FINANCIAL INFORMATION

Tuition

Tuition rates and payment deadlines are posted online at www.nvcc.edu/admissions/tuition (http://www.nvcc.edu/admissions/tuition/). Several payment options are available. Tuition payment entitles students to use the library, bookstore, food services, student lounge, and other facilities of the College except for parking. (See www.nvcc.edu/student-resources/parking (http://www.nvcc.edu/student-resources/parking/) for information about parking.) Students must pay for any school property that they damage or lose, such as laboratory or shop equipment, supplies, library books, and materials.

Some courses, such as physical education, may require non-College support services from other agencies and individuals. Costs for these additional charges are paid by students directly to the individual or agency providing the service.

Beginning with the Fall 2026 semester, Career and Technical Education (CTE) course-specific fees established by the Virginia Community College System (VCCS) will be charged per credit hour for selected courses. Please refer to the course list (https://www.vccs.edu/coursefees/) for details on which courses are subject to these fees. All tuition and most fees are approved by the State Board for Community Colleges, which has the authority to change any and all tuition and fees without prior notice.

Students who register in classes must pay their tuition in full or establish a payment plan by NOVA's published payment deadlines, which can be found at Payment Deadlines | Northern Virginia Community College.

In-State Tuition Eligibility

To be eligible for in-state tuition rates, students must be domiciled in Virginia for a minimum of one year before the first official day of classes. When students apply for in-state tuition, they should be prepared to present documentation to support their claim. See the following "Domicile Requirements" section for details.

To change one's tuition status from out-of-state to in-state the student must initiate the process by completing the "Domicile Determination Form" section of the Virginia Community College System Application for Admission Form (125-030), which can be obtained online at www.nvcc.edu/forms (http://www.nvcc.edu/forms/) or at any campus Student Services Center. It must be completed and returned to the Enrollment Services Office for review before the enrollment period begins for the semester in which the in-state charges will take effect.

The College reserves the right to collect the difference between in-state and out-of-state tuition charges when the wrong tuition rate is paid. The Enrollment Services Office on any campus can assist with questions concerning domicile status.

Domicile Requirements

All applicants for admission to Northern Virginia Community College are required by the Code of Virginia, 23-7.4, to complete the "Domicile Determination Form" section of the Application for Admission Form (125-030 (https://www.nvcc.edu/forms/pdf/125-030_pg3.pdf)).

To be eligible for in-state tuition, an individual must be domiciled in Virginia for a minimum of one year before the first official day of classes. Domicile is defined as an individual's "present, fixed home where you return following temporary absences and where you intend to stay indefinitely." In essence, domicile has two parts, and an individual must meet both to qualify for in-state tuition. The individual must reside in Virginia and must intend to keep this as his or her home indefinitely.

Regardless of other factors such as dependency, non-U.S. citizens on most temporary visas, in restricted classifications, or undocumented are not eligible to establish Virginia domicile or eligibility for in-state tuition. Students who are in the United States under Temporary Protected Status (TPS) are eligible to establish Virginia domicile.

In most cases, dependent students have the same domicile as their parents or legal guardian. Individuals are presumed to be a dependent of their parent or legal guardian if they are under the age of 24, unless they are a veteran or active duty member of the U.S. Armed Forces; are a graduate or professional student (beyond a bachelor's degree); are married; are a ward of the court or were a ward of the court until age 18; have no adoptive or legal guardian when both parents are deceased; have legal dependents other than a spouse; or are able to present clear and convincing evidence that they are financially self-sufficient. Children and the dependent spouse of a Virginia domiciliary may be eligible for in-state tuition. Additional documentation may be required.

Dependent children who are U.S. citizens may be eligible to establish Virginia domicile separate from their noncitizen parents. They must present clear and convincing evidence that they are domiciled in Virginia and must provide documentation of their citizenship.

The College may review many factors and documents when determining an individual's domicile, which includes but is not limited to the following:

- residence during the past year prior to the first day of the semester
- state to which income taxes are filed or paid
- driver's license
- motor vehicle registration
- voter registration
- employment
- property ownership
- sources of financial support
- other social or economic ties with Virginia and other states

However, the presence of any or all of these factors does not automatically result in Virginia domicile. The factors used to support a case for in-state tuition benefits must have existed for one year before the first official day of classes. Contact the Student Services Center at any campus for additional information. Students who have been denied in-state domicile status and wish to appeal should see the "Domicile/Tuition Appeal Process (https://www.nvcc.edu/admissions/tuition/appeal.html)" online or contact a Student Services Center.

Students classified as out-of-state who can provide clear and convincing evidence that they were eligible for Virginia domicile on the first day of class for a term may have their tuition status changed for the current term. Students should follow the institution's domicile appeal policy.

If a student's circumstances change after a semester has begun, the student may be eligible for reclassification of his/her tuition status. This reclassification shall be effective for the next academic semester or term (Fall, Spring, or Summer) following the date of the application for reclassification. Students should follow the institution's domicile appeal policy.

Changes that may occur later in one's residence, tax payment status, auto registration, etc., must be reported to a campus Enrollment Services

Office. Failure to report changes that could affect an individual's domicile and eligibility for in-state tuition could result in the College's billing the student for tuition due and/or taking disciplinary action against him or her.

Domicile Information for Military Families

The following is a summary of the State Council of Higher Education (SCHEV) for Virginia domicile guidelines, based on the Code of Virginia, 23-7.4, as they relate to active-duty military personnel, their spouses and dependents, who may not otherwise qualify for in-state tuition privileges. These guidelines are subject to annual legislative review and change; normally changes take effect on July 1 of each year. See a campus Enrollment Services Office for updated information and details.

Active-Duty Military Personnel (Service Members)

Any active-duty service members, activated guard or reservist members, or guard or reservist members mobilized or on temporary active orders for six months or more, that are either stationed or assigned by their military service to a work location in Virginia, and reside in Virginia, are eligible to pay tuition at the in-state rate. Such individuals must complete the In-state Tuition for Active-Duty Military and Dependents living in Virginia Form (125-115) and take it, along with the documents specified on the form, to a campus Enrollment Services Office to claim this benefit.

An active-duty military service member may qualify for a waiver of the one-year residency requirement by electing to establish domicile in Virginia. The one-year residency requirement will be waived only if all other conditions for establishing domicile are met, including, but not limited to, Virginia resident income taxes on all income (Leave/Earning Statement showing Virginia tax withheld), Virginia State of Legal Residence Certificate (DD 2058), Virginia driver's license, and Virginia vehicle registration. Copies of these documents must be provided by the student to claim eligibility for this waiver prior to the beginning of the semester/term for which in-state charges are requested.

In December 2016, Congress passed Public Law 114-315, which modifies 38 U.S.C. 3679(c). As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the resident rate:

- a Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill® - Active-Duty Program) or chapter 33 (Post-9/11 G.I. Bill) of title 38, United States Code, who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active-duty service of 90 days or more.
- anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal State of residence). Individuals using the Marine Gunnery Sergeant John David Fry Scholarship are no longer required to enroll within three years of the service member's death, and there is no longer a requirement that the deceased service member's death in the line of duty followed a period of active-duty service of 90 days or more.
- anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Public Law 117-68 amends Title 38 USC 3679(c)(2)(A) Chapter 35 recipients to the definitions of covered individuals to be charged in-state tuition effective August 1, 2022.

Military Spouses and Dependent Children

The dependents of an active-duty military person stationed in Virginia, the District of Columbia, or a state contiguous to Virginia, who reside in Virginia, are eligible for in-state tuition. Such individuals should complete the In-state Tuition for Active-Duty Military and Dependents Living in Virginia Form (125-115 (https://www.nvcc.edu/forms/pdf/125-115.pdf)) and take it, along with the documents specified on the form, to a campus Enrollment Services Center to claim this benefit.

Military Benefits

Active-Duty Tuition Assistance

The College participates in the Armed Forces Tuition Assistance (TA) program. Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100 percent for the tuition expenses of its members. If TA does not cover fees required by the College, the service member is responsible for paying the out-of-pocket fees. Each service has its own criteria for eligibility, obligated service, application processes, and restrictions. This money is usually paid directly to the institution by the individual services. For more information on using Tuition Assistance, students should contact their branch of service education office or NOVA's Military Services Office at militaryservices@nvcc.edu.

Reserves and National Guard Tuition Assistance

Members of the Selective Reserves are eligible for Tuition Assistance (TA). However, each of the Armed Forces determines how to administer their own Tuition Assistance. In addition, Virginia offers its National Guard service members state-funded education incentives based on state guidelines and eligibility. For more information on using Tuition Assistance, students should contact their branch of service education office or NOVA's Military Services Office at militaryservices@nvcc.edu.

Military Spouse Career Advancement Account (MyCAA)

NOVA remains committed to the education of military members and their spouses. NOVA is an approved school for the Military Spouse Career Advancement Accounts (MyCAA) program. MyCAA allows select military spouses to receive financial assistance for licenses, certificates, certifications, or associate degrees (excluding General Studies and Liberal Arts) necessary for gainful employment in high demand, high growth portable career fields. For more information, contact the Military Services Office at militaryservices@nvcc.edu.

Military Survivors and Dependents Education Program

Under the Military Survivors and Dependents Education Program, a child between the ages of 16 and 29, or spouse of a military service member killed, missing in action, taken prisoner, or at least 90 percent disabled may be eligible for education benefits. These benefits may

include full payment of tuition, fees, room and board, and books at any state-supported college or university in Virginia. The veteran must have been a Virginia citizen at the time he or she entered the military or must have been a Virginia citizen for at least five years prior to the surviving dependent's Application for Admission. The telephone number to the Virginia Department of Veteran Services is 804-225-2083.

Military Leave Policies

GI Bill® is a registered trademark of the U.S Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Webs site at http://www.benefits.va.gov/gibill *(*http://www.benefits.va.gov/gibill/*)."*

Public Law 117-328, which was signed on December 29, 2022, adds to Title 38 of the U.S. Code a new section, section 3691A "Withdrawal or leave of absence from certain education."

Specifically, 38 U.S.C. §3691A(a)(2)(B) provides that an educational institution may not take the following actions when a member receives orders for a period of service:

- Assigning the member a failing grade,
- Reducing the member's grade point average,
- Characterizing any member's absence(s) as unexcused, or
- Assessing a financial penalty on a member because of a withdrawal or leave of absence due to receiving orders for service.

Additionally, 38 U.S.C. §3691A(b) provides that an educational institution must take the following actions when a member withdraws due to receiving orders for a period of service:

- Refunding all tuition and fees paid for the academic term to the appropriate party. Please note that VA's interpretation of academic term is the term as reported to your State Approving Agency and VA.
- Refunding payments made by the student (or behalf of the student) to the institution for housing. Please note that in this instance the reference to housing is not the monthly housing allowance provided by the Post 9/11 GI Bill but rather housing costs such as dorm fees.

Finally, 38 U.S.C. §3691A(c) provides that an educational institution must take the following actions when a member takes a leave of absence from a course(s) due to receiving orders for a period of service:

- Assigning a grade of incomplete (or equivalent) for the course(s) during the term, and
- Providing the opportunity to complete the term after the period of service.

Veterans Benefits

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency (SAA). The SAA is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the SAA office via email at saa@dvs.virginia.gov.

Most College degree and certificate programs are approved for training-eligible servicepersons, veterans, and dependents. Additional information is available from the veteran's advisor on each campus.

Veterans and veterans' dependents may be eligible for educational benefits from the Department of Veterans Affairs. Students who wish to determine eligibility for veterans' benefits should contact the Department of Veterans Affairs. Once eligibility is determined, such individuals should contact their campus veterans' advisor each semester to complete the necessary forms to establish and maintain their eligibility for benefits. Full-time educational benefits are available to those registering for and maintaining 12 or more credits in degree program courses. Three-quarter-time benefits are paid for 9 to 11 credits and half-time benefits are paid for 6 to 8 credits per semester. Active-duty servicepersons and those registered for less than 6 credits are entitled to tuition reimbursement only. Certificate programs are measured differently for payment. Courses taken through NOVA Online and accelerated courses are also measured differently, per the Department of Veteran Affairs policy. See a campus veterans' advisor for details.

Students who receive educational benefits must report their enrollment each semester to the Office of Military and Veteran Services by completing the online Veteran Enrollment Report Form (VERF). The information will then be certified and reported to the Department of Veterans Affairs Regional Office. Any changes to a student's enrollment must also be reported by completing the online Veteran Adjustment Form to the Office of Military and Veteran Services. Changes include canceled classes, dropped classes, withdrawing from classes, adding classes, or any other type of change that may affect one's eligibility to receive benefits from the Department of Veterans Affairs. Excessive absences may result in the student's dismissal from the course and adjustment of benefits from the Department of Veterans Affairs. Any change in status must be reported to the Department of Veterans Affairs as soon as possible, but no more than 30 days after the change has been officially completed at the College. Students who are using veteran related benefits will be responsible for overpayment of Basic Allowance for housing (BAH), tuition, or book stipend due to not attending class(es) or any changes in enrollment.

Satisfactory Progress Policy for Recipients of Veterans Benefits

To be eligible for veterans' educational benefits, students must maintain satisfactory academic progress in accordance with Northern Virginia Community College standards.

Students will be reported to the Department of Veterans Affairs as making unsatisfactory progress if their cumulative GPA falls below the required level based on the following:

Regular Credits Attempted (A, B, C, D, F)	Minimum Cumulative GPA Requirement
13-23 credits	1.50
24-47 credits	1.75
48 or more credits	2.00

This standard will be applied each term. However, students who do not achieve the above minimum cumulative GPA requirement but do achieve a GPA of at least a 2.00 for the term being evaluated may be certified for that term as making satisfactory progress.

When a student's academic record does not meet the above standards, the student will be notified in writing/via email by the college school certifying official (SCO) that his/her next term will be "probationary." The student will be required to meet with an academic advisor to develop a written plan to indicate how he/she will successfully complete his or her educational objective and how he or she will satisfy the GPA requirement

for satisfactory progress toward graduation. This plan will be kept on file in the Veterans Office.

Those who do not meet the minimum cumulative GPA requirement or do not earn a minimum GPA of 2.00 for the probationary term will be reported to the Department of Veterans Affairs as making unsatisfactory progress. The student may be certified on a retroactive basis for the following term if he/she receives a minimum GPA of 2.00 for that semester. When the student's cumulative GPA meets or exceeds the minimum requirement, educational benefits will be restored on a regular basis.

If a student is subject to academic suspension, he/she must be reported to the Department of Veterans Affairs as making unsatisfactory progress. Benefits will not be resumed until the student is making satisfactory progress.

Questions regarding this policy should be addressed to the Office of Military and Veteran Services at militaryservices@nvcc.edu.

Survivors of Deceased Public Safety Officers of Virginia Tuition Benefits

The Code of Virginia (Sec. 23-7.1:01) provides tuition benefits for certain children and spouses of deceased public safety officers. A student may be eligible for free tuition at the College if his or her parent or spouse was killed in the line of duty while employed in Virginia as a Virginia law enforcement officer; firefighter; rescue squad member; agent of the Department of Alcoholic Beverage Control; state correctional, regional, or local jail officer; sheriff and deputy sheriff; or a member of the Virginia National Guard serving in the Virginia National Guard or the United States Armed Forces. Children must be between the ages of 16 and 25. For more information on eligibility requirements and application procedures, students may contact any campus Student Services Center.

Tuition Payment

Students who register in classes must pay their tuition in full or establish a payment plan by NOVA's published payment deadlines, which can be found at Payment Deadlines | Northern Virginia Community College.. If students register after the college established payment deadline date, they have until the next day to pay. Classes may be dropped if not paid for by the next day. However, students should not assume that they will be dropped automatically from classes for which they have not paid. It is the student's responsibility to drop all classes they do not want to take prior to the class census date. Students should confirm their schedule of classes before the census date to ensure their tuition costs are what they expect.

Tuition is payable online by credit card (Visa, MasterCard, or American Express) or e-check from the student center page in SIS via myNOVA. Tuition is also payable by cash, check, money order, NOVA's Tuition Payment Plan, third-party contract, or approved financial aid. The College accepts checks and money orders made out for the exact amount payable to the order of NOVA or NVCC. Checks made payable to the order of the College and the student are also accepted. Without exception, all checks or money orders must include the student's name and identification number. The College can also accept wire transfer of funds from a bank to pay tuition for the exact amount of the tuition and fees owed. Students must contact the Annandale campus business office for specific instructions.

NOVA charges a penalty fee to anyone whose check payment is dishonored. A dishonored check is any check returned for any reason. A dishonored credit card payment is one for which the College's account is debited. If a check is dishonored the student will be disqualified from paying by check until the original debt and penalty fee are paid.

Changes in Enrollment for Veterans

Changes in enrollment may result in overpayment of tuition and fees and/or Yellow Ribbon benefits. As a result, students may receive an automated notification from Veterans Affairs stating that the debt amount must be repaid and will be collected by the Debt Management Center. However, Veterans Affairs will instead collect these amounts from the college itself. NOVA may require students to pay any outstanding balance for tuition and fees. Students will still be responsible for repaying any debts associated with the monthly housing allowance and the books and supplies stipend to Veterans Affairs. If you have questions regarding overpayments and debts, contact militaryservices@nvcc.edu.

Delayed Payment Policy for Veterans

Northern Virginia Community College currently complies with the requirements of 38 USC 3679(e). The college will permit a covered individual that is entitled to education assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits to attend or participate in course of education during the period beginning on the date on which the individual provides to education institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33. To ensure proper on-boarding, the college requires student veterans provide one of the following to protect classes/enrollment being dropped due to non-payment: the student veteran or family member must report to the nearest campus veterans office to submit ONLINE VERF (veteran enrollment reporting form), COE (certificate of eligibility) or statement of benefits from the e-benefits website or for chapter 31 authorization. Veteran case manager must send the benefit authorization to the Office of Military Services via Tungsten Portal. This will ensure veterans are processed and classes are protected until VA sends tuition payment to the college. Without following the necessary steps this can cause delay in processing benefits in a timely manner.

The above policy and steps, ensures the College will not impose any penalty, such as late fees, denial of access to classes, libraries, or other institutional facilities or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Tuition Refunds

Tuition refunds are not automatic except when the College cancels courses.

Students may be eligible for a tuition refund under some rare circumstances. To request a refund, students should review the section entitled Special Circumstances on the tuition refunds page on NOVA's website at www.nvcc.edu/admissions/tuition/refunds (http://www.nvcc.edu/admissions/tuition/refunds/).

Prorated Refund Policy

All approved refund exceptions are prorated except in the case of military transfer or death of the student.

Proration of refund exceptions are as follows:

- during first 25% of class completion = 100%
- during 26% to 50% of class completion = 50%
- after 51% of the class has been completed = 0%

Veteran Refund Policy

If a student using veterans' benefits cannot complete a course (i.e., if the course is discontinued or the student withdraws), the unused portion of the tuition and/or fees paid by the student or Veterans Affairs will be refunded. The exact amount of the refund will be determined based on the class census date or once Veterans Affairs requests a return of tuition. Students will be responsible for returning tuition to Veterans Affairs if classes are dropped after the census date.

Students may request refunds through NOVA's business office. Refunds will be processed once all necessary paperwork is processed for Department of Veterans Affairs and will be sent in the form of payment the student used to pay for the class (i.e., check, credit card, etc.).

Students may be eligible for an exception to college policy regarding tuition debt under special circumstances.

Students will receive a refund or incur no debt if:

- the student drops a class before the session's census date (see NOVA's Academic Calendar or Schedule of Classes), or
- the class is canceled by the College.

If a student replaces the dropped or canceled class with another class for a different number of credits, the student may be entitled to a refund if the new class carries fewer credits. The student may also owe NOVA money if the new class carries more credits.

Fees, Charges, and Expenses

Books and Supplies

Students are expected to obtain their own books, supplies, and consumable materials needed in their studies. A bookstore is located on each campus. Textbooks may be purchased new, used, or rented (selected titles only) from the store or online. Check the bookstore website at http://nvcc.bncollege.com for each campus bookstore's hours of operation.

NOVA All Access is automatically applied when you register for classes, and a fee of $22.50 per credit hour is charged to your student account unless you take action to opt out. This charge is billed alongside your tuition and other fees, creating a financial obligation for course materials you may not need or want. Students who do not wish to incur this additional cost must opt out of the NOVA All Access program within the designated timeframe to ensure the fee is removed from their account. To determine whether the program is appropriate for you—and to avoid being charged—review the opt#out information at NOVA All Access | Northern Virginia Community College (https://www.nvcc.edu/academics/bookstore/all-access.html).

Students with pending financial aid that covers their tuition and fees may be able to use their excess financial aid to purchase books, supplies, or a laptop through the NOVA bookstore. Please visit https://www.nvcc.edu/admissions/financialaid/policies/charge-books.html for details.

Library Charges

Library patrons are responsible for the replacement cost of any item they lose. Payments for lost materials are not refundable. This nonrefundable rule also applies to fines and replacement costs charged for materials borrowed from other libraries with a NOVACard Student ID.

Because access to high-demand reserve materials is critical, the College libraries charge fines for overdue reserve materials. Patrons returning regular reserve materials late will be charged a fine of $2.00 per day. Patrons returning timed reserve materials late will be charged a fine of $2.00 per hour. Timed reserve materials are those with specific time limits on their use in the Library. The maximum fine for late return of reserve materials is $80.00.

Patrons with overdue circulating or reserve items will not be able to check out additional materials until all overdue items are returned and fines paid. Continued enrollment and the release of transcripts will be prevented if overdue items are not returned.

Parking Fees

Any student, full- or part-time, who wishes to park a vehicle in the student parking lots on any campus during any semester, including Summer, must purchase a valid parking permit. Students are not required to have a permit or purchase hourly parking while parked in a student lot after 3:45 p.m. on weekdays or anytime on weekends. Hourly pay parking is also available at all campuses for those who do not have a current permit.

Permits are available for purchase beginning May 1 for the Summer, August 1 for the Fall Semester, and December 1 for the Spring Semester. Students may purchase student parking permits online through the parking services website at www.nvcc.edu/parking (http://www.nvcc.edu/parking/). Parking Services utilizes a virtual permit system where license plates act as a permit. The license plate(s) provided when purchasing a permit will serve as the credentials needed while parking on campus. No physical permit needs to be displayed, and permits are active immediately after purchase. The cost of a parking permit and hourly parking rates are specified on the parking website.

Parking enforcement on student lots will begin at 6 a.m. Monday through Friday following the end of the schedule adjustment period. Campus signage will indicate specific dates. Parking regulations are enforceable 24 hours per day, seven days per week.

Questions regarding parking on campus can be directed to the Parking Services Office or by emailing parking@nvcc.edu.

Graduation

There is no fee for graduation. However, students are required to purchase academic regalia, available at the campus bookstores, if they wish to participate in the Commencement ceremony. See "Participation in the Commencement Ceremony" section under the "Academic Policies and Information (https://catalog.nvcc.edu/academic-policies-information/)" for more information.

Nonpayment of Debts

Continued attendance at NOVA is dependent upon proper settlement of all debts owed to the institution. Should a student fail to satisfy all due and payable amounts for tuition and fees, college loans, college fines, or other debts owed the college, the student may be suspended. No student shall be allowed to register in any succeeding semester until all current debts owed to the college have been satisfied or the student is enrolled in a past-due payment plan and current on all scheduled payments. An exception will be granted when a debt-owing student registers under a third-party contract arrangement. If the third-party is responsible for the

tuition payment under the contract, the named students on the contract may register even if individual debts to the college are outstanding.

Any student who owes $500 or more to any individual college in the VCCS will not be allowed to register at another college in the VCCS until their debt is satisfied. An exception to this policy will be granted when a debt owing student is enrolled and active in a past-due payment plan or has a third-party contract arrangement. If the third-party is responsible for the tuition payment under the contract, the named students on the contract may register even if individual debts to any college in the VCCS are outstanding.

In addition, the College reserves the right to pursue payment through debt collection services and other lawful means. Debtors are subject to late fees and collection costs.

Financial Aid Information

NOVA strives to ensure that no one is denied the opportunity to attend the College for financial reasons. Financial aid programs offer various funds to help students pay for college.

Financial aid representatives at each campus and the College Financial Aid Office provide information about financial aid programs, application procedures, and eligibility requirements. Applications, forms, and information are posted on the office's website at www.nvcc.edu/financialaid (http://www.nvcc.edu/financialaid/).

Applications for need-based financial aid begin with filing the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa (https://studentaid.gov/h/apply-for-aid/fafsa/). The Free Application for Federal Student Aid (FAFSA) for the upcoming fall can be submitted starting October 1 each year. Applications should be completed several months in advance of the semester for which assistance is needed. Applicants for all aid programs, including loans and work study, must file the FAFSA. Completed applications received by May 1st for Fall, October 1st for Spring, and April 1st for Summer will receive priority consideration. FAFSA applications for the upcoming fall can be submitted starting October 1 each year.

Additional information on scholarships, grants, loans, and on-campus employment, as well as information about financial aid policies pertaining to class attendance, recalculation of awards, satisfactory academic progress, and repayment of funds, can be found at https://www.nvcc.edu/admissions/financialaid/index.html (https://www.nvcc.edu/admissions/financialaid/).

NOVA Financial Aid Satisfactory Progress Standards

Federal regulations mandate that students receiving federal financial aid must maintain satisfactory academic progress (SAP) according to the standards set by NOVA and the federal government. These requirements apply to all terms of enrollment, regardless of whether aid was awarded or received. At NOVA, satisfactory academic progress (SAP) standards also apply to nonfederal aid, including state funds, institutional funds, and foundation scholarships. Progress is measured throughout the academic program based on the student's cumulative grade point average (Qualitative) and the percentage of credits earned versus those attempted (Quantitative or Pace of Completion). Additionally, students must complete their programs of study before attempting 150% of the credits required to complete the program.

The College Financial Aid Office will evaluate satisfactory academic progress before awarding aid and again at the end of every term after grades have been posted, starting with the first term of enrollment.

Although some career studies certificate programs are ineligible for student financial aid, the credits earned in these programs will count toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

Financial Aid Status

Financial Aid Good Standing (GS)

Students who meet all aspects of the satisfactory academic progress policy or successfully follow a designated academic progress plan are in good standing.

Financial Aid Warning Status (WS)

Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150 percent of the credits required for their programs of study) will be automatically placed in a warning status for one term and are expected to meet SAP requirements by the end of that term. Students who fail to meet SAP requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility. Students who attempt at least half-time status and fail or withdraw from all classes can immediately be placed on financial aid suspension status without being given a warning semester.

Financial Aid Probation Status (PS)

Students who successfully appeal financial aid suspension are placed in probation status (PS). Students in probation status are eligible to receive financial aid for one semester, after which they MUST be in good standing (GS) or meeting the requirements of an academic progress plan that was preapproved by the College Financial Aid Office. (See "Financial Aid Appeals (p. 7)" for additional information.)

Financial Aid Suspension Status (SS)

Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, who fail to meet the requirements of their preapproved academic progress plan, or who are flagged by the Department of Education for having unusual enrollment history with no recent academic success at NOVA will be placed in suspension status (SS). Students in suspension status are not eligible to receive financial aid unless an appeal and academic plan are submitted and approved.

Academic Suspension (AS)

Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for satisfactory academic progress. Academic status will be noted on registration records; financial aid status will be noted on financial aid screens in the Student Information System (myNOVA portal). Any student suspended from NOVA for academic or behavioral reasons is automatically ineligible for financial aid.

Evaluating Progress

Quantitative Standards or Pace of Completion

Completion Rate (67 Percent Rule): Students must, at a minimum, receive satisfactory grades in 67 percent of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at NOVA are included (except audits, which must be entered as such by the class census date). All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a

student is enrolled at the College. Satisfactory grades at the College consist of "A," "B," "C," "D," "P," or "S." **note**: Federal student loan borrowers must meet satisfactory academic progress requirements at the point of loan certification and again prior to the disbursement of any loan proceeds.

Maximum Hours (150 Percent Rule): In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150 percent of the credits required for that program. Developmental and ESL coursework are excluded in this calculation. Attempted credits from all enrollment periods at the College, along with all applicable transfer credits, are counted, regardless of whether the student received financial aid for those terms.

Transfer Students: In order to properly calculate satisfactory academic progress, transfer students who apply for financial aid are to request official transcripts from all other colleges attended. Visit https://www.nvcc.edu/cro/transfercredit/index.html (https://www.nvcc.edu/cro/transfercredit/) to learn more about having your transcript(s) evaluated by the College Records Office for transfer credit. Credits officially accepted in transfer will be counted in the 67% rule and in determining the maximum number of allowable semester credit hours for financial aid eligibility. The College has the option to put an individual transfer student directly in financial aid warning status (WS) or suspension status (SS) immediately upon evaluation for financial aid if academic history at previous colleges indicates a pattern of unsuccessful academic work.

Second Degree Students: Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted if the student changes programs or attempts a second degree or certificate.

ESL and Developmental Studies: Students may receive financial aid for a maximum of 30 semester hours of developmental studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are not limited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.

Additional Considerations for Quantitative or Pace of Completion Standards

- Withdrawal ("W") grades that are recorded on the student's permanent academic transcript will be included as credits attempted and will have an adverse effect on the student's ability to meet the requirements of the completion rate for financial aid.
- Incomplete ("I") grades: Courses that are assigned an Incomplete are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- Repeated courses enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed, but repeating courses adversely affects the student's ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade, but for only one additional attempt, provided the student does not exceed the 150% maximum requirement or the program's completion requirements.

Qualitative Standards

Cumulative GPA Requirements (GPA Rule): In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements based on a progressive scale. Only nonremedial courses with grades of "A," "B," "C," "D," and "F" are included in this calculation. Transfer credits are excluded from GPA evaluation. In order to graduate, a minimum cumulative grade point average of 2.0 is required.

Total Number of Credits Attempted	GPA Requirement
1-15	1.50
16-30	1.75
31 or more	2.00

Regaining Eligibility for Financial Aid

Students who do not meet the credit progression requirements (Quantitative or Pace of Completion) and/or cumulative grade point average requirements (Qualitative) will be immediately ineligible for financial aid. Being ineligible for financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.

Unless extenuating circumstances exist and an appeal approval is granted (see "Financial Aid Appeals"), a student on financial aid suspension should expect to continue classes at their own expense until they meet satisfactory academic progress requirements.

Satisfactory Academic Progress will be checked at the end of each term and can be updated accordingly as long as a current FAFSA is on file. If standards are met, eligibility is regained for subsequent terms of enrollment in the academic year. Students should consult their campus financial aid advisors for assistance in appealing or to determine how to regain eligibility for financial aid.

Financial Aid Appeals

Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid suspension. Students must clearly state what caused the suspension and must also clearly indicate what has changed that will now allow the student to succeed. Appeals are encouraged in the following cases:

- the student has experienced extenuating circumstances (for example, the student's serious illness or accident; death, accident, or serious illness in the immediate family; other mitigating circumstances).
- the student has successfully completed one degree and is attempting another.
- the student on suspension for other than Maximum Hours (150 percent), who has not yet met SAP requirements, has enrolled during SAP suspension and successfully completed at least 12 semester credits at the College with no D, F, W, U, X, R or I grades.

Students appealing a suspension must:

1. View the following video: https://nova.get-counseling.com/session/understanding-satisfactory-academic-progress-sap-and-financial-aid-sap-appeal-process-16 (https://nova.get-counseling.com/session/understanding-satisfactory-academic-progress-sap-and-financial-aid-sap-appeal-process-16/).
2. Download the appeal form available upon completion of the video.
3. Compose a signed and dated statement that includes a detailed description of the circumstances that caused the student to fail the SAP requirements and a description of what has changed that will allow the student to succeed academically going forward.
4. Review their Advisement Report in the myNOVA Student Information System (SIS) and attach a copy of the Advisement Report to the appeal. A tutorial for accessing the Advisement Report is available

at https://www.nvcc.edu/novaconnect/students/tuts/advising/report.html.

5. If appealing SAP due to not meeting the minimum GPA or 67% completion rate requirement, include appropriate and thorough documentation to support the claim of extenuating circumstances.
6. Submit the completed SAP appeal form, typed statement, supporting documentation, and Advisement Report all at one time to the Financial Aid Office. Incomplete appeals will be denied.
7. **Appeals must be submitted before November 1 for Fall, April 1 for Spring, or July 1 for Summer or prior to the last date of attendance in the semester the student is appealing reinstatement of aid (if earlier). Appeals submitted after these dates will automatically be reviewed for the following term.**

Only complete appeal submissions, with documentation, will be evaluated by the Financial Aid Office. The decision is final. Depending on the circumstances, the student could be required to complete additional requirements (for example, see a career or another type of advisor, meet with an advisor to develop an academic progress plan for completion, limit enrollment, etc.) before an appeal is granted. The goal is to help the student get back on track for graduation. The reasonableness of the student's ability for improvement to again meet SAP standards and complete the student's program of study will be carefully considered. Appeals will be approved or denied. Students who have appeals approved will be in probationary status for the coming term. During probationary status, all attempted credits must be successfully completed with at least "C" or "S" grades, and any additional requirements of probation must be met, or the student will return to suspension. If an academic progress plan has been preapproved by financial aid, continuing to meet the requirements of that plan will put the student back into good standing.

Scholarships

Private citizens, businesses, nonprofit institutions, and associations have generously donated scholarship funds for students. Recipients are selected by the NOVA Scholarship Committee or a campus committee. Most scholarships require that students provide a statement of financial need by completing the Free Application for Federal Student Aid (FAFSA): some scholarships are field or career related and do not stipulate financial need as a requirement. Campus Financial Aid Offices and the financial aid website provide information about the current availability of individual scholarships as well as application materials. The NOVA Educational Foundation publishes a list of available scholarships with their general criteria and deadlines. Scholarship information and the online application can be found on the College website by searching for "Scholarships."