Direct Loan(s) that is included in your award may be declined by completing the Financial Aid Decline/Adjustment Form and returning it to the Financial Aid Office.
5. To be considered for Federal Loans, you must be enrolled in 6 hours or more and have a valid FAFSA on file.
6. If there is a Parent PLUS loan on your award notification letter, your parent will need to apply for this loan if they wish to use this method for paying for your educational expenses. The instructions to apply for the Federal Direct Parent PLUS Loan are enclosed in your award packet and it can also be found on the university's website at www.vuu.edu.
7. Students have the right to cancel all or a portion of their loan(s) within 14 days after receiving notification that the funds have been placed on their student account, by sending written notification to the Financial Aid Office.
8. Students are notified via VUU e-mail when loan funds are expected to be released to Student Accounts.
9. Students may view/print a copy of their statement of accounts anytime to monitor receipt of funds (loans, etc.) by using their "My VUU" account.
10. Virginia Tuition Assistance Grant (VTAG), Virginia College Scholarship (CSAP), and Higher Education Teacher Assistance Program must be approved using the State of Virginia regulations and guidelines. The Commonwealth combines state appropriations with the Federal Leveraging Educational Assistance Partnership (LEAP) to fund the program. In July 2000, the State Council of Higher Education for Virginia (SCHEV), using funds from the federal Special Leveraging Educational Partnership (SLEAP), created the Higher Education Teacher Assistance Program (HETAP). This new scholarship program was established by SCHEV to help address the teacher shortage in Virginia by assisting undergraduate students enrolled in a K-12 teacher preparation program. Preference is given to students enrolled in a teacher shortage content area identified by the Virginia Department of Education
 - a. Virginia Tuition Assistance recipients must be enrolled in 12 hours each semester.
 - b. Virginia Tuition Assistance Grant for the Spring Semester is subject to an adjustment by the State of Virginia.**
11. Virginia Union University attempts to offer sources of financial aid that may meet approximately 75% of a student's need. Your unmet need may be greater if:
 - a. **You did not apply for VA tuition assistance (Virginia domicile residents only) by the preferred deadline (July 31).**
 - b. **You did not qualify for federal pell grant, failed to submit a valid statement aid report or shortage of funds.**
 - c. **Your parents did not apply for the parent plus loan.**
 - d. **Independent students may have to apply for an alternative loan to assist with meeting the unmet need the instructions to apply for an alternative loan are available on the VUU website.**
 - e. **All loans must be approved by the lender.**
12. VUU assumes the parents and/or spouses have the first obligation to provide funds for the education of their son, daughter, or spouse. The second obligation falls upon the student to contribute to his/her own education from personal assets and earnings, including borrowing against future earnings.
13. The Financial Aid indicated in your award notification will be used to assist with paying your direct cost to the university.
14. **The amount of a students's financial aid is contingent upon the student enrolling on a full-time basis/12 hours (unless otherwise indicated for each semester).**

15. The number of hours in which a student is enrolled as reported to the Financial Aid Office on an official list from the Registrar's Office will be used as the official class load enrollment status for financial aid purposes.
16. Financial Aid will be canceled for students who do not enroll for the academic year.
17. **STUDENTS WILL BE DROPPED FROM THE FINANCIAL AID PROGRAM FOR FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS.** (SAP information is available in the University Catalog, on the web at www.vuu.edu and on the financial aid homepage on the web).
19. Financial aid is not automatically renewed; the Free Application for Federal Student Aid or the FAFSA on the Web must be filed each year with the U.S. Department of Education. **VUU's priority deadline date for 2016/2017 is March 18, 2016.**
20. Students must report any change in their enrollment, financial status, residence, or receipt of outside aid of any type to the Financial Aid Office. An adjustment in AID may occur if the outside aid results in an over award.
21. Contact the office of financial aid immediately if you reduce your academic load below 12 hours prior to the end of add/drop. This change could reduce the financial aid amount you are receiving.
22. VUU attempts to meet the financial needs of its students. Thus a student's financial need is determined by subtracting the resources (parent's, student's contribution, etc.) from the total cost of attendance at VUU. The total financial aid awarded to a student shall never exceed the cost of attendance. Estimated cost of attendance includes tuition, fees, room and board, books and supplies, personal, child care, disability, computer expenses, and transportation allowance. **The total direct cost for students living on campus is \$24,020 and off campus is \$15,946 for 2016/2017 (see Tuition & Fee Reference Guide for details).**
23. Disability, dependent care and computer expenses are considered with documentation. For details contact the Financial Aid Office.
24. VUU has permission to submit a student's financial and academic information to scholarship organizations (UNCF, etc.) unless the Office of Financial Aid is informed otherwise.
25. Federal Work-study (FWS) is awarded to students and they must work in order to receive payment. Students awarded FWS will receive a work-study packet prior to enrollment explaining the program. Work-study checks are issued the 15th of each month at Student Accounts, C.D. King Bldg., Lombardy and Leigh Street. If interested in direct deposit please see the Work-Study coordinator. FWS funds should be used to assist with paying for a student's college expenses with priority given to the direct cost.
26. Students participating in the Federal Work-Study Program must complete Form I-9. The student should have available an original social security card, driver's license, and/or state ID.
27. Financial aid is released to student accounts during the months of September and October for Fall and January and February for Spring. Summer aid is released during the month of June. As students become eligible to receive funds their aid is released daily to Student Accounts.
28. **Federal Aid will not be disbursed (including PLUS loans) until final transcripts have been received from all schools attended.**
29. Federal PELL Grant does not have to be repaid.
30. Federal Supplemental Education Opportunity Grant (FSEOG) does not have to be repaid.
31. Federal Work-Study (FWS) is money earned from working while attending school and does not have to be repaid.
32. Federal Stafford Subsidized Loan must be repaid.
33. Federal Stafford Unsubsidized Loan must be repaid.
34. Federal PLUS Loan must be repaid.
35. Stafford Loan counseling information will be sent to loan borrowers by email or postal service.
36. Students receiving funds from an outside source must complete the Outside Scholarship Form located on the web at www.vuu.edu and return it to the Financial Aid Office. On the homepage, click on Financial Aid/Scholarships and go to Forms, then click on the Outside Scholarship Grants & Funds.
37. The Tuition Fees and Reference Guide is located on the web at www.vuu.edu, click on current students and click on the Tuition Fees and Reference Guide.
38. Students may appeal any component of the cost of attendance budget by submitting an explanation for the appeal to the Financial Aid Office.
39. Students with unusual circumstances should contact the Financial Aid Office for details.
40. Return to Title IV Information is located at www.vuu.edu. Click on Financial Aid and click on General Information, then click on Return to Title IV.



41. Students must get VUU e-mail addresses from Information Technology in Ellison Hall.
42. The above policies are subject to the following:
 - a. Availability of funds (state and federal) may be tentative at the time awards are made. VUU cannot guarantee substitute awards if any anticipated outside sources of assistance do not materialize.
 - b. State and Federal regulations for the individual program or award granted the student.
43. Students who are completing the requirements for graduation from VUU in December 2016 must notify the Office of Financial Aid immediately.