

# Financial Aid Terms and Conditions

2024-2025

## 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 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 does 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 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 the 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 full-time enrollment per semester for undergraduates and six 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 six credit hours, and graduates must be enrolled in at least three 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 at [www.studentaid.gov](http://www.studentaid.gov). On the FAFSA, you should list Longwood University, code 003719, to receive your application. Longwood will receive your data electronically from the United States Department of Education and will be able to calculate your aid eligibility.

The Virginia Alternative State Aid Application (VASA) is an alternative option to the Free Application for Federal Student Aid (FAFSA) for Virginia students who are nonimmigrants, undocumented, have Deferred Action for Childhood Arrivals (DACA) status, or are otherwise ineligible to file the FAFSA and would like to be considered for financial aid. The VASA application provides access to state grant eligibility, and if available, need-based institutional funds.

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 Office of Financial Aid receives your FAFSA or VASA results, your financial aid package information will be posted to your myLongwood account. Notifications will be emailed to new students in early spring. Returning students will receive a notification via Longwood 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.

## Renewal of Financial Aid

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Financial aid offers from Longwood University are not automatically renewed yearly. A FAFSA or VASA must be submitted each academic year. Longwood University's priority filing date is March 1 to be considered for State funds. See Financial Aid Programs for renewal eligibility for each aid program.

## How Financial Aid is Awarded

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The following calculation determines your overall eligibility for financial aid:

## **Cost of Attendance (COA)**

### **- Student Aid Index (SAI)**

= Financial Need

The Student Aid Index (SAI) 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 SAI. 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.

**Full-time status (enrollment level):** all initial financial aid awards are based on the assumption that students will be enrolled full-time in the fall and spring semesters. If you are part-time, aid will be recalculated based on the lesser enrollment. It is possible for aid delivery to less than full-time students to be delayed. Early notification to our office of a change in this assumption can help eliminate some of this delay. You cannot receive financial aid for less than half-time enrollment except for the Federal Pell Grant and Private loans. The following represents the number of semester credit hours for each financial aid enrollment level.

### **Undergraduate Students**

Full-time = 12 credit hours or more

Three-quarter time = 9-11 credit hours

Half-time = 6-8 credit hours

Below half-time = 5-1 credit hours

### **Graduate Students**

Full-time = 6 credit hours

Three-quarter time = 4-5 credit hours

Half-time = 3 credit hours

Below half-time = 1-2 credit hours

These enrollment levels apply for financial aid eligibility in all semesters (i.e., fall, spring, and summer).

### **Class Level**

This is a factor when determining Federal Direct Loan limits. Limits on these loans are partially determined by your class level. If you progress or regress a class level, then financial aid eligibility may change. For example, in fall 2024 a dependent freshman is eligible for no more than \$5,500 in a Direct Loan for the award year, while a dependent sophomore is eligible for no more than \$6,500 for the same period. Students progressing a grade level after being awarded and who would like to be reviewed for a Direct Loan based on the higher grade level must contact The Office of Financial Aid to make this request. Direct Loans are not automatically increased based on a grade level progression within an academic year. You can view your residency status and class level on your myLongwood account.

### **Living Plans**

You may receive different award amounts based on your living situation. Your award will be the same if you live in the residence halls or off-campus without parents or relatives. However, eligibility is different if you live at home with your parents or relatives.

### **Outside Aid**

Federal and state regulations require us to consider outside sources of financial assistance when awarding aid. Outside aid can be scholarships (Longwood or private), tuition waivers, veteran benefits, etc. If your Financial Aid award does not list any outside aid, then we were unaware of any when your award was made. The addition of later outside aid may cause a reduction to an existing financial aid award if it creates an over-award.

### **Over-award**

An over-award can be created in two ways. The first is when a student has more “need-based” financial aid than calculated need. Need-based aid includes grants, many scholarships, Subsidized Direct Loans, Work-Study, and potentially some forms of third-party aid. Financial aid not considered “need-based” can include Unsubsidized Direct Loans, Parent PLUS Direct Loans, Grad PLUS Direct Loans, merit-based scholarships, and potentially some forms of third-party aid. The second type of over-award is when a student receives assistance from all sources that exceed the cost of attendance.

Financial Aid Need Example:

\$12,000 Cost of Attendance (COA) developed by the school  
 - \$3,000 Student Aid Index (SAI) from the FAFSA  
 = \$9,000 Demonstrated Financial Need

This student can receive up to \$9,000 in “need-based” financial aid. Any amount over \$9,000 is considered an over-award situation. Applicable federal, state, institutional, and/or third-party rules may require a reduction to the student’s financial aid package to keep the student within the \$9,000 need level. Additionally, this student cannot receive more than \$12,000 in financial aid from all sources. Any amount over \$12,000 is considered an over-award situation and may require a reduction to the student’s financial aid package to ensure the total does not exceed \$12,000.

If any of the above information is incorrect or changes, students are urged to contact the Financial Aid Office as soon as possible. The sooner the aid office learns of any changes, the sooner your financial aid eligibility can be reviewed. It is preferable to do this before financial aid or outside aid is credited to your student account. If it is done later, you may be asked to repay federal or state funds you have already received.

**Beginning Enrollment**

Students must begin attendance or participate in an academically related activity in the classes for which they are awarded aid to establish eligibility for financial aid funds. For example, if a student is awarded financial aid based on 12 credit hours of enrollment but only begins attendance in nine hours, the financial aid awarded for that enrollment period may be adjusted from a full-time level to a three-quarter time level. This means it is possible for students to receive a financial aid disbursement only to have later all or part of it canceled after the process of verifying attendance takes place. It should be noted that regulations prohibit a student from self-certifying attendance. Verification of attendance can only be secured from official Longwood University sources, such as a faculty member.

**Summer Financial Aid 2024-25**

Financial aid for the summer term will be based on the current year’s FAFSA.

The Office of Financial Aid will email students regarding their summer aid eligibility. We begin posting summer aid at the end of April and continue throughout the summer.

- Undergraduate students must be enrolled **at least half-time (6 credit hours)** to receive Federal Direct Loans
- Undergraduate students who are Federal Pell Grant eligible will receive PELL based on their enrollment intensity
- Graduate students must be enrolled at least half-time **(3 credit hours)** to receive Federal Direct Loans

Courses taken for audit are not eligible for financial aid.

**Cost of Attendance (COA) 2024-25**

The estimated cost of attendance (COA) for the period covered by the financial aid package provides allowances for tuition and fees, housing and meals, books and supplies, transportation expenses, and miscellaneous expenses. Total allowances depend on the student’s lifestyle choices, housing plans, and credit hours that are taken during the academic year.

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

<b>VIRGINIA RESIDENTS</b>	
Tuition & Fees	<b>\$15,744</b>
Housing & Meals	<b>\$17,424</b>
Books & Supplies	<b>\$1,250</b>
Transportation	<b>\$1,206</b>
Miscellaneous / Personal	<b>\$1,624</b>
Loan Fees	<b>\$68</b>
<b>Total Estimated Cost of Attendance</b>	<b>\$37,316</b>

***Undergraduate/Full-time/Off-campus***

<b>VIRGINIA RESIDENTS</b>	
Tuition & Fees	<b>\$15,744</b>
Housing & Meals	<b>\$17,424</b>
Books & Supplies	<b>\$1,250</b>

Transportation	\$1,796
Miscellaneous / Personal	\$1,624
Loan Fees	\$68
<b>Total Estimated Cost of Attendance</b>	<b>\$37,906</b>

***Undergraduate/Full-time/At-Home***

<b>VIRGINIA RESIDENTS</b>	
Tuition & Fees	\$15,744
Housing & Meals	\$8,194
Books & Supplies	\$1,250
Transportation	\$1,796
Miscellaneous / Personal	\$1,624
Loan Fees	\$68
<b>Total Estimated Cost of Attendance</b>	<b>\$28,676</b>

***Undergraduate/Full-time/On-Campus***

<b>NON-VIRGINIA RESIDENTS</b>	
Tuition & Fees	\$28,076
Housing & Meals	\$17,424
Books & Supplies	\$1,250
Transportation	\$1,206
Miscellaneous / Personal	\$1,624
Loan Fees	\$68
<b>Total Estimated Cost of Attendance</b>	<b>\$49,648</b>

***Undergraduate/Full-time/Off-Campus***

<b>NON-VIRGINIA RESIDENTS</b>	
Tuition & Fees	\$28,076
Housing & Meals	\$17,424
Books & Supplies	\$1,250
Transportation	\$1,796
Miscellaneous / Personal	\$1,624
Loan Fees	\$68
<b>Total Estimated Cost of Attendance</b>	<b>\$50,238</b>

***Undergraduate/Full-time/At-Home***

<b>NON-VIRGINIA RESIDENTS</b>	
Tuition & Fees	\$28,076
Housing & Meals	\$8,194
Books & Supplies	\$1,250
Transportation	\$1,796
Miscellaneous / Personal	\$1,624
Loan Fees	\$68
<b>Total Estimated Cost of Attendance</b>	<b>\$41,008</b>

***Graduate/Full-time***

<b>VIRGINIA RESIDENTS</b>	
Tuition & Fees	\$5,588
Housing & Meals	\$17,424
Books & Supplies	\$492
Transportation	\$1,796
Miscellaneous / Personal	\$1,624
Loan Fees	\$150
<b>Total Estimated Cost of Attendance</b>	<b>\$27,074</b>

**Graduate/Full-time**

<b>NON-VIRGINIA RESIDENTS</b>	
Tuition & Fees	<b>\$13,416</b>
Housing & Meals	<b>\$17,424</b>
Books & Supplies	<b>\$492</b>
Transportation	<b>\$1,796</b>
Miscellaneous / Personal	<b>\$1,624</b>
Loan Fees	<b>\$150</b>
<b>Total Estimated Cost of Attendance</b>	<b>\$34,902</b>

**Graduate MBA/ SPED Full-time**

<b>VIRGINIA RESIDENTS</b>	
Tuition & Fees	<b>\$5,224</b>
Housing & Meals	<b>\$17,424</b>
Books & Supplies	<b>\$492</b>
Transportation	<b>\$1,796</b>
Miscellaneous / Personal	<b>\$1,624</b>
Loan Fees	<b>\$150</b>
<b>Total Estimated Cost of Attendance</b>	<b>\$26,710</b>

**Graduate MBA/ Full-time**

<b>NON-VIRGINIA RESIDENTS</b>	
Tuition & Fees	<b>\$5,344</b>
Housing & Meals	<b>\$17,424</b>
Books & Supplies	<b>\$492</b>
Transportation	<b>\$1,796</b>
Miscellaneous / Personal	<b>\$1,624</b>
Loan Fees	<b>\$150</b>
<b>Total Estimated Cost of Attendance</b>	<b>\$26,830</b>

**Graduate SPED/ Full-time**

<b>NON-VIRGINIA RESIDENTS</b>	
Tuition & Fees	<b>\$13,054</b>
Housing & Meals	<b>\$17,424</b>
Books & Supplies	<b>\$492</b>
Transportation	<b>\$1,796</b>
Miscellaneous / Personal	<b>\$1,624</b>
Loan Fees	<b>\$150</b>
<b>Total Estimated Cost of Attendance</b>	<b>\$34,540</b>

**SLP On-Line Prerequisites Program/Full-time**

<b>VIRGINIA RESIDENTS</b>	
Tuition & Fees	<b>\$7,104</b>
Housing & Meal Plans	<b>\$17,424</b>
Books & Supplies	<b>\$1,250</b>
Transportation	<b>\$1,796</b>
Miscellaneous / Personal	<b>\$1,624</b>
Loan Fees	<b>\$68</b>
<b>Total Estimated Cost of Attendance</b>	<b>\$29,266</b>

**SLP On-Line Prerequisites Program/Full-time**

<b>NON-VIRGINIA RESIDENTS</b>	
Tuition & Fees	<b>\$8,808</b>
Housing & Meals	<b>\$17,424</b>
Books & Supplies	<b>\$1,250</b>
Transportation	<b>\$1,796</b>
Miscellaneous / Personal	<b>\$1,624</b>

Loan Fees	\$68
<b>Total Estimated Cost of Attendance</b>	<b>\$30,970</b>

## 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 OFA must verify the accuracy of the information you submitted on the FAFSA. If selected, you must submit a verification worksheet, a signed copy of a tax return or transcript(s), and or an account transcript or signed 1040X (for an amended return) for both student and parents or the use of the Financial Aid Direct Data Exchange (FA-DDX). Non-filers must submit alternative supporting documentation such as verification of non-filing letter from the IRS and/or W-2's etc. Occasionally, a student may be selected for verification after a package is made. Financial aid will not be final/disburse to your student account until verification is completed.

Returning students will be notified by email if they have been selected for verification. You will normally have 30 days to submit the required verification documents. 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 financial aid award notification once verification is complete.

Before verification is conducted, freshman and incoming transfer students receive an estimated financial aid offer. Estimated aid offers are typically canceled at least one week before the admitted term's billing date. Upon verification completion, a revised award notice will be emailed to the student's Longwood University email address. If a freshman or incoming transfer students are selected for verification after May 1<sup>st</sup>. an official award notice will not be generated until verification is complete.

## Eligible Programs of Study

To be eligible for federal aid, a student must be a regular student as defined in 34 CFR 668.32. A regular student is defined as "A person who is enrolled or accepted for enrollment at an institution for the purpose of obtaining a degree, certificate, or other recognized education credential offered by the institution." Therefore, students are ineligible to receive Title IV assistance for credit hours/course work which will not count towards the completion of their degree program requirements.

While the federal rule may allow for financial aid to be awarded to students in certificate programs, Longwood University does not have any certificate programs that fall under this provision. Students enrolled in the Initial Teaching Licensure program are eligible for federal aid consideration, as technically, this is not a certificate program at Longwood University.

Audited courses cannot be counted towards a student's enrollment level for financial aid purposes.

## Financial Aid Programs

### Federal Pell Grant

Federal Pell Grants are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. The Pell Grant award amount is prorated based on enrollment status. Federal Pell Grants do not need to be repaid or accepted. This award may be renewed, but not automatically, each year based on your FAFSA eligibility. Students working on their first bachelor's degree with a qualifying Student Aid Index (SAI) and who are meeting the general eligibility requirements for Title IV financial aid may be considered for this grant.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

A federal grant awarded by the institution to qualified undergraduate students who demonstrate exceptional financial need. FSEOG does not have to be repaid or accepted. Awards will be made to undergraduate students pursuing their first bachelor's degree with a \$0 Student Aid Index (SAI) prior to

any other student group. Funds are limited in this account, so awards will be made as long as funds remain available.

### Commonwealth of Virginia Program

The VA Commonwealth Award is a need-based grant offered to Virginia residents. Eligibility is determined each year based on the information from your FAFSA or VASA. In addition to demonstrated financial need, students must maintain at least half-time enrollment (minimum six credits per semester). Awards will be reduced for students taking fewer than 12 credits.

### VA Guaranteed Assistance Program (VGAP)

VGAP is a need-based grant awarded to Virginia residents. Eligibility is determined each year based on the information from your FAFSA or VASA. In addition to demonstrated financial need, students must maintain continuous full-time enrollment (minimum 12 credits per semester), maintain a 2.0 cumulative GPA, and advance a grade level each year. Students may receive VGAP for one year per grade level.

### Merit Scholarship

Scholarships offered through the admissions acceptance letter are renewable. Students may receive the scholarship for up to four years (eight semesters) if they successfully earned at least 30 credits in the first year, 60 cumulative credits in the second year, and 90 cumulative credits in the third year (inclusive of transfer credits), and maintain a 3.0 cumulative GPA.

### Athletic Grant

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, or do not receive a Federal Work Study award, and have an interest in working. Students can apply for positions through Canvas at: <https://canvas.longwood.edu/>

### 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 1-888GIBILL-1.

### Outside Scholarship

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 Office of the State Superintendent of Education at (877) 485-6751.

### Federal Direct Student Loan

Loans must be repaid with interest, and payments will not begin until six months after a student graduates or stops

attending half time. Subsidized loans do not accrue interest while the student is in school or during the six-month grace period. Unsubsidized loans do accrue interest while the student is in school.

### Federal Direct PLUS Loan

PLUS loans are credit-based loans available to parents and graduate students to help pay educational expenses.

### Federal Work-Study

This program is for those students who do have a financial need. Students can apply for positions through Canvas at: <https://canvas.longwood.edu/> Federal work-study does not pay towards the student's account. Student workers will be paid bi-weekly for hours worked, and it is highly recommended to sign up for direct deposit. Students are not required to accept Federal work-study, it is optional. If Federal work-study is included as part of your financial aid, the amount offered is the maximum you may earn. Exceptions can be made if a student would like to earn more.

### Federal TEACH Grant

The Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant program is a federal grant program available to graduate students that requires a service agreement and converts to a loan if the terms of the service agreement are not met. TEACH Grant funds may only be used for a student's first graduate degree.

### Longwood Foundation Scholarships

Student who are currently enrolled may be eligible for a Longwood Foundation scholarship. Details about the process and deadlines, visit the [Longwood Foundations Scholarship page](#).

### Phi Theta Kappa Transfer Scholarship

Scholarships are available each fall to Phi Theta Kappa members who transfer to Longwood University. Availability depends on the number of renewed scholarships. The selection criteria is based on merit and needed. To apply contact the Office of Financial Aid.

### Two-Year College Transfer Grant

The Two-Year College Transfer Grant is available to Virginia Residents who have received an Associate Degree at a Virginia two-year public institution. Students must be enrolled full-time at a Virginia four-year school within the year after completing the Associate Degree program, have an SAI of \$12,000 or less, and maintain a 3.0 cumulative GPA. Awards are limited to three years or 70 credits, and students must meet the priority filing date of March 1.

## Federal Teach Grant

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The Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant program is a federal grant program available to **graduate** students that requires a service agreement and converts to a loan if the terms of the service agreement are not met. TEACH Grant funds may only be used for a student's first graduate degree.

The Federal TEACH Grant allows up to \$4,000 per year for full-time graduate students. Students who enroll in the summer term may be eligible for up to and additional \$2,000. Amounts are prorated according to enrollment levels per term. The total amount of TEACH Grant a graduate student may receive is \$8,000.

**Service Agreement** In exchange for receiving a Federal TEACH Grant, you must agree to serve as a full-time teacher in a high-need field, in a school that serves low-income students (see below for more information on high-need fields and schools serving low-income students). Recipients of a Federal TEACH Grant must teach for at least four years within eight years of completing the program of study for which the Federal TEACH Grant was received.

**IMPORTANT:** If you fail to complete this service obligation, the U.S. Department of Education will convert all Federal TEACH Grants funds you received to a *Federal Direct Unsubsidized Loan*. You must then repay this loan to the U.S. Department of Education. **You will be charged interest from the date the grant(s) disbursed.**

### Student Eligibility Requirements for Federal TEACH Grant

- Complete the Free Application for Federal Student Aid (FAFSA) - you do not have to demonstrate financial need
- Be a U.S. citizen or eligible non-citizen
- Be enrolled as a graduate student in a Federal TEACH Grant eligible program
- Meet certain academic requirements (generally, scoring above the 75th percentile on a college admissions test or maintaining a cumulative GPA of at least 3.25)
- Sign a Federal TEACH Grant Agreement to Serve (ATS)
- High Needs Fields
  - Mathematics
  - Science
  - Foreign Language
  - Bilingual Education and English Language Acquisition
  - Special Education
  - Reading Specialist

TEACH eligible Programs at Longwood University:

#### Master of Science-Education

- Elementary and Middle School Mathematics
- Special Education General Curriculum Plus One
- Reading, Literacy & Learning
- Special Education General Curriculum Initial Licensure
- Special Education General Curriculum Fifth Year – Liberal Students/Special Education

**What to do if you believe you qualify and are interested in the Federal TEACH Grant** If you meet the requirements, you will receive an invitation to participate in the TEACH Grant program. We will send information on the required grant counseling which will explain the commitment you are making by accepting this grant. You will then be required to sign an "Agreement to Serve" contract with the federal government before the funds are disbursed to your account.

## Loans

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The U.S. Department of Education's federal student loan program is the **William D. Ford Direct Loan (Direct Loan) Programs**. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available:

- **Direct Subsidized Loans**, are loans made to eligible undergraduate students who demonstrate financial need.
  - The U.S. Department of Education pays the interest on a Direct Subsidized loan, while you are in school at least half-time, for the first six months after you leave school (referred to as a grace period) and during a period of deferment.



- **Direct Unsubsidized Loans**, are loans made to eligible undergraduate and graduate students, and eligibility is not based on financial need.
  - You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- **Direct PLUS Loans**, are loans made to graduate **students** or parents of dependent students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need; but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.
  - The borrower is responsible for paying the interest on a Direct PLUS Loan during all periods. The maximum PLUS loan amount you can received is the cost of attendance (determined by the school) minus any other financial aid received.
- **Direct Consolidation Loans** (after graduation)

### Direct Loan Interest Rates

<b>Direct Subsidized and Direct Unsubsidized Loan (Undergraduate)</b>	First disbursement on or after July 1, 2024 and before July 1, 2025	Interest Rate 6.53%
<b>Direct Unsubsidized Loan (Graduate)</b>	First disbursement on or after July 1, 2024 and before July 1, 2025	Interest Rate 8.08%
<b>Direct PLUS Loan</b>	First disbursement on or after July 1, 2024 and before July 1, 2025	Interest Rate 9.08%

### Direct Loan Origination Fees

Loan fees are charged to originate a student loan and are calculated as a percentage of the total loan amount. The loan fees are deducted proportionately from each loan disbursement. The loan fee is subtracted directly from the loan before it is disbursed to you.

<b>Direct Subsidized and Direct Unsubsidized Loan (Undergraduate)</b>	First disbursement on or after October 1, 2024 and before October 1, 2025	Origination Fee 1.057%
<b>Direct Unsubsidized Loan (Graduate)</b>	First disbursement on or after October 1, 2024 and before October 1, 2025	Origination Fee 1.057%
<b>Direct PLUS Loan</b>	First disbursement on or after October 1, 2024 and before October 1, 2025	Origination Fee 4.228%

### Direct Loan Annual (yearly) Limits

The U.S. Department of Education sets a maximum annual amount a student can borrow. An award at Longwood University consists of fall, spring, and summer, in that order. The amounts below are the federal mandated maximum amounts. It is important to note that not all students within the prescribed grade levels will be eligible for the maximum amount, as there are many other factors that determine a student's eligibility.

Dependent (defined by the FAFSA) undergraduate student annual limits for the school year are:

- \$5,500 for freshmen (no more than \$3,500 subsidized)
- \$6,500 for sophomores (no more than \$4,500 subsidized)
- \$7,500 for juniors and seniors (no more than \$5,500 subsidized)

Independent (as defined by the FAFSA) undergraduate student annual limits for the school year are:

- \$5,500 for freshmen (no more than \$3,500 subsidized), and \$4,000 additional unsubsidized
- \$6,500 for sophomores (no more than \$4,500 subsidized) and \$4,000 additional unsubsidized
- \$7,500 for juniors and seniors (no more than \$5,500 subsidized) and \$5,000 additional unsubsidized

Graduate (as defined by the FAFSA) student annual limits for a school year are:

- \$20,500 Direct Unsubsidized Loan

### Direct Loan Aggregate Limits

The U.S. Department of Education has established aggregate loan limits for students borrowing from the Direct Loan programs. A dependent undergraduate student can borrow no more than \$31,000 in Direct Loans, with no more than \$23,000 being subsidized. An independent undergraduate student can borrow no more than \$57,500 in Direct Loans, with no more than \$23,000 being subsidized. A dependent undergraduate with parents who are not eligible to borrow a Direct Parent PLUS loan holds the same limits as an independent undergraduate. A graduate student can borrow no more than \$138,500 in Unsubsidized Federal Direct Loans.

### Prorating Annual Loan Limits

Federal regulations require that when an undergraduate student is enrolled in a program that is one academic year or more in length but is in a remaining period of study that is shorter than a full academic year, their Federal Direct Loan amount must be prorated.

Students who graduate in fall term (or who enroll in spring term only during the academic year and graduate) will have their Federal Direct Loans prorated during their final semester. The loan limit proration determines the maximum loan amount that a student may borrow for the final term of study based on the degree they are earning.

Loan Proration Formula:

$$\frac{\text{Number of undergraduate credit hours}}{\text{Number of credit hours in the academic year (24)}} \times \text{Annual Direct Loan limit Determined by class standing (freshman, sophomore, etc.)}$$

## Loan Requirements and How to Apply

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### Annual Student Loan Acknowledgement

All Direct Loan borrowers (subsidized, unsubsidized, graduate PLUS, and parent PLUS) are recommended to complete the Annual Student Loan Acknowledgement (ASLA). ASLA is available at <https://studentaid.gov/>

### Entrance Counseling

First time Federal Subsidized Direct and Unsubsidized Direct (student) Loan borrowers must complete entrance counseling prior to a loan disbursement. The counseling session will educate the student on borrower rights and responsibilities. Entrance Counseling can be completed online at <https://studentaid.gov/entrance-counseling/>

### Special PLUS Loan Counseling

Special loan counseling is required for any PLUS Loan applicant, student or parent, who has an adverse credit history but who qualifies for a PLUS Loan either by getting a loan endorser or by documenting to the satisfaction of the Department that there are extenuating circumstances related to the adverse credit. While the special PLUS counseling is mandatory only for these borrowers, any PLUS borrower can voluntarily complete this counseling. Special PLUS loan counseling can be completed at <https://studentaid.gov/app/counselingInstructions.action?counselingType=plus>

### Exit Counseling

You will be asked to complete Exit Counseling upon graduation, enrollment less than half time, or leave school from Longwood University. Information regarding Exit Counseling will be sent electronically via email at the appropriate time from the Office of Financial Aid with instructions to complete at <https://studentaid.gov/exit-counseling/>

### Master Promissory Note (MPN)

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

### Steps to apply for a Direct Subsidized or Unsubsidized 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 under Student Requirements
4. Take action on offer of direct loan on myLongwood, Financial Aid
5. If you are a first-time borrower, you will sign a MPN at <https://studentaid.gov>
  - a. If required, complete Entrance Counseling
6. The OFA will certify/originate the loan with the Department of Education.
7. Loan funds, less origination fees, 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 Direct 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 and have student accept amount needed.
9. After the student has accepted the PLUS loan, apply for the loan at <https://studentaid.gov>.
  - a. Credit checks are good for 180 days.
  - b. 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.
3. The Department of Education will notify Longwood of the pre-approval.
4. The OFA will certify/originate the pre-approved loan with the U.S. Department of Education.
5. Loan funds will be disbursed, less origination fees, to the school, on the school's designated date and placed on the student's account.
6. Any excess funds will be refunded to the parent/student.

### Direct Loan Repayment Schedule

The U.S. Department of Education provides students with a loan simulator <https://studentaid.gov/loan-simulator/> to help make decisions about student loan borrowing and repayment.

The following is a sample loan repayment schedule based on Direct Subsidized and Direct Unsubsidized loan debt totaling \$26,946 at 3.90% interest rate. This example uses the standard 10-year repayment plan.

Repayment Plan	First Monthly Payment	Last Monthly Payment	Total Amount Paid	Repayment Period
Standard	\$272	\$272	\$32,585	120 Months

### Direct Loan Disclosures

Students and Parents who borrow Direct Loans under a Master Promissory Note (MPN) will get a disclosure statement from the U.S. Department of Education that provides specific information about that loan, including the loan amount, loan fees, and the expected disbursement dates and amounts. Other disclosures will be provided to you throughout the loan process. Students and Parents are encouraged to keep all loan paperwork in a safe place, including your MPN, disclosure notices, and billing statements.

### Terms and Conditions for Federal Student Loans

- <https://studentaid.gov/mpn/subunsub/demo/agreements>
- Master Promissory Note (MPN)- <https://studentaid.gov/mpn/>

### National Student Loan Data System

Students or parents of a student who borrow a Title IV HEA loan will be submitted to the National Student Loan Data System (NSLDS). They will be accessible by guaranty agencies, lenders, and schools determined to be authorized data system users.

### Private Education Loans

If you need additional funds to help offset the cost of your education, then perhaps a private loan is an option for you. The U.S. Department of Education provides a comparison chart <https://studentaid.gov/understand-aid/types/loans/federal-vs-private> to help understand the differences between federal and private loans.

Staff members at Longwood University Office of Financial Aid will discuss with students and prospective students, and their parents, the financial aid options available to them. Students and Parents may qualify for loans or other assistance under Title IV of the Higher Education Act programs. The terms and conditions of the Title IV HEA program loans may be more favorable than the provisions of private loans.

### Private Education Loan Self-Certification

The Higher Education Opportunity Act of 2008 added a section 128(e)(3) to the Truth in Lending Act (TILA) to require that before a private education lender may consummate a private education loan for a student in attendance at an institution of higher education, the private education lender must obtain the completed and signed Self-Certification Form from the applicant. Lenders of private loans

will provide the Self-Certification form to the student borrower. The form is also available at:

<https://choice.fastproducts.org/faststatic/fastchoice/forms/PrivateEducationLoanApplicantSelf-CertificationForm.pdf>

Private lender selection is an important decision and should be carefully researched. You may borrow with any lender offering a private education loan regardless of whether or not they are listed on the Longwood University historical list. Longwood University does not discriminate against lenders and will certify loans from any lender provided the student meets the lender's eligibility requirements.

Visit <https://choice.fastproducts.org/FastChoice/home/371900> for information about Private Loan Lenders that Longwood University students have used in the past three years.

## Receiving Financial Aid Disbursements

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### Financial Aid Disbursements

A student is eligible to receive the first disbursement of federal financial aid when Longwood University confirms the student is enrolled in courses for the payment period and is eligible to receive the funds. Typically, funds are not disbursed until after each semester's add/drop period.

### Pending Credit

If you have been awarded financial aid before bills are generated, your aid should show on the bill as pending credit, and you need only pay the amount due by the deadline date. Pending credit will only show on the bill if you have been awarded financial aid when the bills are generated. You will be responsible for satisfying the account by the due date.

### Loan Disbursements

You must be enrolled at least half-time (six credit hours undergraduate, three credit hours graduate) for any loan disbursements. All loan funds are disbursed after the add/drop period; directly from the Department of Education to the school. Direct (subsidized and unsubsidized) student loans and parent and graduate (PLUS) loans will be automatically credited to the student's account after the MPN has been signed and Entrance Counseling have been completed. Parent and Graduate PLUS borrowers must also complete an application for credit approval each year.

### Cancellation of Federal Direct Loans

The student (or parent in the case of a Parent PLUS loan) must inform the Office of Financial Aid if all or a portion of a Federal Direct Loans are to be canceled. Once the loan is disbursed, the University sends the student/parent a right to cancel email, which includes the time given to respond should the student and or parent borrower wish to cancel their loan requests. This email is sent after the loan disbursement has been credited to the student's account. Borrowers who wish to cancel all or a portion of their loan must inform the University within 14 days from the date the University sends the disbursement notification. Any request received after 14 days but prior to 110 days from the disbursement date will be honored as a partial cancellation based on Title IV funds that are currently unapplied.

### Grants and Scholarships

Federal, state, institutional grants and scholarships will automatically pay to your account at the end of the add/drop period for each term as long as the students financial aid eligibility requirements have been met.

### 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 offer. 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 suggests student loan/private loan refunds 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 myLongwood. Once logged in, 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

Refunds of financial aid overpayments will be processed as soon as possible, but no later than 14 days after the balance occurred your account. Refunds to parents are mailed by check to the parent borrower's address. For students that have refunds not generated from loan funds, a check will be mailed from the state of Virginia to the student's local mailing address at Longwood University, if no local address is provided a secondary address will be used.

On an exception basis, Longwood University may, at its own discretion, provide a student access to his or her anticipated federal aid credit balance. Students who may need to request this exception should speak with someone in the Office of Financial Aid.

## Buying Books with Financial Aid

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You may purchase books and supplies with financial aid that remains after tuition and fees are deducted.

Students can visit the Longwood University bookstore during timeframes below using their Longwood student ID.

Semester	You may charge books beginning	No Book Charges after
Fall 2024	July 15, 2024	August 30, 2024
Spring 2025	December 2, 2024	January 17, 2025
Summer 2025	April 28, 2025	May 30, 2025

Students should plan to purchase all books and supplies during these times. There will be no book charges after the date listed above. If the books you need are on back-order, you should speak with bookstore management for special arrangements.

## 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 the 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 2024	ENGL 100	Fail	Yes
Spring 2025	ENGL 100	Pass	Yes
Fall 2025	ENGL 100	Pass (1 <sup>st</sup> repeat of previously passed course)	Yes
Spring 2026	ENGL 100	2 <sup>nd</sup> repeat of previously passed course	No

## Revising Your Financial Aid

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Initial financial aid offers are based on full-time enrollment for undergraduates and six credits for graduates during both semesters of the academic year.

### Change in enrollment hours

If you will not be enrolled full-time, you should contact the Office of Financial Aid. 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.

# Financial Aid Appeals

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## Special Circumstances/FAFSA Information Appeals

Longwood uses the FAFSA – Free Application for Federal Student Aid – to determine your eligibility for financial aid. We understand that circumstances can change, and in some cases the information on the FAFSA no longer represents your current financial situation. Below are examples of situations that may be eligible for an appeal, and those that are not.

Reasons to appeal include, but are not limited to:

- Death of a parent or spouse.
- Divorce or separation of parents or student since the FAFSA was filed.
- Loss of parent or student income due to unemployment, change in employment, medical leave, recent disability, or loss of recurring income such as child support, alimony, or other sources of income.
- One-time, non-recurring income was received in the tax year reported on the FAFSA.
- Unusual or high medical and/or dental expenses were recently incurred.

Situations we cannot recognize in an appeal:

- Credit card debt, typical living expenses (i.e., mortgage, car payment, student loan payments) or other consumer debt.
- Your financial situation has not changed since filing the FAFSA, but you did not receive enough financial aid to cover educational expenses.
- You would like Longwood to match a financial aid offer from another school.

## Unusual Circumstances/Dependency Appeals

There are a series of questions on the FAFSA that determine whether a student is considered Dependent or Independent for financial aid purposes. Dependent students are required to provide parent information on the FAFSA, Independent students are not. If you are unable to provide parent information, or feel your situation warrants an appeal based on the information below, please contact our office so we may talk with you about it.

Reasons a Dependency Appeal may be submitted include, but are not limited to:

- Unsafe domestic environment
- Neglect or abuse by parent or other family members
- Abandonment by parents
- Unknown whereabouts of parents
- Homelessness

Examples of reasons a Dependency Appeal would not be considered:

- Parent's unwillingness or inability to provide financial information\*
- Parent's unwillingness to provide financial support
- Parent no longer claims the student on their tax return
- A student's ability to be self-sufficient

\* If a student has contact with their parent(s), but the parent is unwilling to provide their information and sign the FAFSA, there are minimal loan options available to the student. Please contact our office before submitting any documentation for an appeal. We want to discuss your situation first to ensure an appeal is appropriate and determine what documentation we will need from you. Every case is different, so the documentation we request may vary from one student to another.

## Cost of Attendance Appeals

Longwood University establishes a [cost of attendance \(COA\)](#) each academic year. The COA may sometimes differ from the customary amount based on variables such as campus housing location, meal plans, and course load. The COA also serves as the maximum cap on financial aid. Under certain circumstances, students whose awards reach that COA limit may appeal for additional aid eligibility.

## 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 from standard programs 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 OFA.

## Study Abroad/Consortium Programs

Federal and state financial aid funds are available to students enrolled in qualifying Longwood University study abroad and consortium programs. Financial aid eligibility is generally determined the same way it would be for a student studying on campus at Longwood University. The difference in most cases is that your cost of attendance will be based on the anticipated expenses applicable to your study abroad or consortium program, which will be provided by the Center for Global Engagement or the host school.

## Satisfactory Academic Progress Policy (SAP)

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:

### Satisfactory Progress Requirements

#### Undergraduate Pace

You must earn credit for at least 67% of the hours you attempt. This calculation is performed by dividing the number of credits hours earned by the number of credit hours attempted.

- Grades of F, W, I, and repeated courses count as hours attempted but not earned.
- Transfer hours are included in the calculation both as attempted and earned.

#### Undergraduate Maximum Time

You may not receive financial aid for more than 180 attempted hours or 150% of program requirements. If your program requires more than 180 hours and you have reached the maximum time limit, please submit an appeal for review

#### Undergraduate Grade Point Average

The minimum GPA requirement is based on the number of credit hours attempted; transfer grades are not included. Only grades earned at Longwood University are used in the cumulative GPA calculation. (See table below)

<b>Credit hours attempted (includes transferred hours)</b>	<b>Minimum GPA requirement (cumulative LU GPA for financial aid)</b>
1-24	1.60
25-55	1.70
56-88	1.90
89+	2.0

## Graduate Pace

You must earn credit for at least 75% of the hours you attempt. This calculation is performed by dividing the number of credit hours earned by the number of credit hours attempted.

- Grades of F, W, I, and repeated courses count as hours attempted but not earned.
- Transfer hours are included in the calculation both as attempted and earned.

## Graduate Maximum Time

You may not receive financial aid for more than 150% of program requirements.

## Graduate Grade Point Average

The minimum GPA requirement is based on the number of credit hours attempted. (See table below)

Minimum GPA Requirement (cumulative LU GPA for financial aid)
3.0

## Satisfactory Academic Progress Evaluation

Evaluation is done annually at the conclusion of each academic year (May) for all enrolled students. Students must be making the Satisfactory Progress requirements listed above.

## Financial Aid Suspension

Students failing to maintain satisfactory academic progress (SAP) at the end of spring semester will be placed on financial aid suspension beginning with the following semester. Such status will make students ineligible for financial aid until such time as the satisfactory academic progress requirements are met or the student is granted an appeal.

SAP is evaluated at the end of the spring semester; a student who has been awarded summer financial aid but is found to be failing SAP standards after the evaluation is complete will no longer be eligible for summer aid until the requirements are met, or the student is granted an appeal.

## Attendance during Financial Aid Suspension

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.

## Satisfactory Progress Appeal Process

A student who is placed on Financial Aid Suspension may appeal the denial of financial aid. Only one appeal per semester will be accepted. Submission of the appeal does not guarantee approval, and students are responsible for dropping all classes by the add/drop deadline if they are unable to secure funds for their classes on their own. Only completed forms will be forwarded to the Appeals Committee for review. If an appeal is approved financial aid will not be retroactive for any semester the student was not making SAP standards.

The appeal must include:

- Submitting a Satisfactory Academic Progress Appeal Form
- Submitting supporting documentation
  - Written explanation for the appeal from the student (not parent or 3<sup>rd</sup> party), must include three key points.
  - Statement from your academic advisor
    - **Readmitted students**, how time was spent during your time of non-enrollment at Longwood University.
    - If applicable, transcripts of grades you received during your non-enrollment at Longwood University.



A timeline for submission of appeal forms is established each academic year and posted on the financial aid website and the SAP form.

## Return of Title IV Policy, Dropping or Withdrawing

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### Return of Title IV Funds Policy (R2T4) (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 Student 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 they have 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 they earned, the student may be able to receive those additional funds. If a student received more assistance than they 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, they earn 30% of the assistance they were originally scheduled to receive. Once a student has completed more than 60% of the semester, they earn all the assistance that they were 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 they 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 loan funds so that they do not 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 housing and meal charges. Longwood needs a student's permission to use the post-withdrawal disbursement for all other school charges. If a student does not give their permission, the student will not be offered the funds. However, it may be in the student's best interest to allow Longwood to keep the funds to reduce their 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.

If a student (or Longwood or a parent received on a student's behalf) excess Title IV program funds that must be returned, Longwood must return a portion of the excess equal to the lesser of:

1. Longwood's charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

Longwood must return this amount even if it did not keep this amount of a student's Title IV program funds.

If Longwood is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that a student must return, the student (or parent for a PLUS Loan) repays in accordance with the terms of the promissory note. That is, the borrower makes scheduled payments to the loan holder over a period of time. Funds are returned in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Grad PLUS, Parent PLUS, Pell Grant, SEOG (grant), and TEACH Grant.

Longwood must complete the Return of Funds process no later than 45 days from the determination of a student's withdrawal. Longwood determines that a student is withdrawn once official notification is received from the Office of Registration.

The following is an example of what can happen when a student receives Federal Title IV Aid and withdraws from a semester. This example is based on a student, whom we will call James, in the fall 2024 semester, which contains 105 calendar days (8/26/24-12/13/24 excluding the days of Thanksgiving Break). The same rules apply to all award years:

Longwood Charges:

Tuition            \$5,265.00 (in-state, undergraduate taking 15 credits)  
Housing/Meal    \$0 (student did not live on campus)

Total Charges \$5,265.00

Financial Aid	Amount	Date Disbursed
Federal Pell Grant	\$2,775.00	8/28/2024
Federal Direct Subsidized Loan	\$5,500.00	8/28/2024
Federal Direct Unsubsidized Loan	\$2,375.00	8/28/2024
Total Financial Aid Disbursed:	\$10,650.00	

The financial aid was disbursed to James' account, which paid all his charges, leaving him with a \$5,385.00 refund. This refund was deposited in his checking account via direct deposit on 8/28/2024. As a result, James' fall account is now at a \$0 balance. James decided to withdraw from Longwood early in the semester, and on 9/03/2024, he contacted the Registrar's Office to begin the official withdrawal process. According to the Federal Return of Title IV Funds regulations, 9/03/2024, is considered James' withdrawal date. Therefore James only completed 8.6% of the fall semester.

**Date of Withdrawal:**

- Calendar Days in fall 2024 Term = 105 days (8/26/24-12/13/24 excluding the days of Thanksgiving Break)
- Calendar Days Attended = 9 days (8/26/24-9/3/24)
- Percentage of Term Attended: 9 days/105 days = 8.6% Earned Aid:
- Percentage of Title IV Aid Earned Based on Date of Withdrawal = 8.6%
- Amount of Title IV Aid Earned = \$10,650.00 x 8.6% = \$915.90
- 91.4% of term not attended

**Unearned Aid:**

- Amount of Title IV Aid Unearned = \$10,650.00 (total aid) - \$915.90 (earned aid) = \$9,734.10

**Amount of Unearned Charges:**

- \$5,265.00 (charges) x 91.4 % (percent term not attended) = \$4,812.21

Office of Financial Aid enters the relevant withdrawal and aid information into the R2T4 software provided by the Department of Education to calculate the return of funds for federal aid. The formula determines how much of the \$10,650.00 James has "earned" based on his attendance and how much must be returned to the aid programs immediately. In James' case, the results of the calculation are as follows:

**Aid Summary Based on 9/3/2024 Date of Withdrawal:**

- Earned Aid = \$915.90 (\$10,650.00 total aid x 8.6% of term attended)
- Total Aid to be Returned = \$9,734.10 (\$10,650 total aid - \$915.90 student's earned aid)
- Amount for Longwood to return = \$471 of his Federal Pell Grant, \$2,375.00 of his Federal Direct Unsubsidized Loan and \$2,437 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 = \$5,283.00
- 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 Longwood.
- Longwood 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 Longwood 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/charge policy is available in the undergraduate catalog. <https://catalog.longwood.edu/content.php?catoid=11&navoid=575#refunds-and-charge-adjustments>

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 <https://studentaid.gov>.

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

Students receiving all, or a combination of grades, F, W, or I 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. The student will be obligated to pay any resulting unpaid charges.

## Other Information

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Borrowers with concerns about their Federal Direct Loan may contact the Student Loan Ombudsman at:  
<https://studentaid.gov/feedback-ombudsman/disputes/prepare>

### Veterans Benefits

Longwood is here to assist students who plan to use veterans' benefits to assist with educational expenses. While the Office of Financial Aid plays a role in processing your benefits, the certification process begins with our Registrar's Office. Information on types of benefits and the process to receive them is available on the [Registrar's](#) website. You may also call 434.395.2580 or email [veterans@longwood.edu](mailto:veterans@longwood.edu).

### 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.

## 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.

Physical Address: Radcliff Hall <http://www.longwood.edu/media/top-tier/campus-map.pdf>

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

Phone: 434-395-2077

Fax: 434-395-2829

## 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:

Kirsten Bowen

Bursar

434-395-2329

Eason 205A

[bowenks2@longwood.edu](mailto:bowenks2@longwood.edu)

Karin Warner

Associate Bursar, Student Accounts

434-395-2068

Eason 205C

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

Kayla Bailey

Assistant Bursar, Auxiliary Services

434-395-2269

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

Lisa Flippen  
Refunds, Payment Plan & Pre-Collections Manager  
Eason 205B  
434-395-2955  
[flippenlj@longwood.edu](mailto:flippenlj@longwood.edu)

### Billing Schedule

Longwood will bill you twice each year: beginning in July for the fall semester and December for the spring semester. Half of your financial aid will be applied to each bill, not including summer enrollment.

### Monthly Payment Plan

Longwood University offers a monthly payment option to divide tuition and fees into four or five 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/billing-payments/monthly-payment-plan/>

### Late Fees

Student bills may 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. 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. Note, financial aid cannot pay late fees, the student will be responsible to pay late fees with another form of payment.

### 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.

### 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.

### 529 Plans

If you will be paying any portion of the bill with a 529 plan, contact your plan administrator to arrange payment to Longwood. For further details, please visit <http://www.longwood.edu/studentaccounts/billing--payments/billing-process/>.