

ADJUSTMENTS OF FEES UPON OFFICIAL WITHDRAWAL

Failure to attend classes and/or leaving school without filing an official notice does not constitute an official withdrawal from the University.

After the beginning of classes, students who wish to withdraw from the University must complete an **Official Withdrawal Form** available in the Registrar's Office. Tuition and fees will only be adjusted as follows:

During the first week of classes - 80% refund on charges

During the second week of classes - 60% refund on charges

During the third week of classes - 40% refund on charges

During the fourth week of classes - 20% refund on charges

After the fourth week of classes, THERE ARE NO CANCELLATIONS OR REFUNDS.

Residence Hall fees and Board fees cannot be cancelled or refunded during the semester, once the contract has been signed.

Important: A student who chooses not to attend class and does not officially withdraw is still liable for all semester charges.

REFUND POLICY

To assure accurate charging and financial aid posting, refunds may not be issued until one month after the final registration date. Please secure funds to cover any expense that may occur during this first month such as: books, rent, travel, etc. No emergency refunds will be issued.

FINANCIAL AID

A student who plans to attend college during 2017-2018 may apply for federal and state financial aid after January 1, 2017 by submitting a Free Application for Federal Student Aid (FAFSA) to the Federal Processor. The FAFSA is available on-line at www.fafsa.ed.gov. The Federal Student Aid Report should be on the federal database by our priority date of March 13.

All fees are non-refundable.

PAYMENT INFORMATION

Methods of payment include: CASH, CERTIFIED CHECK, MONEY ORDER, DEBIT AND CREDIT CARD. CERTIFIED CHECKS AND MONEY ORDERS should be made payable to Virginia Union University and mailed to:

Virginia Union University – Attn: Cashier
1500 North Lombardy Street
Richmond, Virginia 23220

Please indicate student's name and University provided ID number with remittance, to ensure payment is properly recorded.

PERSONAL CHECKS WILL NOT BE ACCEPTED.

Students can make payments online at www.vuu.edu. Please allow 72 hours for payments to post to the student's account.

Students may view Statement of Activities from the Student Accounts Office by visiting www.vuu.edu.

IMPORTANT TELEPHONE NUMBERS

Hours of Operation:

Monday - Friday | 8:30 am - 4:30 pm

STUDENT ACCOUNTS

C.D. King Building - 2nd floor, Suite 200
804.257.5711 | 804.257.5788 | 804.257.5871
studentaccounts@vuu.edu

CASHIER

C.D. King Building - 2nd floor, Suite 200
804.342.3887

FINANCIAL AID

Ellison Hall
804.257.5882 | finaid@vuu.edu

RESIDENCE LIFE AND HOUSING

Henderson Center, Suite 108
804.257.5608 | residencelife@vuu.edu

REGISTRAR

Ellison Hall, Suite 106
804.257.5846 | registrar@vuu.edu

ADMISSIONS

Henderson Center, Suite 104
804.342.3570 | admissions@vuu.edu

VIRGINIA UNION UNIVERSITY

2017 - 2018 UNDERGRADUATE STUDENT TUITION & FEES REFERENCE GUIDE



1500 North Lombardy Street | Richmond, Virginia 23220
Website: www.vuu.edu

PLEASE READ CAREFULLY
Fees subject to change

Revised 6/17

MANDATORY TUITION & FEES

*Fees subject to change

New Students only

Application Fee (non- refundable)	\$25
Orientation Fee	205
Total:	\$230

Full-Time Students — Off-Campus

(PER SEMESTER)

Tuition (12-17 hours) ¹	\$7,765
Comprehensive Fee	521
Technology Fee	188
Total Semester:	\$8,474

Full-Time Students — On-Campus

Hartshorn Hall

(PER SEMESTER)

Tuition (12-17 hours) ¹	\$7,765
Comprehensive Fee	521
Technology Fee	188
Residence Hall Fee	1,787
Board Charge	2,268
Total Semester:	\$12,529

MacVicar Hall, Newman Hall, Storer Hall, & Huntley Hall

(PER SEMESTER)

	SINGLE	DOUBLE
Tuition (12-17 hours) ¹	\$7,765	\$7,765
Comprehensive Fee	521	521
Technology Fee	188	188
Residence Hall Fee	2,368	1,988
Board Charge	2,268	2,268
Total Semester:	\$13,110	\$12,730

Living & Learning Center

(PER SEMESTER)

	SINGLE	DOUBLE
Tuition (12-17 hours) ¹	\$7,765	\$7,765
Comprehensive Fee	521	521
Technology Fee	188	188
Residence Hall Fee	3,151	2,665
Board Charge	2,268	2,268
Total Semester:	\$13,893	\$13,407

Part-Time Students

Tuition (per credit hour)	\$482
Comprehensive Fee (per credit hour)	\$43

Other Fees and Costs:

Tuition, per credit hour (over 17 hours)	\$482
Graduation fee (non-refundable)	\$154
Late Registration Fee ²	\$500
Transcript Fee (non-refundable)	\$6
Duplicate I.D. Card	\$50
Parking Permit - Cash Only	\$100
Health Fee	\$75
Installment Plan Fee (per semester)	\$100
Applied Music Courses (per course)	\$475
Lab Fees/Art Fees (per course)	\$103
Building & Grounds/Architecture Fee (per semester)	\$250

SUMMER SESSION

Tuition (per credit hour)	\$269
Residence Hall Fee	\$523
Board Charge	\$637
Panther Summer Academy	\$1,000

1. Students are responsible for book expenses.
2. Assessed to students who do not complete registration and check-in process prior to the first day of class of each semester. Registration is complete upon validating a student ID as well as the successful completion of inputting courses in the registration module.

INITIAL FEES

Initial Fee of \$200 is due May 1st; after May 1st this fee may increase. Fees are NON-REFUNDABLE.

INSTALLMENT PLAN OPTION

The University offers an installment plan to students who cannot pay mandatory tuition and fees in advance.

Installment plans made over the phone must be signed and returned to the Student Accounts Office within 3 business days to obtain approval. **Please call the Student Accounts Office at 804.257.5711.** Bills are mailed to the address provided by the Office of the Registrar. Failure to receive a bill does not waive the responsibility to pay the bill by the due date.

Housing is not guaranteed until you have made ALL payments or have made payment arrangements with the Office of Student Accounts.

REQUIREMENTS TO REGISTER FOR CLASSES (FINANCIALLY CLEARED)

In order to register for each semester you must have your mandatory tuition and fees paid in full. This may be accomplished by having:

1. A zero balance from any previous semester.
2. Initial fees paid.
3. An Installment Plan on file with Student Accounts if:
 - There is a remaining balance after financial aid has been applied for and/or
 - The Parent PLUS Loan has not been approved or applied for by a parent.

ROOM RESERVATION

Due to the demand for on-campus housing, rooms are reserved on a first-come first served basis. To obtain a room reservation, students must complete an official housing contractual agreement with Residence Life and Housing pay confirmation fees and housing fees by May 1.

REQUIREMENTS TO MAINTAIN ROOM RESERVATION

- Total mandatory tuition and fees must be paid or Financial Agreement on file in the Office of Financial Affairs.
- Check into the assigned residence hall by the designated registration date. Failure to do so will result in the cancellation of your room reservation.
- Student must meet Satisfactory Academic Progress (SAP) requirements

To maintain your Room Reservation for the Spring Semester, the above rules apply by December 1st (only newly accepted students will need to have a Housing Contractual Agreement on File Spring semester).

All fees are non-refundable.