

## SECTION 3

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# TUITION AND FINANCIAL AID

### TUITION AND FEES

The current tuition and fee schedule for West Virginia University at Parkersburg is published in the Answer Book and may be obtained on the college's website as Policy VI-11B Tuition and Fees (<http://www.wvup.edu/about/answer-book/campus-procedures-guidelines>). Tuition and fees are approved annually by the college's Board of Governors as well as the West Virginia Community and Technical College System Board of Governors and are effective for the academic year identified. Questions concerning tuition and fees should be directed to the West Virginia University at Parkersburg Business Office by calling (304) 424-8223.

**Tuition Payment Options.** Tuition may be paid by cash, check, credit card (American Express, Discover, MasterCard or Visa) or an installment payment plan. All tuition must be paid or an installment agreement must be in place prior to the first day of classes each term. Failure to make timely payment arrangements will lead to administrative withdrawal from all classes. Additional information is available from the Business Office or the Jackson County Center Office.

**Tuition Refund Schedule.** The Tuition Refund Schedule lists corresponding dates and penalty assessment percentages. It is available online or by contacting the Business Office.

Refund schedules apply to tuition only and do not apply to special fees. Refunds are issued only on complete withdrawals from the college. No refund will be issued for dropping individual courses until registered credit hours are zero. Tuition refunds will be issued for complete withdrawals to students according to the penalty schedule.

**Note:** The amount of refund is adjusted by the amount of unpaid tuition for students paying tuition under the installment payment plan. Students must withdraw from classes in the On-Line Student Information System (OL SIS) or in the Records Office before he/she can receive a refund for withdrawing from the college. The refund schedule is subject to change without notice.

**Financial Aid.** Most WVU Parkersburg students are eligible for some type(s) of financial aid. Forms of financial aid include but are not limited to: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct loans, Federal College Work Study, Higher Education Assistance for Part-time Students (HEAPS), the West Virginia Higher Education Grant Program, and scholarships, including both institutional and third party. Students interested in

financial aid must file the Free Application for Federal Student Aid (FAFSA) located at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The FAFSA should be completed on or before April 15 of each year to ensure priority consideration for all available types of federal and state financial aid. High school seniors applying for the PROMISE scholarship must have the FAFSA completed by March 1. For more information on West Virginia's state financial aid programs, students may visit [www.cfwv.com](http://www.cfwv.com).

Students must be fully admitted as a regular student at WVU Parkersburg, must hold a secondary school diploma or equivalent from an accredited institution or a valid high school equivalency exam such as the GED or TASC certificate, and must be enrolled in an eligible degree program to be eligible for federal financial aid. Students who are eligible to receive financial aid at WVU Parkersburg must remain in good academic standing and otherwise meet the required Standards of Satisfactory Progress. A copy of these standards is available online at [www.wvup.edu](http://www.wvup.edu), under the *Future Students and Cost, Scholarships, and Financial Aid* links. A review of each student's academic progress will be made prior to each semester and/or upon the initial processing of the student's FAFSA. Students who do not meet the standards of academic progress are not eligible to receive any form of financial aid.

Students who are approved for financial aid, including scholarships, will receive notification by their college student email account, advising them that they may log in to their OLSIS account to view their financial aid award. Students who have been awarded financial aid including scholarships for both the fall and spring semesters of an academic year will normally receive only one award notification for the entire academic year. When financial aid is fully processed (normally 4-5 weeks after the first day of classes), refunds will be disbursed to students through WVU Parkersburg's refund servicer, Higher One. It is each student's responsibility to choose one of the following options to receive their refund:

1. Higher One debit card
2. Direct deposit into a bank account that's already been established; or
3. Paper check. If a student does not make any choice, the default refund option is a paper check, sent to their permanent address.

WVU Parkersburg also participates in the Federal Direct loan program and students will be notified of their loan eligibility on their award notification. To be eligible for student loan funding, a student must be enrolled in a minimum of six (6) credit hours, and must be in class for a minimum of thirty (30) days. First time borrowers at WVU Parkersburg will not receive their loan proceeds until thirty (30) days after their first day of class. Loan amounts are based on grade level; those criteria are as follows:

Grade level 1 (Freshman): 0-32 credits completed

Grade level 2 (Sophomore): 33-65 credits completed

Grade level 3 (Junior): 66-98 credits completed

Grade level 4 (Senior): 99+ credits completed

**Financial Aid and Attendance.** Due to the requirements of federal and institutional financial aid policy, the college takes attendance in all college courses. The amount of financial aid a student receives each semester will depend on that student's class attendance record for that semester. Failure to attend college courses may result in being deregistered from class and will result in less, or loss of, financial aid.

**NOTE:** It is the student's responsibility to withdraw from classes if they do not wish to receive a grade or bill. Fees are not refundable.

Students who have been reported by any instructor as "not attending" will receive a warning through the WVUP student email system. The student will have a chance to confirm attendance status with his/her professor before being deregistered. The attendance confirmation process takes four weeks. Financial aid refunds to students will not be disbursed until after this period. Students are allowed to charge books and supplies against their financial aid at the bookstore on campus. Students may do so from the week before classes begin until the end of the fourth week of class.

**Financial Aid Repayment Policy.** When a student withdraws from school before completing the period of enrollment, federal regulations require that West Virginia University at Parkersburg determine whether any of the student's financial aid must be repaid to the various federal financial aid programs.

A student earns Title IV federal student aid based on the length of time he/she remained enrolled during an enrollment period. If the student has completed more than 60% of the enrollment period, all Title IV funds are considered earned, and no funds have to be repaid. If charges over and above the amount of retainable Title IV financial aid are not covered by other funds, West Virginia University at Parkersburg will bill the student to make up the difference.

A student owing a repayment to any federally sponsored student aid program cannot receive any federally supported student financial assistance for future enrollment periods until repayment arrangements have been made with either the West Virginia University at Parkersburg Business Office or the U.S. Department of Education.

**Ineligibility and Holds on Student Records.** Students in the following circumstances will have their records frozen and/or be ineligible to receive financial aid:

1. Students in default of student loans that were received while attending

West Virginia University at Parkersburg or any other educational institution that reports to the US Department of Education and the National Student Loan Data System.

2. Students who do not meet WVU Parkersburg's Standards for Satisfactory Academic Progress.
3. Students who owe a repayment on any federal aid program.
4. Students who have an outstanding bill with WVU Parkersburg.

## STANDARDS OF SATISFACTORY PROGRESS FOR FINANCIAL AID RECIPIENTS

**Satisfactory Academic Progress.** Students who receive financial aid from WVU Parkersburg must remain in good academic standing and must make satisfactory progress toward the completion of their academic goals. This policy applies to all students who apply to receive assistance from any federal or state financial aid program, as well as from any programs administered by the college that requires determination of academic progress for eligibility.

The federal government defines satisfactory academic progress as maintaining a minimum quantitative (hours attempted and completion rate) and qualitative (grade point average) standards. West Virginia University at Parkersburg's specific standards are as follows:

- a) **Grade Point Average** All students receiving financial aid must maintain a minimum of a 2.0 grade point average on a 4.0 scale.
- b) **Completion Rate** All students receiving financial aid must maintain a minimum 67% completion rate. This means a student must complete at least 67% of all credit hours attempted. Grades that will be counted towards attempted hours include F, W, FIW, I, and R. Any previous grades at WVU Parkersburg or other institutions will be included when calculating this rate.
- c) **Credit Hours** Students are also limited to the number of credit hours for which they can receive financial aid.

Eligible Certificates (CERT): Students are expected to complete their program within attempting 45 credit hours.

Two-Year Degrees (AAS, AA, or AS): Students are expected to complete their program within attempting 90 credit hours.

Four-Year Degrees (Bachelor's level): Students are expected to complete their program within attempting 180 credit hours.

**Financial Aid Warning and Suspension Process.** Maintenance of satisfactory academic progress will be monitored at the close of each semester, immediately after grades are processed and posted. Students who fail to meet one or more of the standards will be sent an email (to their assigned WVUP account), notifying them of their failure to meet the requirements to continue receiving financial aid. The email will contain a contract that the student has the opportunity to read, sign, and return to the Financial Aid Office in order to continue receiving financial aid on a semester-by-semester warning basis. The contract will state the terms that the student must meet to continue receiving financial aid based on their eligibility problem. This contract must be returned to the Financial Aid Office by the posted deadline which appears in red on the form. As long as the student successfully meets the terms of his or her financial aid agreement, then the student can continue to receive financial aid.

The first semester that a student on financial aid warning fails to meet the terms of his or her financial aid agreement, that student will be **SUSPENDED from receiving any further financial aid at WVU Parkersburg**. In order to regain eligibility for financial aid, the student would have to pay completely out of pocket for all expenses related to twelve (12) successfully passed credit hours or until he or she earned enough credits to meet the stated standards of satisfactory academic progress, whichever occurs first. There is no opportunity for appeal at this point.

**Scholarships.** First-year scholarships awarded by WVU Parkersburg are based primarily on academic achievement, potential or need; an applicant is not required to demonstrate financial need to apply. The Division of Student Services and the Scholarship Committee make decisions on the granting of first-year scholarships. Students must apply for admission and provide all necessary admissions documentation to be considered for scholarship.

To be eligible for a first-year college scholarship, the applicant must have completed no more than 24 hours of college credit or be a recent high school graduate with a 2.5 high school GPA or higher, or exhibit leadership or cultural talent. Significant scholarship funds for adult students based on the completion of an accredited equivalency exam, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC). Availability is on a first come, first served basis.

ACT scores are not required for first-year scholarship, but may be considered. Returning students may apply for scholarships beyond the first academic year by completing a WVU at Parkersburg Foundation Scholarship application, which may be obtained in the Foundation Office. The term of scholarship will be determined on a case-by-case basis, dependent upon funding.

Foundation scholarships and final approval of scholarship selection will be made

by the WVU at Parkersburg Foundation Scholarship Committee. For returning college students (i.e. those who have completed 12 or more WVU Parkersburg credit hours), the criteria will be a 3.2 cumulative grade point average. The cumulative grade point average used for this standard will be taken from the official WVU Parkersburg transcript, and all credits (including credits transferred in) will be considered. High school GPA and ACT scores will not be a factor in determining eligibility for returning college students. In cases where these criteria are not met, the Scholarship Committee may take into consideration other factors in awarding scholarships. The student may be asked to submit information to help the Scholarship Committee assess the student's potential.

All scholarships are awarded on a first come-first served basis at the decisions of the appropriate scholarship committee. Students will normally become ineligible for scholarships when the total cumulative credit hours reflected on their official WVU Parkersburg grade transcript exceeds 90 credit hours (for two-year degrees) or 180 credit hours (for bachelor's degrees).

To apply for a scholarship, first-time students must apply for admission and submit a completed high school transcript (or a partial transcript if the student is a graduating senior) to the Admissions Office by **April 1**. Students should also submit all required and supporting information to the Admissions Office by the April 1 deadline.

To apply for returning student scholarships, students must have completed and turned in the Foundation scholarship application by **April 1**. Additional information is available on the WVU at Parkersburg Foundation, Inc., web page at [foundation.wvup.edu](http://foundation.wvup.edu).

**Tuition Reciprocity for Ohio Residents.** Under terms of a tuition reciprocity agreement between WVU Parkersburg and Washington State Community College (Marietta, Ohio), special conditions apply for West Virginia and Ohio residents pursuing specific programs at the respective institutions. Contact the Admissions Office for additional information. Details are available at [www.wvup.edu/ohio](http://www.wvup.edu/ohio).

