

## Introduction

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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 that 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 (OFA) 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.

Financial Aid packages are based on current funding. If availability of funds causes an increase or a decrease in your financial aid package, you will be emailed a revised package notification. Aid packages are based on enrollment of 15 credits per semester for undergraduates and 9 credits per semester for graduates. If you retake courses that you previously passed, your enrollment for financial aid eligibility may be affected (please see section on *Retaking Coursework* for more details). Enrollment in fewer credits than the number of credits used in establishing award eligibility may result in a reduction in one or more financial aid awards. You must be at least half-time to receive most types of federal aid (with the exception of the Pell grant). To be considered half-time, undergraduates must be enrolled in at least 6 credit hours and graduates must be enrolled in at least 5 credit hours.

## Applying for Financial Aid

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To be considered for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). You can file the FAFSA 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 aid eligibility. Longwood's 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 an initial teaching licensure program before a financial aid package will be offered.

Once the OFA receives your FAFSA results, your financial aid package information will be posted to your myLongwood portal. Notifications will be mailed to new students in early spring. Returning students will receive notification via LU email. In addition, other documents may be requested from you during the process. You generally have 30 days to respond to these requests before any aid is canceled.

## Estimated Awards and Verification of Application Information

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Your application for federal student aid may be selected for a process known as verification. This means that OFA must verify the accuracy of the information that you submitted on the FAFSA. If selected, you must submit a verification worksheet, a signed copy of a tax return or transcript(s) and an account transcript or signed 1040X (for an amended return) for both student and parents, or use the IRS data retrieval tool. Non-filers must submit alternative supporting documentation such as verification of non-filing letter from the IRS and/or W-2's etc. Usually, verifications are processed before a financial aid package is offered. Occasionally, a student may be selected for verification after a package is made. Financial aid will not be final until verification is completed.

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 financial aid already offered 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 notification if the recalculation causes your package to change.

## Financial Aid Award Calculation

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

**of Attendance (COA)**

**-Expected Family Contribution (EFC)**

**= Financial Need**

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 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 package provides allowances for tuition and fees, room and board, books and supplies, transportation expenses, and miscellaneous expenses. Total allowances will vary depending upon student life-style choices, housing plans, and the number of credit hours taken during the academic year.

### COA for the 2019-20 academic year (two semesters).

#### *Undergraduate/Full-time/On-campus (ESTIMATED)*

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

|                             |                    |
|-----------------------------|--------------------|
| Tuition & Fees              | \$13,760.00        |
| Room & Board                | \$12,076.00        |
| Books & Supplies            | \$ 1,350.00        |
| Transportation              | \$ 1,000.00        |
| Personal Expenses/loan fees | <u>\$ 1,418.00</u> |
|                             | \$29,604.00        |

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

|                             |                    |
|-----------------------------|--------------------|
| Tuition & Fees              | \$30,200.00        |
| Room & Board                | \$12,076.00        |
| Books & Supplies            | \$ 1,350.00        |
| Transportation              | \$ 1,000.00        |
| Personal Expenses/loan fees | <u>\$ 1,418.00</u> |
|                             | \$46,044.00        |

#### *Graduate/Full-time/Off-campus (ESTIMATED)*

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

|                             |                    |
|-----------------------------|--------------------|
| Tuition & Fees              | \$ 9252.00         |
| Room & Board                | \$12,076.00        |
| Books & Supplies            | \$ 1,332.00        |
| Transportation              | \$ 1,000.00        |
| Personal Expenses/loan fees | <u>\$ 1,502.00</u> |
|                             | \$25,162.00        |

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

|                             |                    |
|-----------------------------|--------------------|
| Tuition & Fees              | \$21,402.00        |
| Room & Board                | \$12,076.00        |
| Books & Supplies            | \$ 1,332.00        |
| Transportation              | \$ 1,000.00        |
| Personal Expenses/loan fees | <u>\$ 1,502.00</u> |
|                             | \$37,312.00        |

## Financial Aid Programs

### Federal Aid Programs

Descriptions of the available federal financial aid programs are provided on the OFA website at

<http://www.longwood.edu/financialaid/>, under 'Types of Aid'. Additional information on federal programs is available in the U.S. Department of Education publication, "Funding Your Education: 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 OFA website at <http://www.longwood.edu/financialaid/>, under 'Types 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 Financial Aid, select

Undergraduate, view the Financial Aid Programs for Undergraduate Students.

### 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.

### Institutional Scholarships

In order to be considered for merit-based scholarships awarded by the Admissions Office, your application for admission, a copy of your transcripts and test scores must be received in the Admission's Office by December 1.

### 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 Athletics Department.

#### 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/>.

#### 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.

#### Veterans Assistance

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

#### 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.

#### 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 via the myLongwood portal. Students must be enrolled at least half-time (6 credit hours) for any loan awards and disbursements.

## Loans

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### How to accept your loan and complete your loan requirements

#### Loan counseling (Entrance)

First time Federal Subsidized Direct and Unsubsidized Direct (student) Loan borrowers must complete a loan 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://studentloans.gov>.

Longwood University will receive electronic notification of your counseling session within 24 hours. You may contact the Office of Financial Aid in person in Brock Hall 107N or by email at [finaid@longwood.edu](mailto:finaid@longwood.edu) or at 434-395-2077 with any questions.

#### Loan Agreement (Master Promissory Note) Signature

First time borrowers, for both the Direct (student) and the Parent (PLUS) loans, will need to sign the Loan Agreement (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://studentloans.gov>.

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

1. File the Free Application for Federal Student Aid (FAFSA)
2. Check your Longwood e-mail daily
3. **Respond** to all information requested by the OFA on your 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. If you are a first-time borrower, you will also sign your MPN on this website. Complete the instructions of application process on the Direct Loan website.
5. If required, complete the Loan Counseling (Entrance) requirement as instructed under 'Student Requirements'.
6. The OFA will certify/originate the loan with the Department of Education Direct Lending center.
7. Loan funds will be disbursed to the university on designated disbursement dates once all requirements have been met.
8. Any excess funds will be refunded to the student.

## Steps to apply for the Parent (PLUS) Loan

1. File the Free Application for Federal Student Aid (FAFSA)
2. Check with student for the PLUS loan amount offered by OFA 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. After the student has been offered and has accepted the PLUS loan, apply for the loan from this website, <https://studentloans.gov>. Credit checks for this loan are good for 180 days.
5. Follow on-line instructions at the website for pre-approval of loan and signature of MPN. Note: You only have to sign one MPN for each student.
6. The Department of Education will notify Longwood of the pre-approval.
7. The OFA 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.

## Receiving Financial Aid Disbursements

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### Loan Disbursements

You must be enrolled at least half time (6 credit hours undergraduate, 5 credit hours graduate) for any loan disbursements to take place. All loan funds are disbursed directly from the Federal Department of Education to the school. Federal Perkins Loans, Direct (subsidized and unsubsidized) student loans and Parent (PLUS) loans will be automatically credited to the student's account after the MPN has been signed and the loan counseling has been completed. Parent and graduate PLUS borrowers must also make an application for the credit approval each year. You will be notified by email when these transactions occur and you have 14 days to cancel all or any part of the loan.

### Grants and Scholarships

Federal, state and institutional grants and scholarships will be automatically paid 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 financial aid package if you receive additional financial assistance not reflected on your initial aid notification. You are required to notify the OFA if you receive any such additional resources (e.g., outside scholarships, employer reimbursement, vocational rehabilitation benefits, etc.).

### Direct Deposit

Direct Deposit is the quickest and most efficient way to receive a refund from your student loan. Longwood University policy requires student loan/private loan refunds to be processed via direct deposit. To set up banking information to be used for the direct deposit of student loan refunds, students must log into their student account through the Longwood portal. Once logged into the portal, select the Student Tab, then My Student Account. Select My Profiles, Payment Profiles, enter your banking information and check the refund option. Please verify the routing number and account number are entered correctly. If your bank account information changes, please remember to update your student loan payment profile immediately. Inaccurate banking information will delay your refund.

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

## Determination of Enrollment Status

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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. Undergraduates who take 12-14 credits may have aid adjusted to reflect actual costs, since aid packages are created assuming an average course load of 15 credits. 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.

## Retaking Coursework

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According to federal regulations that became effective on July 1, 2011, classes that a student is repeating may be included when determining the student's enrollment status for federal financial aid purposes. However, this is limited to one repeat of a previously

passed course (a course is considered passed when student received a grade of at least a D-). As a result, students who are repeating courses and are enrolled as full-time students may only be eligible for part-time financial aid. Students will be notified by email if they are not considered full-time for financial aid.

Below is an example of when a student is eligible to receive aid for a course and when they are not:

| Term        | Course   | Result  | Eligible? |
|-------------|----------|---|-----------|
| Fall 2018   | ENGL 100 | Fail  | Yes       |
| Spring 2019 | ENGL 100 | Pass  | Yes       |
| Fall 2019   | ENGL 100 | Pass (1 <sup>st</sup> repeat of previously passed course) | Yes       |
| Spring 2020 | ENGL 100 | 2 <sup>nd</sup> repeat of previously passed course        | NO        |

## Revising Your Financial Aid

Initial financial aid offers are based on enrollment of 15 credits for undergraduates and 9 credits for graduates during both semesters of the academic year.

### Change in enrollment hours

If you will not be enrolled at this level, you should contact our office. 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 in grade level

If you change grade levels between semesters of an academic year, you may be eligible for additional loan funds. Contact the OFA to inquire about this eligibility and procedures for receiving additional loan funds.

### Change of income

If significant changes occur in family financial circumstances from the time the FAFSA application was completed; a request to have those changes considered may be submitted. Contact the OFA 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 package 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 package reduced. If you are considering withdrawing, please contact the OF

### Return of Title IV Funds Policy (Withdrawing from Longwood University)

It is the responsibility of any student wishing to withdraw from Longwood to initiate the official withdrawal process with the University. Students wishing to withdraw from Longwood should contact the Registrar's Office to initiate this process. The complete Withdrawal Policy may be found in the Longwood University Catalog.

### Treatment of Title IV Aid When a Student Withdraws

The law specifies how Longwood must determine the amount of Title IV program assistance that students earn if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq Afghanistan Service Grants, TEACH Grants, Direct Stafford Loans, Direct PLUS loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. Longwood University uses the same return policy for state and institutional grants as is required for federal funds. Whether or not outside scholarships are returned after a student withdraws depends upon the policies and/or wishes of the scholarship donor.

When a student withdraws during a semester the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If a student received (or Longwood or a parent received on a student's behalf) less assistance than the amount he/she earned, the student may be able to receive those additional funds. If a student received more assistance than he/she earned, the excess funds must be returned by Longwood and/or the student (this is usually the case).

The amount of assistance a student earned is determined on a prorated basis. For example, if a student completes 30% of a semester, he/she earns 30% of the assistance he/she was originally scheduled to receive. Once a student has completed more than 60% of the

semester, he/she earns all the assistance that he/she was scheduled to receive for that semester. The percentage of the semester completed is determined by the last date the student attended classes or otherwise participated in an academically related activity.

If a student does not receive all of the funds that he/she earned, the student may be due a post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, Longwood must get permission from the student (and/or parent for parent PLUS loans) before we can disburse them. The student may choose to decline some or all of the loans funds so that he/she doesn't incur additional debt. Longwood will automatically use all or a portion of a student's post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Longwood needs a student's permission to use the Post-withdrawal disbursement for all other school charges. If a student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow Longwood to keep the funds to reduce his/her debt to Longwood.

There are some Title IV funds that students were scheduled to receive that cannot be disbursed after withdrawal because of other eligibility requirements.

- Amount for LU to return = \$2,375 of his Federal Direct Unsubsidized Loan and \$2,437.21 of his Federal Direct Subsidized Loan (\$5,265.00 institutional charges x 91.4% of term not attended)
- Amount of Aid for James to Return = \$4,921.89 (\$9,734.10 amount of aid to be returned- \$4,812.21 amount of aid LU must return).
  - Amount of loans for James to return = \$3,062.79 of the Federal Direct Subsidized Loan (\$7,875.00 Net Loans Disbursed - \$4,812.21 Amount of Loans LU must return)
    - Since James can repay this loan in accordance to his promissory note, immediate repayment is not necessary.
  - Amount of Grants for James to return = \$471.60 (\$4,921.89 Amount of aid for James to return - \$3,062.79 amount of loans for James to return = \$1,859.10) Factor in federal grant protection of 50% (\$2,775 of Pell disbursed x 50% = \$1,387.50) \$1,859.10 - \$1,387.50 = \$471.60.
- Longwood will return the unearned portion of the Pell Grant to the Department of Education on James' behalf. James will owe any resulting account balance directly to LU.
- LU will return these funds to the Department of Education within 45 days of receiving the notice of James' withdrawal. Depending on whether any of his original charges are adjusted by the Office of Student Accounts, James could receive a bill to reimburse LU for returning these funds. This is because James' bill was paid to \$0 prior to the withdrawal. So, if his charges are not reduced, then returning loan funds will remove those funds from his account and create a balance due.

The requirements for Title IV program funds when students withdraw are separate from the Office of Student Accounts refund policy. Therefore, students may still owe funds to Longwood to cover unpaid institutional charges. Longwood may also charge you for any Title IV program funds that Longwood was required to return. Longwood's refund policy is available on page 12 of the undergraduate catalog [http://www.longwood.edu/media/academic-affairs/public-site/FINAL-DRAFT\\_2017-2018-UndergraduateCatalog.pdf](http://www.longwood.edu/media/academic-affairs/public-site/FINAL-DRAFT_2017-2018-UndergraduateCatalog.pdf), page 30.

For questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-730-8913) or The Office of Financial Aid at Longwood University at 1-434-395-2077 or 1-800-281-4677. Information is also available at <http://www.studentaid.ed.gov>, and <http://www.longwood.edu/financialaid/>.

### **When a Student Fails to Earn a Passing Grade in Any of Their Classes**

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 semester. Students who are found not to have completed the semester will have their aid packages reduced by 50%. The student will be obligated to pay any resulting unpaid charges.

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## Other Information

Borrowers with concerns about their Federal Direct Loan may contact the Student Loan Ombudsman at [www.fsahelp.ed.gov](http://www.fsahelp.ed.gov) or 1-877-557-2575.

### **Exit Counseling**

Prior to graduation OR withdrawing from Longwood University, borrowers of Federal Subsidized/Unsubsidized Direct loans must complete an exit counseling session. You may complete this requirement online at [https://nslds.ed.gov/nslds/nslds\\_SA/](https://nslds.ed.gov/nslds/nslds_SA/). Borrowers of Federal Perkins loans must complete an exit counseling session at [www.mycampusloan.com](http://www.mycampusloan.com). Longwood University will receive electronic notification of your exit counseling session within 24 hours. You may contact the OFA with any questions.

## 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. You must provide an itemized budget for your study abroad trip. Please bring this budget sheet to the Office of Financial Aid.

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## Financial Aid Questions

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The Office of Financial Aid has an open door policy. Our office is open from 8:15 a.m. to 5:00 p.m. Monday - Friday.

Come by and see us: Brock Hall room 107N

Call us: 434-395-2077

1-800-281-4677 (toll free)

Fax us: 434-395-2829

Email us: [finaid@longwood.edu](mailto:finaid@longwood.edu)

Mailing address: Longwood University, Office of Financial Aid, 201 High Street, Farmville, VA 23909-1899

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## Cashiering and Student Accounts Information

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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

Director of Cashiering & Student Accounts

434-395-2270 Lancaster  
205F

[jenkinsbt@longwood.edu](mailto:jenkinsbt@longwood.edu)

Jennifer Wilkinson

Assistant Director, Cashiering &  
Student Accounts

434-395-2388  
Lancaster 205E

[adamsjm4@longwood.edu](mailto:adamsjm4@longwood.edu)

Travis Wright

Administrative and Office Specialist III  
Tuition Appeals and General Questions

434-395-2955  
Lancaster 205H

[wrightth@longwood.edu](mailto:wrightth@longwood.edu)

Jessi Conwell

Revenue Accountant  
434-95-2639

Lancaster205B

[conwellje@longwood.edu](mailto:conwellje@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)

Jenise Ragland

Refunds, general questions  
434-395-2269 Lancaster

205D

[raglandsj@longwood.edu](mailto:raglandsj@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 proceed 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.

### Book Credits

If financial aid causes you to have a credit balance on your student account during the regular academic year, you will be able to use that credit to purchase books. Students receiving a Pell grant during summer semester may use financial aid credit to purchase books if they have an overage of aid.

### Financial Aid Credits

Although tuition due dates are set before financial aid actually pays to a student's account, students who have satisfied all financial aid requirements will have credit for expected financial aid payments included in any balanced owed.