

# Financial Aid Terms and Conditions

2010-2011

## Introduction

The purpose of this guide is to provide an overview of financial aid policies and procedures that must be followed in order to receive financial aid at Longwood University. Financial aid includes grants, loans, work study and scholarship programs funded by federal and state governments, educational institutions and private organizations. The purpose of financial aid is to assist individuals in obtaining an education, who otherwise, do not have the resources to do so. Additional financial aid information is available on the Office of Financial Aid website at [www.longwood.edu/financialaid/](http://www.longwood.edu/financialaid/)

## Financial Aid Disclaimer

The Office of Financial Aid at Longwood University is committed to helping students obtain the maximum amount of financial assistance possible. However, students must assume responsibility for complying with all requirements necessary to process their financial aid. Additionally, the Office of Financial Aid is not responsible for any student's financial obligations to Longwood. You must ensure that your financial obligations to the university are properly met.

Award packages are based on current funding. If availability of funds causes an increase or a decrease in your financial aid award, you will receive a revised award notification. Award packages are based on full-time enrollment. Should you take less than the minimum credit hours to be considered full time, your award will be adjusted. You must be at least half time to receive federal aid.

## Applying for Financial Aid

To be considered for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). You file via the Internet at <http://www.fafsa.gov>. On the FAFSA, you should list Longwood University, code 003719, as one of the schools to receive your application information. Longwood will receive your data electronically from the United States Department of Education and will then be able to calculate your eligibility. The priority filing date is March 1. Remember grant funds are limited and are expended quickly. File on time to ensure full consideration.

Also, you must be accepted for admission to a Longwood degree or certificate program before a financial aid award may be made.

After receiving the FAFSA results in the Office of Financial Aid, a financial aid award notification will be sent to you via your Longwood University email. You must accept or decline the awards as required within three weeks of the date of the notification. In addition, other documents may be requested from you during the process.

## Estimated Awards and Verification of Application Information

Your application for federal student aid may be selected for a process known as verification. This means that the Office of Financial Aid must verify the accuracy of the information that you submitted on the FAFSA. If selected, you must submit a verification worksheet, signed federal tax returns for both student and parents, copies of all W-2s, and/or other supporting documents. Usually, verifications are processed before a financial aid award is offered. Occasionally, a student may be selected for verification after an award is made.

You will be notified by email if you have been selected for verification. You will normally have 30 days to submit the required verification documents. Failure to submit the verification documents will result in cancellation of processing of your aid application. Any awards already made will be cancelled. If any of the data reported on the FAFSA is found to be incorrect, your financial aid eligibility will be recalculated. You will be sent a revised financial aid award notification if the recalculation causes your awards to change.

## Financial Aid Award Calculation

Your overall eligibility for financial aid is determined by the following calculation:

$$\begin{aligned} &\text{Cost of Attendance} \\ &\text{-Expected Family Contribution} \\ &= \text{Financial Need} \end{aligned}$$

The Expected Family Contribution (EFC) is calculated by the U.S. Department of Education as prescribed by the United States Congress. The data submitted on the FAFSA is used to determine your EFC. You will see the result on the Student Aid Report (SAR) that you will receive after your FAFSA is processed.

Once your need is determined, a financial aid award offer is prepared from the aid programs that are available. Based on eligibility, applicants will be considered for all forms of financial aid from programs with available funds. The criteria for selection will vary with the level of funding for each program, the program guidelines, and your level of financial need.

The estimated cost of attendance (COA) for the period covered by the financial aid award provides allowances for tuition and fees, room and board, books and supplies, transportation expenses, and miscellaneous expenses. New freshmen and new undergraduate transfers also receive an allowance for the purchase of a computer. Total allowances will vary depending upon student life-style choices, housing plans, and the number of credit hours taken during the academic year. The number of credit hours taken during the academic year, housing plans, and student's lifestyle choices will affect costs.

For the **2010-2011** academic year (two semesters)

### *Undergraduate/Full-time/On-campus*

#### **In state (15 credit hours)**

Tuition & Fees	\$9,855.00
Room & Board	\$8,114.00
Books & Supplies	\$1,000.00
Transportation	\$1,000.00
Personal Expenses	<u>\$1,500.00</u>
	\$21,469.00

#### **Out of state (15 credit hours)**

Tuition & Fees	\$20,655.00
Room & Board	\$ 8,114.00
Books & Supplies	\$ 1,000.00
Transportation	\$ 1,000.00
Personal Expenses	<u>\$ 1,500.00</u>
	\$32,269.00

### *Graduate/Full-time/Off-campus*

#### **In state (9 credit hours)**

Tuition & Fees	\$6,453.00
Room & Board	\$8,114.00
Books & Supplies	\$1,000.00
Transportation	\$1,500.00
Personal Expenses	<u>\$1,400.00</u>
	\$18,467.00

#### **Out of state (9 credit hours)**

Tuition & Fees	\$14,517.00
Room & Board	\$ 8,114.00
Books & Supplies	\$ 1,000.00
Transportation	\$ 1,500.00
Personal Expenses	<u>\$ 1,400.00</u>
	\$26,531.00

*\*The cost of attendance will increase by \$1,400.00 for new students to allow for the purchase of a laptop.*

## Financial Aid Programs

### Federal Programs

Descriptions of the available federal financial aid programs are provided on the Office of Financial Aid website at <http://www.longwood.edu/financialaid/>, under 'Sources of Aid'. Additional information on federal programs is available in the U.S. Department of Education 2010-11 publication, "Funding Education Beyond High School: The Guide to Federal Student Aid" available at [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### Commonwealth of Virginia Programs

Descriptions of the available state need-based undergraduate financial aid programs are provided on the Office of Financial Aid website at <http://www.longwood.edu/financialaid/>, under 'Sources of Aid'. Additional information on state

programs is available on the State Council of Higher Education for Virginia (SCHEV) website at <http://www.schev.edu>, select Students, click on College Students, Paying for College, Financial Aid Programs.

## **Institutional Programs**

### **Scholarships**

Longwood awards a number of academic/merit scholarships. New students are considered for these awards by the Office of Admissions. Additional information about criteria and application deadlines should be obtained from that office. Additional scholarships are awarded by the Office of Financial Aid. By completing the FAFSA, you will be considered for all need-based scholarship funds.

### **Longwood University Out-of-State Grants**

These grants are awarded to residents of other states to help meet the higher non-resident tuition. Applicants should complete the FAFSA by the March 1<sup>st</sup> priority date to be considered. These funds are limited.

### **Athletic Grants**

These awards are determined by the Department of Athletics.

### **Longwood University College Work-Study**

Longwood provides employment opportunities for students. This program is for those students who do not have a demonstrated financial need but who have an interest in working. The Career Center maintains a list of job openings. Please visit their website at <http://www.longwood.edu/career/>.

### **Federal Work-study**

This program is for those students who do have a financial need. All freshmen are assigned to dining hall positions. Upper classmen can apply for positions through the Career Center. Federal work-study does not pay towards the student's account. Student workers will be paid once a month by direct deposit, based on actual hours worked.

### **Longwood International Studies Grant**

A limited number of grants are available for students participating in study abroad programs. Contact the International Studies Office for award eligibility criteria.

## **Other Financial Aid**

### **Veterans Assistance**

All programs available to veterans/children are administered through the Registration Office. If you are eligible for assistance through these programs, please contact the Registration Office. Questions concerning eligibility may be directed to the Veterans Administration by calling 1-888-GIBILL1.

### **Outside Scholarships**

If you are receiving an outside scholarship, you are required to notify the Office of Financial Aid. Scholarships will be used to reduce any unmet need and/or any need-based work/loans before reducing need-based grants.

### **DC Tuition Assistance Program**

The Washington DC College Access Act of 1999 created the DC Tuition Assistance Program which provides tuition subsidies to DC residents to attend colleges in Virginia. The program will pay the difference between in-state and out-of-state tuition, up to \$10,000 per year (with a lifetime cap of \$50,000 per student).

For additional eligibility information and applications, contact the DC College Information hotline at 202.393.1100.

## **Loan Programs**

### **Direct Subsidized, Unsubsidized and PLUS (parent loans)**

Longwood processes these federal loans through the Direct Lending program offered through the Department of Education, where students and parents borrow directly from the Federal government. Students/Parents will be offered their eligible loan amounts and must accept or decline the loans on the students' financial aid award located under the Longwood portal. Students must be enrolled at least half-time (6 credit hours) for any loan awards and disbursements.

### **Loan counseling**

First time Federal Subsidized Direct/Unsubsidized Direct Loan and Federal Perkins Loan borrowers must complete an entrance counseling session prior to loan disbursement. The counseling session will educate the student on borrower rights and responsibilities. Counseling sessions can be completed online at:

<https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext> .

At the conclusion of the counseling session, you may contact the Office of Financial Aid in person in Lancaster G05A or by email at [www.finaid@longwood.edu](mailto:www.finaid@longwood.edu) or at 1.800.281.4677 with any questions.

### **Master Promissory Note Signature**

First time borrowers, for both the Direct and the PLUS loans, will need to sign the Master Promissory Note (MPN). The MPN is a promissory note that can be used to make one or more loans for one or more academic years (up to 10 years). The MPN can be signed electronically online at the following website:  
<https://dlenote.ed.gov/empn/index.jsp>

### **Steps to apply for a Direct Student Loan**

1. File the Free Application for Federal Student Aid (FAFSA)
2. Check your Longwood e-mail address daily
3. **Respond** to all information requested by the Office of Financial Aid on the myLongwood portal under 'Student Requirements'
4. Take action on offer of Direct loan on the myLongwood portal under 'Accept Awards' **and** click the Submit button, click on Award Messages under the Submit button. Read the Direct loan message and proceed by clicking on link for the Direct Loan application website. You will also sign your Master Promissory Note (MPN) on this website. Complete the instructions of application process on the Direct Loan website.
5. Complete the Entrance Counseling requirement as instructed under 'Student Requirements'.
6. Office of Financial Aid will certify/originate the loan with the Dept of Education/Direct Lending center.
7. Loan funds will be disbursed to the university on designated disbursement date once all requirements have been met.
8. Any excess funds will be refunded to the student.

**Direct Deposit is the quickest and most efficient way to receive a refund.** Visit <http://www.longwood.edu/studentaccounts/20727.htm> to find out more.

### **Steps to apply for the PLUS (parent loan)**

1. File the Free Application for Federal Student Aid (FAFSA)
2. Check with student for the PLUS loan amount offered by Office of Financial Aid on the student's myLongwood portal and have student accept amount needed.
3. Click on Award Messages, for the appropriate year, under the Submit button of the student's myLongwood portal and follow the link to the Direct Lending PLUS loan application, OR
4. Apply for the loan from this website, <https://dlenote.ed.gov/empn/index.jsp>, **AFTER** the student has been awarded and has accepted the PLUS loan. Credit checks for this loan are only good for 90 days.
5. Follow on-line instructions at the website for pre-approval of loan and signature of Master Promissory Note (MPN).
6. The Dept of Education will notify Longwood of the pre-approval.
7. The Office of Financial Aid will certify/originate the pre-approved loan with the Department.
8. Loan funds will be disbursed to the school on the school's designated date and placed on student's account.
9. Any excess funds will be refunded to the parent/student.

**Refunds to parents are mailed by check to the student's permanent address. There is no direct deposit process available for parent refunds.**

### **Loan Disbursements**

You must be enrolled at least half time (6 credit hours) for any loan disbursements to take place. All loan funds are disbursed directly from the Federal Dept of Education to the school. Federal Perkins Loans, Direct (subsidized and unsubsidized) loans and PLUS (parent) loans will be automatically credited to the student's account **AFTER** the promissory note has been signed and the entrance counseling has been completed. You will be notified when these transactions occur and you have 14 days to cancel all or any part of the loan.

## **Exit Counseling**

Prior to graduation OR withdrawing from Longwood University, borrowers of Federal Subsidized/Unsubsidized Direct loans and the Federal Perkins loans must complete an exit counseling session. You may complete this requirement online at <https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext>

At the conclusion of the counseling session, you may contact the Office of Financial Aid in person in Lancaster G05A or by email at [www.finaid@longwood.edu](mailto:www.finaid@longwood.edu) or at 1.800.281.4677 with any questions.

## **Receiving Financial Aid Disbursements**

### **Grants and Scholarships**

Federal, state and institutional grants and scholarships will be automatically credited to your account at the end of the add/drop period for each term.

### **Outside Financial Assistance**

Regulations require that adjustments may need to be made to your awards if you receive additional financial assistance not reflected on your financial aid award notification. You are required to notify the Office of Financial Aid if you receive any such additional resources (e.g., outside scholarships, VA educational benefits, employer reimbursement, vocational rehabilitation benefits, etc.).

### **Determination of Enrollment Status**

Your enrollment at the end of the add/drop period of each term will determine your enrollment status (i.e. full-time, half-time, etc.) for that term. For undergraduate students, 12 credit hours are considered full-time, 9 credit hours are considered three-quarter time and 6 credit hours are considered half-time. For graduate students, 9 credit hours are considered full-time and 5 credit hours are considered half-time. Courses taken for audit may not be included in the determination of enrollment status.

### **Revising Your Financial Aid**

Initial financial aid award offers are typically based on full time enrollment during both semesters of the academic year.

**Change in enrollment hours** - If you will not be enrolled fulltime, you should submit a Financial Aid Change Form available on line at <http://www.longwood.edu/financialaid/forms.htm>. Enrollment in fewer credits than the number of credit hours used in establishing award eligibility may result in a reduction in one or more financial aid awards.

**Change of income** - If significant changes occur in family financial circumstances from the time the application was completed, a request to have those changes considered may be submitted. Contact the Office of Financial Aid to inquire about eligibility and procedures for filing an appeal.

**Dropping a class**- Before dropping any courses, a financial aid staff member should be consulted to discuss how an enrollment change will affect eligibility, financial aid awards and/or your Financial Aid Satisfactory Academic Progress rate. See Satisfactory Academic Progress Policy.

**Withdrawing** - Withdrawing from school during the term can cause financial aid to be adjusted in accordance with the Return of Title IV Funds Policy. The policy states that students who withdraw before the 60 percent point of the term (as calculated by the number of days in the term) must have their financial aid award reduced. If you are considering withdrawing, please contact the Office of Financial Aid.

### **Taxable Financial Aid**

Changes in federal tax laws have made some forms of financial aid taxable income. Financial aid received (other than loans) above the cost of tuition, fees, and books, is considered taxable income. You should contact the IRS for additional information.

### **Financial Aid Appeal Procedures**

Students wishing to appeal financial aid eligibility determination or the amount or type of financial aid awarded, must send a written appeal to the Office of Financial Aid. Appeals should include an explanation of the reason for appeal and documentation supporting the appeal. The appeal will be reviewed by the Appeals Committee and the decision of the committee is final. Students will be informed in writing of the committee's decision.

### **Study Abroad**

Reasonable costs associated with a study abroad program approved for credit by Longwood University may be considered in the determination of eligibility for financial aid. Students considering study abroad should contact the International Studies Office.

## **Satisfactory Academic Progress Policy**

Federal student aid regulations require all educational institutions administering funds to ensure that financial aid recipients are making satisfactory academic progress toward their educational objectives. The regulations apply to all students receiving Federal, State and Institutional financial aid funds. Questions regarding this policy should be directed to the Office of Financial Aid. Satisfactory Academic Progress has been defined as follows:

### **I. Satisfactory Progress Requirements**

#### **A. Maintenance of a minimum Longwood University cumulative grade point average.**

1. For undergraduates, freshmen (students with less than 25 total credit hours earned) must have at least a 1.80 Longwood GPA. For all other students, at least a 2.00 Longwood University GPA is required.
2. For graduate students, at least a 3.00 Longwood GPA is required

#### **B. Attainment of at least a 75% completion rate towards educational objectives for hours attempted at Longwood.**

Students must complete and pass at least 75% of all hours attempted at Longwood University. A student's completion rate is calculated by dividing hours earned by hours attempted. Grades of F, W, I, and repeated courses count as hours attempted. Transfer hours are not included in this calculation.

#### **C. Normal Completion Time**

1. Undergraduate students will be eligible for financial aid for a maximum of 180 attempted credit hours. Transfer hours are included in the total number of credit hours attempted.
2. Graduate students will be eligible for financial aid for a maximum of 150% of the total credit hours required of your program. Transfer hours are included in the total number of hours attempted.

### **II. Satisfactory Progress Levels Defined**

**A.** Satisfactory Academic Progress will be monitored at the conclusion of each spring grading period. To be making satisfactory academic progress, a student must maintain the required cumulative grade point average, attain at least a 75% completion rate and not exceed the normal completion time.

**B.** Students failing to maintain satisfactory academic progress will be placed on financial aid suspension beginning with the immediate following term. Such status will make students ineligible for financial aid until such time as the satisfactory academic progress requirements are met. During the period of financial aid suspension, students may (unless placed on academic suspension) attend Longwood University without financial aid. It will be the student's responsibility to secure other financial resources during this period.

### **III. Satisfactory Progress Appeal Process**

A student who is placed on financial aid suspension may appeal the denial of financial aid. The appeal must be made by submitting a Satisfactory Academic Progress Appeal Form to the Office of Financial Aid no later than one week before the start of the next semester. Only one appeal per semester will be considered. The appeal will be directed to the Appeals Committee whose decision will be final. The decision will be based on demonstration of one of the following:

1. Error of fact;
2. Mitigating circumstances.

If an appeal is granted, financial aid will be continued as long as appeal conditions are met each term or until SAP standards are met. The student will be advised in writing of the action on the appeal.

## **Return of Title IV Funds Policy**

*(Withdrawal from Longwood University)*

It is the responsibility of any student wishing to withdraw from Longwood to initiate the official withdrawal process with the institution. Students wishing to withdraw from Longwood should contact the Dean's Office of their respective major to initiate the withdrawal process. Undeclared students and special undergraduate students should report to the Dean of Liberal Arts and Sciences. The complete withdrawal Policy may be found in the Longwood University Catalog.

Withdrawal from all classes during a term may result in a change in institutional charges for the term. Please consult the Longwood University Catalog for the complete Refund Policy.

Withdrawal from all classes during a term may also result in a change in the financial aid award for that term. The Federal Return of Title IV Funds Policy

<http://www.ifap.ed.gov/sfahandbooks/attachments/0809V5Ch2.pdf> states that students who withdraw before the 60 percent point of the term (as calculated by the number of days in the term) will have their financial aid award reduced.

Upon withdrawal, the Office of Financial Aid will calculate, from the number of days in the term and the number of days of the term that the student was present for classes, the percentage of the term that the student completed. The percentage will be applied to the amount of aid received for the term with the student being able to retain only the amount of aid for the percentage of the term actually completed. The unearned portion of the financial aid award must be returned to the Federal, State and Institutional programs that have been awarded. If excess financial aid funds have been refunded to the student, a portion of these funds may also need to be returned to the financial aid programs awarded. This may result in funds being owed to both Longwood and Federal, State and Institutional financial aid programs.

Students considering withdrawal from classes should consult the Office of Financial Aid prior to initiating the withdrawal process. Withdrawal can have a significant impact on institutional charges, a current financial aid award, as well as future aid eligibility (see the Satisfactory Academic Progress Policy).

Students receiving all "F's" at the end of an enrollment period will be assumed to have unofficially withdrawn from the University unless Longwood can document that the student completed the aid period. Students who are found not to have completed the period will have their aid packages reduced by 50%, in most cases. The student will be obligated to pay any resulting unpaid charges.

### **Other Information**

Students' rights under the Family Education Rights and Privacy Act (FERPA) may be found in the Longwood University Catalog.

Copies of the Campus Security Report are available and may be requested from the Campus Police Department.

Copies of the Report on Athletic Program Participation Rates and Financial Support Data are available and can be requested from the Office of the Director of Athletics.

Copies of the Report on Completion/Graduation Rates and the Transfer out Rates for Student Athletes are available and may be requested from the Office of the Athletics Director.

Borrowers with concerns about their Federal Perkins Loan or Federal Direct Loan may contact the Student Loan Ombudsman at [www.fsahelp.ed.gov](http://www.fsahelp.ed.gov) or 1.877.557.2575.

### **Questions**

The Office of Financial Aid has an open door policy. Our office is open from 8:15 a.m. to 5:00 p.m. weekdays. We are located in the Lancaster Building, room G05A. Our telephone number is 434.395.2077 or toll free, 1.800.281.4677. The fax number is 434.395.2829. Our email address is [finaid@longwood.edu](mailto:finaid@longwood.edu)

### **Cashiering and Student Accounts Policies**

Students having specific questions related to their charges, payments, and refunds should contact the Office of Student Accounts. Below is a directory of staff to help direct your questions most appropriately:

Bruce Jenkins

Jenise Shumaker

Director of Cashiering and Student Accounts  
434.395.2270  
Lancaster 205F  
[jenkinsbt@longwood.edu](mailto:jenkinsbt@longwood.edu)

Refunds, general questions  
434.395.2269  
Lancaster 205B  
[shumakersj@longwood.edu](mailto:shumakersj@longwood.edu)

Kathy Motley  
Monthly Payment Plan, Perkins Loan repayments,  
Collections Manager  
434.395.2268  
Lancaster 205A  
[motleykr@longwood.edu](mailto:motleykr@longwood.edu)

Karin Warner  
Virginia College Savings Plan (VPEP & VEST),  
Third-party contracts & billing, general questions  
434.395.2068  
Lancaster 205C  
[warnerkj@longwood.edu](mailto:warnerkj@longwood.edu)

Anne Vaughan  
1098T and General Questions  
434.395.2388  
Lancaster 205D  
[vaughanea@longwood.edu](mailto:vaughanea@longwood.edu)

Jessie Conwell  
Administrative and Office Specialist III  
Tuition Appeals and General Questions  
434.395.2955  
Lancaster 205 E  
[conwellje@longwood.edu](mailto:conwellje@longwood.edu)

### **Monthly Payment Plan**

Longwood University offers a monthly payment option to divide tuition and fees into 4 equal installments per semester. The plan is available regardless of need. This plan can be used in conjunction with other financial aid or in place of financial aid. For further details, please visit <http://www.longwood.edu/studentaccounts/mpplan.htm>.

### **Late Fees**

Late fees will be assessed to all accounts not paid in full by the due date. Financial aid must be awarded, accepted, and processed before credit will be given towards the bill. A late fee is still assessed if financial aid is pending.

### **Student Work-Study Programs**

Credit is NOT given towards the tuition and fee bill for work-study awards. Students will receive pay for hours worked via direct deposit once a month.

### **Loan funds**

When loan funds arrive at Longwood, any amount owed on the tuition and fee bill will be deducted before processing a refund. Monthly payment plan contracts will also be paid off from the loan proceeds before refunds are issued. This policy is in effect for all loan programs including the PLUS program.

### **Refunds**

Refunds of financial aid overpayments will be processed within two weeks of the date funds are received and posted to your account.

### **Direct Deposit**

Any student loan surplus can be transferred into your personal checking account via Direct Deposit. If you choose to use Direct Deposit you will receive an automated email notification from Longwood University when proceeds are deposited into your account.

**Longwood University encourages all students to participate in Direct Deposit.** To sign up for Direct Deposit, please logon using My Longwood Portal, Student Tab, My Student Account, Select My Profiles, then Payment Profiles to enter your banking information and click on the option to use the account for refunds.

**Office of Financial Aid**  
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Farmville, VA 23909-1899  
434.395.2077

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