



VIRGINIA
WESLEYAN
UNIVERSITY

Office of Finance
&
Administration
2023 Fall & 2024
Spring Information
& Checklist

Welcome Marlins!

The Office of Finance & Administration would like to welcome all of our new Marlins and welcome back to our returning Marlins! We hope everyone is having a great summer and we are excited to see you on campus in August! We have prepared some information that should answer most, if not all of your questions regarding your student account and our billing processes. Our office is here to help make this journey as smooth as possible, please don't hesitate to contact us with any questions regarding your student account.

Billing Information

- ❖ In an effort to **Go Green**, we are no longer mailing out statements. We will generate statement notices periodically that will be sent to your VWU email address and to the email address of your Authorized User(s).
- ❖ Be sure to set up your Authorized User(s) on the Bill Payment site. Authorized User's link to sign into Bill Payment is:
https://secure.touchnet.net/C23516_tsa/web/login.jsp
- ❖ Be sure to update your FERPA (Family Educational Rights & Privacy Act). If your FERPA is not submitted, we can not discuss your student account with anyone. The FERPA form can be found on WebAdvisor.

Billing Information

❖ When are payments due?

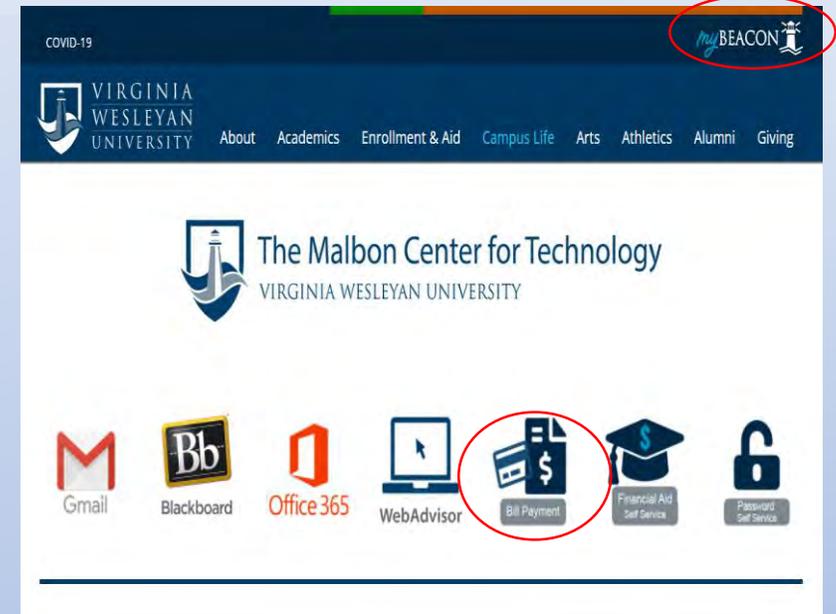
- ❖ Fall Tuition is due **August 4, 2023**
- ❖ January Term is due **December 15, 2023**
- ❖ Spring Tuition is due **December 15, 2023**

❖ How can I pay my bill?

- ❖ Preferred method of payment is e-check or credit/debit card (with a 2.85% convenience fee)

via My Beacon > *Bill Payment*, which can be accessed via <https://www.vwu.edu/mybeacon.php>

- ❖ *If payment in full by the said due date is not an option, you must enroll into one of our payment plans.*



Billing Information

- ❖ **Prior to paying in full or setting up a payment plan, please be sure to finalize the following:**
 - ❖ Accept all your awards and loans.
 - ❖ Waive or enroll into the school's student health insurance. To waive or enroll click <https://rcmdstudentbenefits.com/vwu/>.
 - ❖ Do you need to purchase a car decal? The link below will provide you general vehicle regulations and parking information. <https://www.vwu.edu/campus-security/traffic-and-parking.php>.
(This charge will not post to the Student Account until the decal has been picked up.)
 - ❖ Commuters – do you need to purchase a commuter meal plan? If so the link below will provide the commuter meal plan information. <https://www.vwu.edu/about/campus-offices/finance-and-administration/meal-plan-upgrade-and-commuter-meal-plan.php>

Billing Information

- ❖ You can view a “real-time” statement by clicking the “View On Demand Statement” tab while in Bill Payment.

The screenshot displays a user interface for a student account. At the top, there is a header for 'Student Account' with a redacted ID number. Below this, the 'Balance' is listed as '\$1,205.00'. There are two buttons: 'View Activity' and 'Make Payment'. A 'Statements' section contains an information icon and a text prompt: 'Click the button to view your current account balance and details.' A button labeled 'View On Demand Statement' is circled in red.

Student Account	ID: [REDACTED]
Balance	\$1,205.00
View Activity Make Payment	
Statements	
 Click the button to view your current account balance and details.	View On Demand Statement

Billing Information

❖ Payment Plans

- ❖ We offer 2 different plans per semester (5 & 4 month plans).
- ❖ All plans are interest free, with a \$50.00 set up fee per semester.
However, if you enroll into a plan with automatic monthly drafts (from a checking or to a credit/debit card), the set up fee of \$50.00 will be waived!
- ❖ *Be sure to add parents or guardians as an authorized user on the account*
- ❖ Fall Payment Plan Installments Dates are:
July 10th, August 10th, September 10th, October 10th & November 10th
- ❖ Spring Payment Plan Installment Dates are:
December 10th, January 10th, February 10th, March 10th & April 10th
- ❖ There is a \$25.00 late fee if the payment is more than 5 days late.

Health Insurance

- ❖ **VWU requires all students to have health insurance coverage.**
 - ❖ The University offers a student accident/sickness policy for \$2,750.00 per year, which is automatically billed to the student account.
 - ❖ If you already have health insurance coverage you **MUST** complete the insurance waiver prior to August 31, 2023.
 - ❖ If you wish to enroll into the health insurance plan, do so as soon as possible and coverage can start as early as August 1, 2023.
 - ❖ Failure to waive or enroll will result in an automatic enrollment into the plan and the amount of \$2,750.00 will remain on your student account.
 - ❖ Please take action on this matter prior to August 31, 2023!

<https://rcmdstudentbenefits.com/vwu/>

Tuition Insurance & Renter's Insurance

- ❖ Tuition insurance is offered through GradGuard. The link below will provide you more information.
- ❖ Renter's Insurance is also suggested.
- ❖ <https://www.vwu.edu/about/campus-offices/finance-and-administration/tuition-insurance.php>

Meal Plans

- ❖ All students living on campus will automatically be placed on a meal plan that is associated with the housing assignment.
- ❖ Commuter students have the option to purchase a commuter meal plan. We offer a 40, 60 or 80 meal plan per semester.
- ❖ All meal plans are semester based and include Bonus Points (BPs). BPs can be used to purchase additional meals or snacks at the Boyd Dining Hall, Harbor Grill or Coastal Market. BPs cannot be increased and any unused points are forfeited at the end of each semester.
- ❖ Should you run out of meals, additional funds can be added to your Marlin \$ account, which is associated with the Student ID Card.

Meal Plans

❖ The link below will provide you additional details on meal plans:

<https://www.vwu.edu/enrollment-aid/financial-aid/room-and-board.php>

❖ If you wish to upgrade your meal plan or to purchase a commuter meal plan, please go to the following link:

<https://www.vwu.edu/about/campus-offices/finance-and-administration/meal-plan-upgrade-and-commuter-meal-plan.php>

Marlin \$

- ❖ The Marlin \$ program is an optional debit account for use on campus. Students benefit from the flexibility, convenience and security of using their Student ID Card for purchases on campus in place of cash. Purchases are electronically deducted from the account and the remaining balance is displayed after each transaction.
- ❖ Marlin \$'s can be used in the Scribner University Store, Harbor Grill, Coastal Market, Boyd Dining Hall and VWU Online Bookstore.

Marlin \$

- ❖ Funds can be added by cash or check in the Office of Finance, transferred from your financial aid credit or by a credit card online. To transfer funds your available credit, if applicable, or to make a credit card towards the Marlin \$ use the following link:
<https://www.vwu.edu/about/campus-offices/finance-and-administration/marlin-card.php>
- ❖ Please allow 24 business hours for the funds to be applied.
- ❖ Should you have funds remaining on your Marlin Card once you graduate, the funds will be refunded back to the student account.

Withdrawal Refund Policy

- ❖ The date the student officially notifies the Registrar's Office of the withdrawal is the official date used to determine any financial adjustments. Tuition and mandatory fees are reduced according to the withdrawal schedule below.

Fall 2023		Spring 2024
If withdrawal occurs:	Refund (Tuition, Room & Board)	If withdrawal occurs:
Before August 24, 2023	100%	Before January 28, 2024
Aug 24 – 30, 2023	90%	Jan 29 – Feb 4, 2024
Aug 31 – Sept 6, 2023	50%	Feb 5 – Feb 11, 2024
Sept 7- Sept 13, 2023	25%	Feb 12 – Feb 18, 2024
After September 13, 2023	No Refund	After February 18, 2024

Withdrawal Refund Policy

- ❖ Financial aid adjustments will be completed based on the Department of Ed regulations.
- ❖ If federal aid has been received, it will be returned to the lender based on the length of time you attended classes.
- ❖ ***Be advised that the return of aid may create a balance. If a refund was processed prior to the withdrawal, you would be responsible for returning those funds to the University.***
- ❖ After 60% of the semester, all federal aid is considered “earned” and no adjustments will be made. Contact Financial Aid for specific dates.
- ❖ An administrative fee of \$100.00 will be accessed for withdrawals.

Other Factors to think about...

- ❖ 0.0 GPA ~ This will have an effect on your financial aid, as required by federal regulations. Students who do not earn credits in a given semester may not have earned all of their financial aid. Therefore, aid will be re-calculated based on their term in attendance. Any adjustments made, could result in a balance owed to the institution.
- ❖ Refund checks will be processed once all aid has been applied to your account. Financial Aid will start posting aid approximately two weeks after drop/add. Check your Bill Payment site to determine if you have a refund. If so, you can submit your refund request by using the following link: <https://www.vwu.edu/about/campus-offices/finance-and-administration/request-a-refund.php>

Other Factors to think about...

- ❖ The DAY rate of tuition is a flat rate of \$18,005.00 (course fees may vary).
- ❖ Should you drop a course prior to drop/add it is important that you still maintain a fulltime status of at least 12 credit hours. Dropping below 12 credit hours (prior to drop/add) will impact your financial aid significantly.
- ❖ There is a difference between dropping a class and withdrawing. It is important to discuss a drop with either: The Registrar's Office, your advisor, The Financial Aid Office, The Office of Finance or your coach, if applicable.

Student Financial Responsibility Agreement

- ❖ The Student Financial Responsibility Agreement form (SFRA) acknowledges that the student accepts full responsibility for tuition and fees and other associated costs assessed as a result of registration and/or receipt of services. Acceptance of these terms constitutes a promissory note agreement to pay your financial obligation. <https://www.vwu.edu/about/campus-offices/finance-and-administration/disclosure-tuition-and-fees-form.php>
- ❖ If the student is 18 years of age or older, they must sign the form.
- ❖ **The SFRA must be completed prior to the start of each academic year.**

Final Checklist

- Have you accepted your awards, completed your Entrance Counseling and signed your Master Promissory Note for your Federal Loans? If you don't see your loans/scholarships on your account, contact Financial Aid.
- Send all outside scholarships to Financial Aid.
- Have you waived or enrolled in the health insurance? (Deadline is 8/31)
- Did you review the University's withdrawal/refund policy?
- Did you complete the SFRA? (Deadline is 8/15/23)
- Tuition DUE DATE is AUGUST 4, 2023. Either have your account paid in full OR be enrolled into a payment plan.**
- Set up authorized users in Bill Payment*
- Completed your FERPA Agreement
- To avoid an interruption in your arrival to campus, all of the above must be completed.**

Questions... Don't hesitate to call or email, we are here to help!

❖ Office of Finance & Administration

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Hours of Operation: Monday – Friday 8:30AM to 4:30PM

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