

# Expenses and Financial Policy

The fees indicated are estimated for the 2010-2011 academic year and are subject to change by the Board of Visitors at any time.

Longwood University assesses Tuition & Fee charges to all (full-time and part-time) students on a *per credit hour* basis, according to course type/method of instruction.

For academic and financial aid purposes, an undergraduate-level student must be registered for at least 12 credit hours, per semester, to be considered "full-time". Undergraduate-level students registered for fewer than 12 credit hours, per semester, are considered "part-time".

**Special Note:** *Students who audit courses pay the same tuition and required fee rates as students taking courses for academic credit.*

**For All (full and part-time) students, the following *per credit hour* tuition and fee rates apply:**

## ***Per Credit Hour Tuition & Fee Charges for Virginia Residents (In-State Students) Taking Undergraduate-Level Courses (100-400 Level Courses):***

Description of Charge:	Course Type / Method of Instruction*:			
	On-Campus	Online	Off-Campus	Intersession
In-State Undergraduate Tuition	\$179.00	\$179.00	\$179.00	\$179.00
Student Activity Fee	\$6.00	\$0.00	\$0.00	\$0.00
Comprehensive Fee	\$142.00	\$0.00	\$34.00	\$0.00
Registration Fee	\$1.50	\$5.00	\$1.50	\$1.50
Capital Outlay Fee	\$0.00	\$0.00	\$0.00	\$0.00
Online Fee	\$0.00	\$40.00	\$0.00	\$0.00
<b>Total Cost Per Registered Credit Hour:</b>	<b>\$328.50</b>	<b>\$224.00</b>	<b>\$214.50</b>	<b>\$180.50</b>

## ***Per Credit Hour Tuition & Fee Charges for Non-Virginia Residents (Out-of-State Students) Taking Undergraduate-Level Courses (100-400 Level Courses):***

Description of Charge:	Course Type / Method of Instruction*:			
	On-Campus	Online	Off-Campus	Intersession
Out-of-State Undergraduate Tuition	\$520.00	\$520.00	\$520.00	\$520.00
Student Activity Fee	\$6.00	\$0.00	\$0.00	\$0.00
Comprehensive Fee	\$142.00	\$0.00	\$34.00	\$0.00
Registration Fee	\$1.50	\$5.00	\$1.50	\$1.50
Capital Outlay Fee	\$19.00	\$0.00	\$19.00	\$0.00

Online Fee	\$0.00	\$40.00	\$0.00	\$0.00
<b>Total Cost Per Registered Credit Hour:</b>	<b>\$688.50</b>	<b>\$565.00</b>	<b>\$574.50</b>	<b>\$521.50</b>

***Per Credit Hour Tuition & Fee Charges for Virginia Residents (In-State Students) Taking Graduate-Level Courses (500 Level & Above Courses):***

Description of Charge:	Course Type / Method of Instruction*:			
	On-Campus	Online	Off-Campus	Intersession
In-State Graduate Tuition	\$241.00	\$241.00	\$241.00	\$241.00
Student Activity Fee	\$6.00	\$0.00	\$0.00	\$0.00
Comprehensive Fee	\$110.00	\$0.00	\$34.00	\$0.00
Registration Fee	\$1.50	\$5.00	\$1.50	\$1.50
Capital Outlay Fee	\$0.00	\$0.00	\$0.00	\$0.00
Online Fee	\$0.00	\$40.00	\$0.00	\$0.00
<b>Total Cost Per Registered Credit Hour:</b>	<b>\$358.50</b>	<b>\$286.00</b>	<b>\$276.50</b>	<b>\$242.50</b>

***Per Credit Hour Tuition & Fee Charges for Non-Virginia Residents (Out-of-State Students) Taking Graduate-Level Courses (500 Level & Above Courses):***

Description of Charge:	Course Type / Method of Instruction*:			
	On-Campus	Online	Off-Campus	Intersession
Out-of-State Graduate Tuition	\$670.00	\$670.00	\$670.00	\$670.00
Student Activity Fee	\$6.00	\$0.00	\$0.00	\$0.00
Comprehensive Fee	\$110.00	\$0.00	\$34.00	\$0.00
Registration Fee	\$1.50	\$5.00	\$1.50	\$1.50
Capital Outlay Fee	\$19.00	\$0.00	\$19.00	\$0.00
Online Fee	\$0.00	\$40.00	\$0.00	\$0.00
<b>Total Per Registered Credit Hour</b>	<b>\$806.50</b>	<b>\$715.00</b>	<b>\$724.50</b>	<b>\$671.50</b>

\* Note: For purposes of this policy and most other listings throughout the *Expenses and Financial Policy* section of this catalog:

**On-campus** rates apply to most credits offered through the Farmville, Virginia campus. On-campus credits will include, but are not necessarily limited to: credits associated with classroom instruction, technology-assisted courses, student teaching and internship assignments, and/or independent study assignments.

**Online** rates apply to Internet course sections beginning with "B" (for Blackboard).

**Off-campus** rates apply only to course sections numbered 90 and above.

*Off-campus and Online rates apply to those types of courses regardless of the term.*

**Intersession** rates apply only to credits associated with classroom-based courses and/or Longwood University faculty-lead tours (abroad) beginning after the end of the fall semester and ending before the normal start date of the spring semester.

***Per Semester Room & Board Charges—For All Students (Virginia and Non-Virginia Residents):***

Description of Charge:	Per Semester Rate	Description of Charge:	Per Semester Rate
<b>Residence Hall Rooms</b>		<b>Meal Plans</b>	
Main Campus—Double/Triple:	\$2,630.00	14 Meal Plan + \$250.00:	\$1,427.00
Main Campus—Single:	\$3,130.00	Unlimited Meal Plan + \$150.00:	\$1,750.00
<b>Longwood-Managed Apartments</b>		Block 150 Meal Plan + \$200.00:	\$1,319.00
Lancer Park:	\$3,059.00	10 Meal Plan + \$350.00:	\$1,361.00
Longwood Village:	\$3,169.00	10 Meal Plan + \$200.00:	\$1,211.00
Longwood Landings—Quad:	\$3,411.00	5 Meal Plan + \$150.00:	\$698.00
Longwood Landings—Single (Studio):	\$3,721.00	5 Meal Plan + \$250.00:	\$798.00

Students living in Longwood-managed properties are required to purchase a meal plan. Those living on the Main Campus must choose from the following: Unlimited+\$150 Plan, 14+\$250 Plan, 10+\$350 Plan, 10+\$200 Plan, or the Block 150+\$200 Plan. Those students living in Longwood-managed apartments, since they are provided with kitchen facilities, can choose from those listed above, as well as from the 5 + \$150 Plan, and the 5+\$250 Plan. Commuting students can opt to purchase any of the offered meal plans. For those living in the Main Campus residence halls, the default is the 14+\$250 Plan. For those living in our Longwood-managed apartments, the default is the 5+\$150 Plan.

**OTHER FEES**

**Course Fees:** Some academic course offerings require additional course and/or lab fees. These fees will be assessed to all students enrolled in the course at the end of the Add/Drop period. Fees typically range from \$5.00 to \$300.00, but may be higher for certain programs (ex. Nursing).

**Field Course Fees:** Since charges vary for students enrolled in field assignments (ex. student teaching, Central Virginia Criminal Justice Academy), semester Field Course Fee rates may be obtained from the academic departments arranging field assignments/Internships.

**College Plus Program:** A fee of \$350.00 is charged, first semester, to new students admitted to Longwood under the College Plus Program. This program provides a supported learning environment during the first semester for new freshman who show a strong potential for academic success at Longwood. The program is for the fall semester, but students are encouraged to remain in contact with the Director for as long as a need remains.

**On-TRAC / Strengthening Academic Success (SAS) Program:** A fee of \$200.00 is charged to all re-admitted students returning to Longwood following academic suspension. The curriculum covers academic regulations as well as re-thinking study and time management strategies. Much of the curriculum is driven by student need/request.

**Commencement Fee:** A fee of \$50.00 will be charged for a Bachelor's diploma or a Master's diploma. This non-refundable fee is payable to Longwood at the time application is made for graduation.

**Transcript Fee:** A fee of \$10.00 will be charged for each copy of official transcript.

**Automobile Registration:** A fee is charged for each automobile registered. Parking on main campus or on Longwood-managed properties is permitted only if the permit issued on payment of the fee is displayed. For information regarding parking regulations and/or parking fees, please visit the Longwood University Public Safety web-site: <http://www.longwood.edu/police/> , and select the options: *Parking Services*, and *Parking Rules and Regulations*.

**Returned Item Fee:** A \$50.00 fee will be charged if a paper check or an electronic (ACH) draft item is returned unpaid by the bank for any reason.

**Reinstatement Fee:** If a student is administratively withdrawn for non-payment of tuition and fees and wishes to be reinstated\*, he/she must pay a \$50.00 reinstatement fee in addition to any outstanding charges.

\* Note: If administratively withdrawn, original course schedule may not be available and the student must work with her/his advisor and the Office of the Registrar to create a new schedule.

**Meals for Guests:** Students entertaining guests in the Longwood dining hall are charged the following rates, tax included: breakfast-\$4.50, lunch/brunch-\$6.25, and dinner-\$7.50.

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### **Qualifying for Virginia Tuition Rates**

Complete guidelines regarding eligibility for in-state tuition rates are covered in Section 23-7.4 of the Code of Virginia. All Virginia public institutions follow these guidelines. Guidelines are available at

<http://www.schev.edu/Students/VAdomicileguidelines.asp?from=policymakers> . The following information briefly describes the ways in which students may qualify for in-state tuition rates; it is not intended as an exhaustive analysis of the complex statutory provisions affecting applicants.

Generally, to be classified as a Virginia resident for tuition purposes, the parent/legal guardian of a minor or dependent student or the non-minor or non-dependent student himself/herself must physically reside in Virginia for at least one year prior to the intended date of enrollment. Payment of state taxes, voter registration, car registration, and driver's license are also considered in determining eligibility. Eligibility for students under 24 years

of age and/or who are dependents for tax purposes will usually be determined by the parent/legal guardian's status on the above-mentioned items.

### **Military Personnel**

Active duty military personnel and an active duty military parent may qualify for in-state tuition rates if, while residing in Virginia, he or she adopts Virginia as his or her legal domicile. This is accomplished by filing a State of Legal Residence Certificate declaring Virginia as one's domicile for income tax purposes and fulfilling the domiciliary intent requirements as discussed above. The one-year requirement is waived for active duty military personnel who fulfill all other conditions for establishing domicile. A student claiming entitlement to in-state privileges through the military parent's status as a Virginia domiciliary must submit with the application a copy of the parent's Leave and Earnings Statement and other documents as requested.

The dependent child of a military person and a non-military spouse who are not domiciled in Virginia may nevertheless qualify for in-state rates through the military exception provision. Pursuant to Section 23-7.4:2, in-state tuition may be granted to the child of a military parent stationed and residing in Virginia if, for at least one year immediately prior to the date of intended enrollment, the non-military parent has resided in Virginia, been employed full-time and claimed the student as a dependent on federal and resident Virginia income tax returns. At the present time, full-time employment means employment resulting in, at least, an annual earned income reported for tax purposes equivalent to fifty work weeks of forty hours at minimum wage. Entitlement under this provision continues only so long as the requirements continue to be met. Under this provision the non-military parent is not required to demonstrate his or her intent to be domiciled in Virginia.

### **Procedures**

#### **Applicants**

Upon application for admission, the Application for In-State Tuition is submitted to the Admissions Office for review and decision. If the applicant is accepted, the residency determination is included in the acceptance letter.

If the student does not agree with the domicile decision, a letter of appeal with supporting documentation should be submitted to the Admission Office for review and subsequent decision. If the student does not agree with this decision, a written appeal with supporting documentation should be submitted to the Assistant Dean for Student Affairs. If the student does not agree with this decision, the student may petition the Circuit Court.

#### **Current Students**

The University may initiate a reclassification inquiry at any time after the occurrence of events or a change in facts gives rise to a reasonable doubt about the validity of existing residential classification.

A current student wishing to have the domicile changed for tuition purposes should submit a written request with supporting documentation to the Office of Registration. If the student

does not agree with this decision, a written appeal with supporting documentation should be submitted to the Office of the Assistant Dean for Student Affairs. If the student does not agree with this decision, the student may petition the Circuit Court.

Establishing in-state status while one is a student can occur if the student or the parent(s) of a dependent student moves to Virginia and fulfills the requirements of domicile including the one-year residency. Students classified as out-of-state must present clear and convincing evidence to rebut the presumption that residing in Virginia is primarily to attend school. Residence or physical presence in Virginia primarily to attend college does not entitle students to in-state tuition rates.

### **Residential Requirements and Policy**

Longwood University is a residential university and features residence hall education focusing on student learning and personal development as part of its distinct academic mission. Students are, therefore, required to live on campus.

#### **Exceptions to the residency requirement are as follows:**

1. Non-traditional age – reaching 23 prior to the beginning of the fall semester.
2. Married – verified with a marriage license.
3. Living at home – a notarized letter from parent(s) or legal guardian(s) required.
4. Part-time student – enrolling in less than 12 credit hours (both fall and spring semesters).
5. Students with 89 or more Longwood University recognized credits – applicants must have 89 credit hours completed by the end of the spring semester. Application required prior to advertised deadline.
6. Approved Off Campus Release “Waiting List” Applicants – applicants must have 56-88 Longwood University recognized credit hours completed by the end of the spring semester. Application required prior to advertised deadline.

**In the spring semester there will be deadlines for requesting exceptions to the residency requirement. In order to qualify for one of the exceptions listed above, the student must meet the publicized deadline as communicated through the Office of Residential and Commuter Life. Residence Hall Agreements are for the entire academic year: August through May. Leases or other arrangements should be designed and managed only after exceptions are confirmed.**

**Minimum Credit Hour Requirement:** Students residing in campus residence halls or Longwood-managed apartments are required to maintain a class load of 12 credit hours (per semester). This policy is designed to maintain the commitment to an educational residence hall environment. Except for medical reasons, service-connected commitments, or family emergencies, there are very few exceptions to this policy. Requests for exceptions that fall into one of the above categories should be addressed to the appropriate academic dean, together with supporting documentation. Final approval is required from the Vice President for Student Affairs or designee\*. The information is then communicated to the Offices of Residential and Commuter Life and Student Accounts.

\* Note: For students with a documented disability, permission to reside in campus residence halls or Longwood-managed apartments with a part-time schedule may be granted by the Office of Disability Resources.

### **Application and Re-Admission Fee**

A non-refundable application fee of \$50.00 is required of each undergraduate student making his or her first application to Longwood. A non-refundable re-admission fee of \$30.00 is required of each undergraduate student applying for re-admission to Longwood.

### **Deposit**

For each new Longwood student, an annual student fee deposit (prepayment) is required to reserve the student's admission/readmission to Longwood University.

Please note: For purposes of this policy, "new" refers to students who will enroll for the first-time into a Longwood University degree program and to students who will re-admit into a degree program following a withdrawal from the University.

New residence hall & commuter students: \$400.00 deposit

An Admission Deposit Form will be sent with the letter of admission (or readmission), and should be returned with payment to Office of Cashiering.

The deposit is refundable until May 1<sup>st</sup> for students admitted/readmitted for the fall semester, and December 1<sup>st</sup> for students admitted/readmitted for the spring semester. Requests for refunds must be made in writing to the Longwood Admissions Office prior to the above-mentioned dates. Deposit payments made after May 1<sup>st</sup> (fall), or December 1<sup>st</sup> (spring), are non-refundable.

Deferred Enrollment: Before the start of a semester and with prior approval from the Office of Admissions, non-refundable deposits may be transferred forward *one semester*. If a newly admitted/readmitted student wishes to defer his/her enrollment and request transfer of (non-refundable) paid deposit (forward one semester), then the student must submit a written request to Longwood's Admissions Office. Written requests for transfers of deposits must be received by the University prior to the first day of the academic semester for which the tuition deposit was originally paid. After the first day of the semester, non-refundable deposits will apply to withdrawal fees, and only (non-refundable) deposit payments in excess of withdrawal fees due may be transferred (forward one semester). For additional information concerning withdrawal fees, please refer to *Withdrawal Policies and Procedures*, under the section *Expenses and Financial Aid* of this catalog.

The student fee deposit must be paid, in full, before an admitted/readmitted student may participate in room selection and/or register for classes.

Financial aid recipients: In certain cases, students with prepaid deposits, who also meet priority deadline to file FAFSA (Free Application for Federal Student Aid), may meet criteria to become eligible for full financial aid funding. If, after prepaying student fee deposit, an account becomes overpaid by (offered, accepted, disbursed) financial aid, refund(s) of net account overpayment(s) will be issued following end of semester "add-drop" period and disbursement of financial aid.

**Required Fees:**

Tuition and required fees are charged per credit hour to all full-time and part-time students, undergraduate and graduate students, including student interns, student teachers, and students earning credit hours for independent study. Required fees include:

**Student Activity Fee**

The activity fee is an administrative fee for student organization cost.

**Comprehensive Fee**

The comprehensive fee includes charges for Safety Initiatives, Building Repair & Maintenance, Campus Beautification & Grounds Maintenance, Student Health & Wellness Services, LCVA Center for the Visual Arts, Farmville Area Bus Service, Athletics, Student Union/Programming, and other services.

**Registration Fee / Online Registration Fee**

The registration fee is used to support the registration process and *myLongwood*.

**Capital Outlay Fee**

The capital outlay fee is a state-mandated fee required of out-of-state students for debt service costs on recently approved capital bond packages.

**Online Fee**

The Online fee supports online course management system (Blackboard), hardware, software, instructional design & delivery training, and technology support services for online courses.

**Meal Plans**

The Residence Hall Room and Board Agreement spells out the terms of the meal plans available. Students select meal plans in the agreement and are permitted to change their selected meal plan during specific periods of time as stated in the Residence Hall Room and Board Agreement. For additional information, please refer to *Longwood Dining Services*, under the section *Student Services*, of this catalog.

**Billing and Payment Schedule**

Longwood University will send E-Bill notification to degree-seeking undergraduate students who register during (spring) open registration or during (summer) First Year Student/Transfer Student Orientation & Registration.

Graduate students, non-degree-seeking students, and all students registering for classes during late registration or late Orientation (August for the fall semester, January for the spring semester) are expected to pay their tuition and fee charges at the time of registration.

If a graduate or non-degree-seeking student registers during the open registration period and does not pay for courses at the time of registration, then the Office of Cashiering and Student Accounts will generate E-Bill notification for that graduate or non-degree-seeking student. When this occurs, graduate and non-degree-seeking students are required to pay all calculated charges on, or before, the semester due date—to avoid the possible assessment of late payment fees. Please see Billing Schedules, below.



***Please note: E-BILL NOTIFICATIONS ARE SENT TO THE STUDENT'S LONGWOOD E-MAIL ADDRESS. E-BILL NOTIFICATIONS ARE ALSO SENT TO AUTHORIZED USERS IF SET UP SET BY A STUDENT.*** Students are responsible for paying (or securing with adequate financial aid) all calculated charges on, or before, each semester's payment due date. Students requesting changes after open registration are encouraged to view their account summaries via *myLongwood*. Any charges assessed after the original semester payment due date are due and payable at the time incurred. ***Failure to receive a bill does not waive the requirement for payment when due.***

**All currently enrolled students (including students registered after the billing date) may view their billing statements / account summaries online via *myLongwood*.**

### **Billing Schedules:**

***First Semester:*** Fall charges (based upon the student's registered credit hours), less any credits, will be E-billed on or about July 9<sup>th</sup>, and shall be due on or about August 6<sup>th</sup>. Credit will be given for miscellaneous outside scholarships\* only if the student provides Longwood's Financial Aid Office with official notification of the award(s) prior to Longwood's scheduled billing dates. ***Failure to receive a bill does not waive the requirement for payment when due.***

***Second Semester:*** Spring charges (based upon the student's registered credit hours), less any credits, will be E-billed on or about November 19<sup>th</sup>, and shall be due on or about January 7<sup>th</sup>. Credit will be given for miscellaneous outside scholarships\* only if the student provides Longwood's Financial Aid Office with official notification of the award(s) prior to Longwood's scheduled billing dates. ***Failure to receive a bill does not waive the requirement for payment when due.***

*\*Please note: Unless specific instructions to the contrary are issued by the awarding agencies, all miscellaneous outside scholarships greater than \$100 will be evenly divided between the fall and spring semesters. Scholarships less than or equal to \$100 will be fully applied to the first semester, unless other instructions accompany payment. (Miscellaneous outside scholarships are scholarships awarded to students by high schools or other agencies independent of Longwood.)*

### **Methods of Payment:**

For detailed information concerning billing processes and managing the online student account, please refer to the Office of Student Accounts' website:  
<http://www.longwood.edu/studentaccounts/BillingProcess.htm>.

### **Lump Sum Payments**

Online Payments: Currently-enrolled students and authorized users may log into *myLongwood / My Student Account* to view their most recent billing statements and see all current account activity. Students and authorized users may submit lump sum payments, online, using (credit or debit) MasterCard, Discover, or American Express, or an automatic draft from a bank account. A non-refundable convenience fee of 2.75% will be assessed on all credit or debit card payments. ACH Bank Draft (electronic check) payments will be processed at no cost to the user. On-line payments (*myLongwood*) are posted immediately to the appropriate student account.

Important notes concerning online payments:

1. If your online payment choice is an ACH draft from a bank account, please obtain the correct format for your bank account number from your bank. Lines of credit, money market accounts, mutual fund accounts, trust funds, etc typically cannot be electronically drafted. Please check with your financial institution to verify that your account can be electronically drafted. A \$50.00 Returned Item Fee will be charged to the student account for any returned items.
2. If your payment choice is a debit card, please inquire with your bank concerning any daily dollar limits.

Delivered/Mailed Payments: Lump sum payments may also be submitted to the Office of Cashiering, 2nd floor Lancaster building (Room 201-A). Cash, personal checks (unless prior checks have been returned), cashier's checks, and money orders are accepted. An after-hours payment drop box is also available outside the entrance to the Office of Cashiering and Student Accounts.

Please note: Credit/Debit cards are not accepted in the Office of Cashiering.

### **Monthly Payment Plan**

The convenience of paying school expenses on a monthly basis is an attractive option for many families. Longwood University provides an opportunity for parents and students to pay educational expenses in four interest-free installments per semester. The plan is available to any student for the fall and/or spring semesters with the exception of study abroad students.

NOTE: PAYMENT PLAN ENROLLMENT IS **PER SEMESTER** for fall and spring. The payment plan is not available for summer semesters.

Enrollment for the fall payment plan will open on-line mid-July. Enrollment for the spring plan will open on-line mid to late November. Payments for the fall semester are due on the 1st of each month from August through November. Payments for the spring semester are due on the 1st of each month from December through March.

A non-refundable participation fee of \$50.00 per semester is charged at the time of on-line enrollment. Personal expenses, books, computers, or travel expenses are not included in the plan. Longwood University does not charge a fee for late enrollment. However, any "missed" payments must be paid at the time of enrollment.

Our new Touchnet Payment Plan Manager system should automatically adjust monthly payments as activity on the student account changes and will notify the student and/or authorized user (s) via email. The payments are automated using an ACH bank draft (Electronic Check). The automated payment schedule is set upon enrollment. **No other action is necessary for the payments to draft from the bank account selected at enrollment in the plan.** Debit/credit cards are not acceptable payment methods for the payment plan. After enrolling in the plan, students wishing to change bank account information must log in and save a new payment profile. They must then click on payment plan and "change" payment profile associated with the plan.

## **IMPORTANT NOTES TO STUDENTS ENROLLING IN MONTHLY PAYMENT PLAN:**

1. Please obtain the correct format for your account number from your bank. A \$50.00 Returned Item Fee will be charged to the student account for any returned items.
2. Lines of credit, money market accounts, trust accounts, mutual fund accounts, etc. may not be automatically drafted. Please check with your financial institution to verify that your account can be electronically drafted.
3. Please login to MY STUDENT ACCOUNT periodically to view the details of your payment plan in comparison to your student account balance. Some charges may not be financed on the plan and may need to be paid in addition to your payments. If your student account balance at any point is zero, your payment plan may be satisfied. If additional charges are then assessed to the account, they may be payable at the time incurred.

How to Enroll: Enrollment in the plan is accomplished by completing our web-based self service application. Students may enroll in the plan or may authorize others to enroll in the plan. Students may access the option for the plan through *myLongwood* Portal, Student Tab, *My Student Account*. Authorized users will be emailed the procedures for accessing the student account and may enroll in the plan once the student sets the authorizations.

**IMPORTANT NOTE: YOUR BILLING STATEMENT WILL NOT REFLECT YOUR SCHEDULED PAYMENT PLAN BALANCE. YOU MAY VIEW YOUR PAYMENT PLAN SCHEDULE USING THE PAYMENT PLAN TAB.**

### **Late Payment**

Any student account not paid in full or secured by our Payment Plan or Financial Aid\* or approved Third-Party Tuition Assistance will be assessed a late payment fee of 10% of the unsecured past-due account balance as prescribed in 2.2-4805 of the Code of Virginia. Failure to receive a bill does not waive the requirement for payment when due and will not prevent the application of the late payment fee.

*\* Please note: Students are responsible for endorsing scholarship, Private loan, and/or Stafford loan checks upon notification from the Office of Financial Aid/Students Accounts. Parent borrowers are responsible for endorsing and returning (endorsed) Parental Plus loan checks upon notification. Failure to return endorsed checks in a timely manner could result in the assessment of late payment fees and/or cancellation.*

### **Cancellation Policy for Unpaid Student Accounts**

Any student with an unpaid account balance not secured by Longwood's Monthly Payment Plan and/or financial aid may have her/his course schedule cancelled on the day following the original (semester) payment due date. (The payment due date for the fall semester is on or about August 1<sup>st</sup>, and for the spring semester is on or about January 2<sup>nd</sup>.) In addition, if applicable, any residential or commuter student with unpaid balances may be denied access to student housing on her/his scheduled move-in day and/or may be blocked from utilizing campus meal plans.

***Failure to receive a bill will not waive the requirement for payment when due. Students may access account summaries/billing statements via Longwood University's Student Information System (myLongwood).***

Following the cancellation of her/his course schedule, any student who wishes to reinstate must first pay the required reinstatement fee ***in addition*** to any other financial obligation due to the University. The deadline to reinstate a course schedule is the last business day prior to the first day of classes. In certain instances, a student's original course schedule may no longer be available; therefore, students requesting reinstatement must work with advisors and/or the Office of the Registrar to create new course schedules. Payment of the reinstatement fee and any outstanding charges must be made to the Office of Cashiering.

Any student who processes an initial registration or who adds classes and/or room/board assignments ***after*** the original (semester) payment due date is expected to remit payment for all balances due upon registration and/or upon request for room/board assignment. If payment is not made following registration/assignment, then the student's course schedule may be cancelled at the end of the Add/Drop period, and if residential, the student will be subject to eviction from student housing at that time.

If payment is not made or if an account is not adequately secured by the end of the Add/Drop period:

1. Degree-seeking undergraduate-level students may be administratively withdrawn from the University and, if administratively withdrawn, will not be allowed to apply for re-admission to Longwood until the following semester.
2. Residential students will be subject to eviction from student housing.
3. Graduate-level degree-seeking or licensure only students and special, non-degree-seeking students may be administratively withdrawn from all (current semester) courses and will be blocked from processing future registrations until all outstanding balances due are fully paid to the University.

**Any student with an unpaid/unsecured account balance whose course schedule is cancelled and/or who is administratively withdrawn from the University will be assessed charges in accordance with University catalog-published withdrawal policy\*.**

**\* Please note: Following administrative withdrawal due to non-payment, withdrawal penalties may be substantial. This is particularly true in the case of Online, Off-campus, Intersession, and/or Special Offering courses—for which, after course drop deadline, financial withdrawal penalties will equal 100% of the originally-assessed tuition and fee charges.**

**Administrative cancellation/withdrawal will not waive a student's financial obligation(s).**

Diplomas and official transcripts will not be issued until all financial obligations to Longwood have been paid or secured to the satisfaction of the University. Any unpaid balance will prevent future registration and will prevent the adding or web-dropping of classes. **(Note: Through the last day to drop a class, students may submit written/faxed "drop" requests (*Course Schedule Change Forms*) to the Registration Office.)**

#### **Notice of Fees and Charges on Unpaid Tuition and Fee Balances**

The public is hereby placed upon notice that failure to pay in full at the time services are

rendered or when E-billed may result in the imposition of a 10% late payment fee on the unpaid balance. If the matter is referred for collection to an attorney or to a collection agency, the debtor may then be liable for attorney's fees and/or additional collection fees of up to 30 percent of the then unpaid balance. Also, any account not satisfied by the payment due date may be reported to the credit bureau and will be listed with the Virginia Department of Taxation. Returned checks will incur a handling fee of \$50.00. Requesting or accepting services will be deemed to be acceptance of these terms.

The student is responsible for all charges assessed regardless of any arrangements or agreements made with other parties.

### **Notice of Policies and Charges on Unpaid LancerNet (Telephone) Accounts**

Students are responsible for the security of their PBN (Personal Billing Number) and will be liable for any charges made with their PBN. All students are required to pay LancerNet accounts within 30 days of the billing date. Failure to pay will result in a hold flag being placed on the student's record. This will prevent registration, adding or web-dropping of classes, processing of transcripts, and awarding of diploma. The student's PBN will also be deactivated, preventing any additional long distance calls. Returned items will incur a handling fee of \$50.00. If the matter is referred for collection to an attorney or to a collection agency, then the debtor will be liable for attorney's fees and/or additional collection fees of up to 30 percent of the then unpaid balance. Requesting or accepting services will be deemed to be acceptance of these terms.

Information and Instructional Technology Services will be billed for full months only. No credits will be given for partial months.

The Information and Instructional Technology Services Department will use the free Longwood University e-mail address provided to all students for notification purposes. Other e-mail addresses will not be maintained in the CMS (LancerNet) database.

### **Hold Flags, Future Registrations, and Release of Transcripts**

Hold flags will be placed on student accounts having past-due financial obligations and may be placed on student accounts for a variety of other reasons (ex. transcripts incomplete, missing health form, degree-application delinquent). "Registration hold flags" are blocks that prevent future registrations and/or changes to existing course schedules. "Transcript hold flags" are blocks that prevent the release of transcripts to the student or any third party (school, employer, etc.) Once applied, financial hold flags (registration and transcript) may be cleared only by paying, in full, all previously incurred university expenses. For more information regarding the removal of non-financial hold flags, students are encouraged to contact the department(s) that posted the hold flag(s).

Hold flags may be viewed via *myLongwood*.

### **Withdrawal Policies and Procedures**

Once a student has registered, pre-registered, or otherwise been assigned classes for any semester, he/she must officially withdraw from the University/drop all registered credits within the appropriate Add-Drop period to prevent the assessment of tuition and fee charges. In addition, a student with room and/or board assignment(s) must officially withdraw from the University or (if permissible) cancel his/her room/board assignment before the first day of the academic semester to prevent the assessment of room and/or board charges.

Students withdrawing from the University on the first day of the academic semester, or later, will be charged as stated under the Catalog section *REFUNDS AND CHARGE ADJUSTMENTS*.

**For additional guidance and/or to complete official withdrawal procedures:**

1. Degree-seeking undergraduate-level students must contact the appropriate Academic Deans office (based upon the student's major course of study)
2. Undeclared and/or special, non-degree-seeking undergraduate-level students must contact the College of Arts & Sciences
3. Graduate-level students (degree-seeking or special, non-degree-seeking) must contact the College of Graduate and Professional Studies

***Withdrawal is not considered official until a student has completed withdrawal paperwork with the appropriate office listed above.***

**Please note that the following actions will not substitute for formal withdrawal (or course cancellation) and will not be considered justification for elimination or reduction of charges:**

1. Failure to submit payment for a course after registering
2. Failure to officially drop a course for any reason, including due to the presence of a hold flag
3. Failure to attend class, log into Blackboard, and/or complete coursework after registering
4. Requesting release of official (or unofficial) transcripts—including to an employer and/or to another College or University
5. Failure to apply for, receive, or accept financial aid and/or other Third Party tuition/fee assistance
6. Voluntary or enforced cancellation of offered financial aid
7. Failure to occupy Longwood-managed housing and/or to utilize campus meal plan

**All students:** Please note that separate academic withdrawal policies exist in addition to financial withdrawal policies. For additional information, please refer to *Withdrawal Policy*, under the section *Academic Regulations*, of this Catalog.

**Financial Aid Recipients:** Please note that withdrawal prior to the 60% point in a semester significantly impacts a student's eligibility to retain "unearned" financial aid, and may result in financial aid recipients owing large tuition and fee balances to the University. In addition, a registered student's failure to attend class and/or to successfully complete coursework may reduce or cancel the student's eligibility to retain (current or future term) financial aid. Financial Aid recipients are strongly encouraged to seek guidance from the Office of Financial Aid prior to leaving the University and/or completing withdrawal

processing through an Academic Dean's office or College of Graduate and Professional Studies.

## **REFUNDS AND CHARGE ADJUSTMENTS**

### **Refunds and Charge Adjustments Following Drop or Withdrawal from Off-campus Courses, Online Courses, Intersession Courses, and/or Special Offering (abbreviated term) On-campus Courses (All Semesters):**

\* Note: For purposes of this policy, "Special Offering" will refer to an On-campus course lasting less than one full semester in length and/or overlapping semesters/terms.

Dropping: Longwood University "Add-Drop" policy is available, online, from Office of the Registrar website: <http://www.longwood.edu/registrar/19343.htm#adddrop>.

A student who officially cancels (drops) an Off-campus, Online, Intersession, and/or Special Offering course within the official "add/drop" period for the course will be credited/refunded 100% of tuition and fees assessed (for that course) less any non-refundable tuition deposit paid, if applicable.

Withdrawing: After the "add/drop" deadline has passed for each Off-campus, Online, Intersession, and/or Special Offering course, no financial tuition and fee reductions (credits) will be issued to students who "withdraw without academic penalty" (grade of "W"). If a student withdraws before his/her account balance is paid in full, then the student will be responsible for paying any remaining balance due.

Enforced withdrawals, such as disciplinary suspension or administrative withdrawal due to non-payment, will not involve credits or refunds beyond the above schedule.

### **Refunds and Charge Adjustments Following Drop or Withdrawal from One or More Full-semester (Fall-Spring) On-campus\* Courses, But Not Withdrawal from the University:**

\* On-campus courses include, but are not necessarily limited to: Classroom-based courses, technology-assisted courses, student teaching and internship assignments, and/or independent study assignments.

Dropping: A student who officially cancels one or more full-semester (fall-spring), On-campus course(s) on or before the semester census date (*Academic Calendar* "last day to drop") will be fully credited the difference in tuition and fees for the reduced number of credit hours, if any.

Withdrawing: After the census date (*Academic Calendar* "last day to drop"), no tuition and fee reductions (credits) will be issued to students who "withdraw without academic penalty" (grade of "W") from individual courses. Also, after the census date, late-added courses (such as Special Offering courses scheduled to begin mid-semester) will incur *additional* tuition and fee costs.

To avoid unnecessary financial penalties, students are encouraged to officially process all necessary course schedule adjustments prior to the end of the semester Add-Drop period (census date). Although it may be possible—in very rare, unusual, circumstances—for

students to seek Dean's office permission to make schedule adjustments after the census date, severe financial penalties would result. (After the census date, students would be held financially responsible for payment of tuition and fees assessed for *both* late-cancelled courses (graded "W") and late-added courses.)

### **Refunds and Charge Adjustments Following Withdrawal from the University and Cancellation of All Full-Semester (Fall-Spring) On-campus\* Courses:**

\* On-campus courses include, but are not necessarily limited to: Classroom-based courses, technology-assisted courses, student teaching and internship assignments, and/or independent study assignments.

A student who officially withdraws from the University and cancels all full-semester (fall-spring), On-campus courses on or before the semester census date (*Academic Calendar* "last day to drop") will be credited/refunded 100% of tuition and fees\*\* less any non-refundable tuition deposit paid, if applicable.

\*\* Note: Please reference separate *Refund and Charge Adjustments* policy for Off-campus, Online, Intersession, and Special Offering (abbreviated term) On-campus courses. The current refund policy applies only to charges assessed for full-semester On-campus courses.

A residential student (or a commuter student with optional meal plan) who withdraws between the first day of the academic semester and the census date for the semester/term, will be assessed a percentage of room and board charges.

After the fall-spring census date, a student who officially withdraws from the University through the fifth week of the semester will be partially credited tuition, fees, room and board charges on a percentage basis—determined by the week of school during which the *official withdrawal* takes place. For purposes of this policy, the week begins with the Monday on which (full semester, On-campus) classes begin and extends through the following Sunday\*\*\*.

After the fifth week of the semester, no (tuition, fee, room and/or board) credits/refunds will be issued to students who withdraw from the University.

\*\*\* Note: Although formal withdrawal processing must occur during standard business hours (8:00am – 5:00pm, Monday through Friday), in certain circumstances, withdrawn students may arrange to complete additional mandatory "room check-out" procedures during the weekend immediately following formal withdrawal processing. Withdrawn residential students may contact Residential & Commuter Life (RCL) staff for additional guidance and/or to complete room check-out.

Exceptions: In unusual circumstances, charge adjustments and refunds beyond the normal schedule may be recommended by Longwood's Tuition Appeals Committee for students who leave Longwood "for reasons beyond the student's control", such as for a verified incapacitation, illness, injury, or military reservist called to active duty. Tuition Appeal instructions and Application Forms may be obtained, online, from the following Website: <http://www.longwood.edu/studentaccounts/20642.htm>



**During the fall-spring semesters, students who officially withdraw from the University (canceling all full-semester, On-campus courses) will be charged and credited according to the following schedule:**

<b><u>Official Withdrawal Date*:</u></b>	<b><u>Tuition &amp; Fees / Room &amp; Board Assessed:</u></b>
Within First 6 Days of Academic Semester (the Official Add-Drop Period):	Student Forfeits (Non-refundable) Tuition Deposit**  Tuition & Required Fees Assessed = 0% If Applicable, Room & Board Assessed = 5%
During Second Week of Semester:	Tuition & Required Fees Assessed = 25%  If Applicable, Room & Board Assessed = 25%
During Third Week or Fourth Week of Semester:	Tuition & Required Fees Assessed = 50% If Applicable, Room & Board Assessed = 50%
During Fifth Week of Semester:	Tuition & Required Fees Assessed = 75% If Applicable, Room & Board Assessed = 75%
After the Fifth Week of-Semester Through the Last Day of Semester:	Tuition & Required Fee Assessed = 100% If Applicable, Room & Board Assessed = 100%

\* Official Withdrawal Date = Date upon which a student processes formal withdrawal paperwork with his/her Academic Dean's office.

\*\* Non-refundable tuition deposit will be credited as payment against any balance due; any remaining tuition deposit balance will be forfeited (if assessed charges do not exceed).

**Please note: After the start of the academic semester, no financial adjustments will be made to charges for late fees or early arrival fees. Also, for withdrawals occurring after the last day to drop a class, no adjustments will be made to charges for course fees.**

If a student withdraws before his/her account balance is paid in full, then the student will be responsible for payment of any remaining balance due, after the appropriate (%) withdrawal credits have been processed.

The refund policy may vary in accordance with federal regulations.

Enforced withdrawals, such as disciplinary suspension or administrative withdrawal due to non-payment, will not involve credits or refunds beyond the above schedule.

**Refunds and Charge Adjustments Following Drop or Withdrawal from Summer Courses:**

Dropping: A student who officially cancels one or more summer course(s) on or before the last day to drop for each course, will be fully credited the difference in tuition and fees for the reduced number of credit hours, if any.

Withdrawing: After the last day to drop for each course, no tuition and fee reductions (credits) will be issued to students who “withdraw without academic penalty” (grade of “W”) from individual courses.

### **Refunds**

Refund checks will be issued in the name of the enrolled student, regardless of who originally made the payment. This policy may not apply if federal, state, and/or local regulations require the return of funds to financial aid programs or to third party employers or scholarship awarding agencies.

The refunded amount may be net of any outstanding balance owed to Longwood for past due library fines, parking fees, telecommunication charges, or any other outstanding debt to Longwood.

### **Minimum Refund Policy**

Due to the high cost of processing refunds, no refund checks will be issued for \$10 or less.

### **Special Cost Waivers for Virginia Military Survivors and Dependents**

The Virginia Military Survivors and Dependents Program (VMSDEP) provides education benefits to spouses and children of military members killed, missing in action, taken prisoner, or who became at least 90% disabled as a result of military service in an armed conflict.

#### Definitions:

**Military Service:** Service in the United States Armed Forces; United States Armed Forces Reserves; the Virginia National Guard; or the Virginia National Guard Reserves

**Armed Conflict:** Military operations against terrorism or as a result of a terrorist act; a peace-keeping mission; any armed conflict after December 6, 1941

#### Eligibility Requirements:

1. **Military Service:** Child or spouse of a military service member killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict
2. **Age:** Children must be between ages 16 and 29; No age restrictions for spouses
3. **Virginia Citizenship:** Service member must have been a Virginia citizen at the time he/she entered active duty or for at least five years immediately prior to the date of the admission application. If the military member is deceased, the surviving spouse must have lived in Virginia for at least five years prior to marrying the service member or must have been a Virginia citizen for five years immediately prior to the admission application.

#### Benefits:

Waiver of Tuition and Required Fees at state-supported colleges and universities in Virginia, including community colleges; undergraduate or graduate study; length of benefits not to exceed four years. (Benefits expire after four years whether or not the student has completed the degree program.) Benefits for children of qualifying military service members cease when the student turns 30. Students must meet attendance and academic progress requirements set by their school. If a student is suspended from school for any reason, benefits will be terminated.

Effective beginning Fall 2007: Virginia Military Survivors and Dependents Education Fund (VMSDEF) may provide up to a \$1,500 annual stipend to offset the cost of room, board, books, and supplies. If available, any appropriated funding would be disbursed as financial aid (on a reimbursement basis) after a final count of eligible students is reported to State Council of Higher Education for Virginia (SCHEV).

Per Code of Virginia: "The maximum amount to be expended for each such survivor or dependent pursuant to this subsection (§23-7.4:1) shall not exceed, when combined with any other form of scholarship, grant, or waiver, the actual costs related to the survivor's or dependent's educational benefits allowed under this subsection".

Eligibility for these benefits is established by the Commissioner of the Department of Veterans Services; 270 Franklin Road SW, Room 503; Roanoke, Virginia 24011-2215.

Students who consider themselves eligible should contact the Department of Veterans Services or may seek assistance from the Director of Admissions at Longwood. Verification of eligibility must be on file with the Office of Cashiering and Student Accounts before the first day of classes each semester. Please note that the waiver of tuition and fees does not include a waiver of charges for room and board. Room and board should be paid on, or before, the payment due date for each semester.

### **Senior Citizens Higher Education Act**

Senior citizens aged 60 or over, with a Federal taxable individual income of less than \$15,000 per year, and who have lived in Virginia for one year, can enroll as a full or part-time student in credit courses free of tuition, provided they meet the admissions standards of the college and space is available. Any senior citizen aged 60 or over can enroll in a non-credit course or audit a credit course free of tuition, regardless of taxable income, provided space is available. The senior citizen is obligated to pay fees established for the purpose of paying for course materials, such as laboratory fees. If enrolled as a non-degree seeking student, a maximum of three courses may be taken per semester.

Approval to register for classes under the Senior Citizens Higher Education Act may be obtained in the Office of the Registrar, Barlow 101.