

FVSU Student Financial Services Policies and Procedures



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A State and Land Grant University
University System of Georgia

Mission and Vision of the University

Mission

The mission of The Fort Valley State University is to advance the cause of education with emphasis upon fulfilling commitments that our community members have undertaken collectively. As an institution of the University System of Georgia, Fort Valley State University naturally embraces the principles articulated by the Core Mission Statement for State Universities as approved by the Board of Regents of the University System of Georgia. The university's primary commitments include, among others, enhancement of teacher training programs grounded upon a liberal arts foundation, as reflective of over 110 years of experience and tradition. Additionally, the university recognizes with great pride and desires to further its responsibilities as Georgia's only 1890 Land Grant institution by offering programming excellence in agriculture, agribusiness, Family Sciences, extension, and military science, and leadership, as well as to further its traditions of excellence in programs in the liberal arts and humanities, social sciences, and natural and physical sciences.

Vision

The vision of the Fort Valley State University community centers upon its commitment to illuminate the rich heritage, influence, and educational opportunities inherent in the historically black college and university experience in a manner that applies and adapts that experience successfully for a diverse twenty-first century.

Mission of Student Financial Services

The primary mission of the Student Financial Services Office is to support the University's educational goals through the accurate assessment of student tuition and fees; collection and receipting of University funds; timely disbursement of student refunds; and, to provide an appropriate service support system for the staff and faculty.

Banner Web

Banner Web gives students at Fort Valley State University the ability to access their personal, academic, and financial via the internet. Students are able to view grades, transcripts, schedules, holds, account balances, financial aid information and much more.

Student Account Suite

The Student Account Suite gives students electronic access to their FVSU financial records. They can view account transactions, submit payments, and view payment histories, and billing statements. They can also assign authorized users access to view their bill and submit payments online.

FVSU Marketplace

The Purpose of the FVSU Marketplace is to provide a secure, Payment Card Industry (PCI) Compliant electronic payment processing system for campus events. The mall is structured as an on-line merchant featuring individual storefronts plus broad categories designed to direct the consumer to the desired products or services. The stores and products may also be linked to an existing web page and are fully customizable to the needs of each department or event coordinator.

Office Hours

The Cashier's Office is open from 8:15 am to 4:30 pm Monday through Friday. It closes at 2:00 pm on the last day of the month, or on the last Friday of the month if the last day is during the weekend. Student Financial Services Administrative offices are open from 8:00 am to 5:00 pm Monday through Friday.

Tuition and Fees

Tuition and fee rates are established by the University System of Georgia Board of Regents. Current tuition schedules with an explanation of tuition and mandatory fees are available online.

E-rate:

All fully online classes (W sections) are charged a rate of \$189 per credit hour for FVSU online and Georgia On My Line, \$169 per credit hour for eCore and \$250 per credit hour for eMajor for undergraduates and \$219 per credit hour for graduate students.

- Out-of-state students pay the same as in-state students ***for fully online classes only***.
- All students are required to pay the Institution and Student Center Fees.
- Student financial aid will cover the online tuition rate since it is an approved regular tuition.

Tuition and fees are due and payable upon registration. **Students are not officially enrolled until tuition and fees have been paid for a given semester.** Students who take advantage of registration during the semester may receive billing notices by email.

Payment of Tuition and Fees

To Pay Via Charge Card or Electronic Check:

Use the Student Account Suite at www.fvsu.edu. Select Quick Links. Select Pay Online. Log in using the student ID number and Banner Web password.

To Pay With Cash, Money Order, Cashier's Check, Personal Check:

Visit the Cashier's Office with your FVSU Student ID card during normal business hours. If you do not have an FVSU ID, you may present a state ID, military ID, or passport.

To Use a Payment Plan:

Visit <http://www.mycollegepaymentplan.com/fortvalley> for current plan information. To enroll, log in to Banner Web and select Student Services, Student Account, eCashier flexible Payment Plan. Financial Aid that appears in the Authorized Financial Aid section on the Account Detail for Term page will be taken into consideration when completing an agreement for the Flexible Payment Plan.

To Use a Third Party:

Review the Third Party Billing guidelines for more information.

FVSU Identification Card

FVSU ID Cards are available and required for all current students, faculty and staff. All students are required to carry their FVSU ID Card at all times. An FVSU ID Card is required for use in the library, computer labs, dining halls, entrance to sporting events and other campus services. The ID Card also allows student access to the residence halls for students living in their respective halls. Replacement cards are \$25.00 each.

Higher University Card

The FVSU Higher University Account is the university's means of issuing refunds to students. New students who complete course registration will receive a *Higher University Debit Card* sent to the mailing address on file. This *Higher University Debit Card* is needed to select a refund preference that is used for refund disbursements. Students can have refunds deposited onto the *Higher University Debit Card* or sent to an existing checking or savings account. Students must activate their *Higher University Debit Card* cards only once. Students should verify their mailing address via Banner Web and complete any updates online or in the Office of the Registrar. Visit www.myonemoney.com for more information.

Parking Decals

The Fort Valley State University Campus Police Department is committed to the safety of students, faculty, staff and visitors. Therefore, all vehicles on the FVSU Campus must display a current parking permit. Visitors must stop by the main office in Carnegie Hall for a temporary parking permit to have access to the campus. Until a current parking permit has been purchased vehicles are not be permitted on campus. Parking decals for students, faculty and staff can be purchased in the Cashier's Office, Room 230 Troup Administration Building. All students, faculty, staff and visitors must park in the zone designated on their parking permit to avoid receiving a ticket.

Prices for Parking Decals:

- Reserved ~ \$150.00 per year
- Faculty/Staff ~ \$100.00 per year
- Students ~ \$50.00 per year
- Visitors – temporary parking permit
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Visit the Department of Campus Police and Safety website for additional information

Bookstore Purchases

Students can purchase books from the university bookstore using financial aid funds during the first four weeks of each semester. Access the Additional Charges form from the Account Detail for Term page in Banner Web. Submit the completed form to Ecashier@fvsu.edu from the FVSU wildcat email account of the student requesting the transfer of funds to the bookstore. Prices and bookstore hours are available at www.fvsushop.com.

Account Holds

An Accounts Receivable hold is placed on your account if you have an amount due to the university. The hold will prevent you from receiving services including accessing grades, registering for another semester, ordering a transcript and receiving your diploma.

Perkins Loans

Perkins Loan is a federal loan that is a need-based loan awarded to students who have exhausted all other means of financial aid. Repayment begins 9 months after graduation, upon withdrawal from the university, or when a student is no longer enrolled at least half-time. Interest accrues at 5% annual during repayment. The minimum monthly payment for a Perkins Loan is \$40.00. Late fees are assessed on past due payments. Your loan balance and repayment history are reported monthly to National Credit Bureaus in accordance with federal regulations.

After a student is awarded a Perkins Loan, a master promissory note must be completed. To execute a Perkins master promissory note, go to [ipromise.campuspartners.com]. A properly executed promissory note is required before the loan is disbursed. You will need your FAFSA pin number to complete your promissory note. If you have misplaced your FAFSA pin number, you can request it be re-sent to you via email or displayed in the view now option at www.fafsa.ed.gov.

Upon graduation, withdrawal from the university, or when a student drops below half-time status, students are required to complete an exit interview. To complete an exit interview, go to www.mycampusloan.com . You will need your FAFSA pin number to complete your exit interview. If you do not complete the exit interview, a hold will be placed on your account. This hold will prevent you from receiving services including accessing grades, registering for another semester, ordering a transcript and receiving your diploma.

Repayment can be deferred if you are enrolled at least half-time at an eligible institution and for performance of certain services. To receive information regarding different types of deferments and cancellations, visit www.campuspartners.com. To make payments, monitor loans, or update profile, visit www.mycampusloan.com.

For additional information about the Perkins Loan program, call (478) 825-6302 or email ecashier@fvsu.edu.

1098T Tax Statements

Each January, a copy of the 1098T Tuition Statement will be sent to the mailing address on file for all eligible students. A copy can also be printed from Banner Web.

Following are the instructions on how to access your 1098-T Tax Statement using your Banner Web account:

1. Log into your Banner Web account: [Banner Web](#)
2. Select "Student Services and Financial Aid."
3. Select "Student Records."
4. Select "Tax Notification."
5. Select the desired tax year and click the submit button.

If the allowable charges for the selected calendar year are greater than your total scholarships and grants for the selected calendar year, the 1098-T Statement will appear on the screen. A detailed description of the charges and payments will appear below the form.

If the allowable charges for the selected calendar year are less than your total scholarships and grants for the selected calendar year, only a detailed description of the charges and payments will appear. An actual statement will not have been printed since no tax deduction can be claimed using the data allowed for the University to submit to the IRS.

If you have any questions, please call the Cashier's Office at 478-825-6433 or email ecashier@fvsu.edu.

****Please note that the Cashier's Office does not print copies of the 1098-T Tax Statement. You can either print them from Banner Web or contact ECSI at 1-866-428-1098.****

Refund Policies

Tuition and Fee Refunds

Regulations of the Board of Regents of the University System of Georgia provide for tuition and mandatory fee refunds when **formal withdrawal** from the institution is approved within a designated period following registration.

The refund percentage that a student receives is a calculation of the time remaining in the semester up through 60% of the semester. Once 60% of the semester has expired, there is no refund for a withdrawal from the institution. The refund calculation is based on days enrolled in the semester divided by the number of calendar days in the semester including weekends and holidays, but excluding breaks of five(5) or more consecutive days.

A refund of all semester tuition and other mandatory fees is made in the event of death of a student any time during an academic semester. (BR Minutes, 1979-80, p. 61; 1986-87. pp. 24-25; 1995, 6. 246).

Refunds are not made for a reduction in class load after the first day of classes.

Excess Financial Aid Refunds

New students who complete course registration will have a Higher University debit card sent to the mailing address on file. This MasterCard branded debit card is needed to activate a student's refund option. Funds can either be deposited into the OneAccount, or sent to an existing checking or savings account.

Refunds are disbursed on a weekly starting the third week of the semester. A Higher One ATM is located in the Student Amenities building for cash withdrawals. Visit www.myonemoney.com for information about the higher University program.

To receive a refund for the current semester, the following requirements must be satisfied:

- You must be enrolled in classes for this semester.
- All tuition, fees and any fines must be paid on your account.
- A credit balance must remain after all tuition, fees and fines have been paid.

Title IV Refunds due to Withdrawal from the University

THIS POLICY SHALL APPLY TO ALL STUDENTS AT FORT VALLEY STATE UNIVERSITY WHO RECEIVE FINANCIAL AID FROM TITLE IV FUNDS AND WHO TOTALLY WITHDRAW, DROP OUT OR STOP ATTENDING ALL CLASSES WITHOUT OFFICIALLY WITHDRAWING.

Federal regulations require that when you officially withdraw from the university or stop attending your classes that the amount of Federal Title IV Financial Aid assistance that you have “earned” up to that point must be calculated using a pro-rata formula. If you received more Financial Aid than you earned, the excess funds will be returned on your behalf by the University to the program in which you received aid. In most instances this will leave you owing the University.

If you change your enrollment status within the first 14 days of classes, your financial aid will be adjusted accordingly and you may possibly owe the University.

If you have completed more than sixty percent (60%) of a period of enrollment (i.e. fall term, spring term) you have earned all of your Financial Aid and your account will not be adjusted. Anything less than earning 60% of your aid will require an adjustment and billing.

Upon receipt of the official withdrawal notification from the Registrar’s Office, the Student Financial Services will perform the return calculation. You will be notified by mail. If there is any outstanding balance with the University you are responsible for making payment arrangements with the Student Financial Services Office.

What can happen if I withdraw from all my classes or stop attending classes and get all “F” grades?

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their aid recalculated based on the percent of the term they completed. For example, a student who withdraws completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The remaining 70% must be returned. The Financial Aid Office encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, please CONTACT Student Financial Services to see how your withdrawal will affect your financial aid and your possible repayment.

“Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes: Federal Subsidized and Unsubsidized Stafford Loans, Parent Loans to Undergraduate Students (PLUS), Federal Pell Grants, Teacher Education Assistance for College and Higher Education Grant (TEACH) and Federal Supplemental Educational Opportunity Grant (FSEOG).

A student’s withdrawal date is:

- the date the student began the institution's withdrawal process (as described in Fort Valley State University's Class Schedule) or officially notified the institution of intent to withdraw; or
- the midpoint or later date of the period for a student who stops attending all classes without notifying the institution; or
- the student's last date of attendance at a documented academically-related activity.
- **Exception:** For veterans receiving veteran's benefits the withdrawal date is the last date of attendance or date of the last documented academically-related activity.

Notification of withdrawal should be in writing and addressed to the University Registrar Office.

The percentage of Title IV aid unearned to be returned to the appropriate program shall be 100% minus the percent earned. No program can receive a refund if the student did not receive aid from that program. Unearned aid shall be returned first by Fort Valley State University from the student's account to the appropriate programs in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Parent Loans to Undergraduate Students (PLUS)
4. Federal Pell Grant
5. Federal SEOG

The Student Financial Services Office will notify the student of the amount of repayment within 30 days of determining the student's withdrawal. The student has 30 calendar days after notification to make a repayment in full or make satisfactory repayment arrangements with Fort Valley State University's Business Office.

