

# Expenses and Financial Aid

## PAYMENT OF TUITION AND FEES

Registration is not completed until payment of tuition, residence hall, board and fees has been made. A late payment charge of \$50 will be assessed on the second day of the term; a \$15 charge will be assessed on each check returned by bank for “insufficient funds”. Enrollment Services shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Student records will not be released by the Enrollment Services for any student who had a delinquent financial obligation to Fairmont State University or Pierpont Community and Technical College.

Students attending Fairmont State are offered an alternative to payment in full at the time of registration. This payment plan is known as the Financial Installment Plan Service, or FIPS. This allows students to pay their balance in six monthly payments. The first payment is due on the 10th of the month prior to the start of the semester. There may be a \$15.00 enrollment fee assessed when signing up for FIPS. If payment is not received before the due date each month, a \$25 late fee may be added to the account. Fees can be paid with Visa, MasterCard, American Express and Discover Card. Students receiving financial aid must apply 100 percent of their aid prior to FIPS payments.

All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from school, officially or unofficially, will not cancel any financial obligation already incurred. Additionally, failure to pay all financial obligations may result in debts being turned over to a collection agency.

NOTE: The term “resident” refers to classification for fee purposes only. See end of this section for resident classifications.

All tuition and fees are subject to change. Please see our homepage for the most current tuition and fee information. From the main home page under Quick Links, select Student Services/ Enrollment Center, next select Student Accounts, then Tuition and Fees to locate this information.

Billing information, reminders and important notices are sent to each student’s institutional e-mail address. Paper bills are not sent to the student’s address.

## Tuition and Fees (2018 - 2019)

### FAIRMONT STATE UNIVERSITY TUITION & FEES PER SEMESTER

	On Campus WV Resident	On Campus Non-Resident	Off Campus WV Resident	Off Campus Non-Resident	Virtual WV Resident	Virtual Non-Resident
12 hours .....	3757.....	8162.....	3253.....	7658.....	3312.....	4744
11 hours .....	3355.....	7392.....	3003.....	7040.....	3036.....	4356
10 hours .....	3050.....	6720.....	2730.....	6400.....	2760.....	3960
9 hours.....	2745.....	6048.....	2457.....	5760.....	2484.....	3564
8 hours.....	2440.....	5376.....	2184.....	5120.....	2208.....	3168
7 hours.....	2135.....	4704.....	1911.....	4480.....	1932.....	2772
6 hours.....	1830.....	4032.....	1638.....	3840.....	1656.....	2376
5 hours.....	1525.....	3360.....	1365.....	3200.....	1380.....	1980
4 hours.....	1220.....	2688.....	1092.....	2560.....	1104.....	1584
3 hours.....	915.....	2016.....	819.....	1920.....	828.....	1188
2 hours.....	610.....	1344.....	546.....	1280.....	552.....	792
1 hour .....	305.....	672.....	273.....	640.....	276.....	396

NOTE: Registration in one credit hour on-campus will result in students being billed using On Campus tuition rates.

## GRADUATE COLLEGE TUITION & FEES PER SEMESTER

	On Campus WV Resident	On Campus Non-Resident	Off Campus WV Resident	Off Campus Non-Resident	Virtual WV Resident	Virtual Non-Resident
9 hours .....	4331	9272	3827	8768	3510	4570
8 hours .....	3760	8152	3416	7808	3120	4064
7 hours .....	3290	7133	2989	6832	2730	3556
6 hours .....	2820	6114	2562	5856	2340	3048
5 hours .....	2350	5095	2135	4880	1950	2540
4 hours .....	1880	4076	1708	3904	1560	2032
3 hours .....	1410	3057	1281	2928	1170	1524
2 hours .....	940	2038	854	1952	780	1016
1 hour .....	470	1019	427	976	390	508

NOTE: Registration in one credit hour on-campus will result in students being billed using On Campus tuition rates.

## SPECIAL FEES (NON-REFUNDABLE) - APPLICABLE TO ALL STUDENTS

New Student Orientation Fee.....	\$120.00
Graduation Processing Fee .....	\$50.00
Graduation Processing Fee for Graduate Students .....	\$70.00
School of Nursing Program Fee (per credit hour).....	\$25.00
School of Nursing Test Fee.....	\$166.00
School of Nursing Uniform Fee.....	\$175.00
School of Business Program Fee (per credit hour).....	\$17.00
College of Science and Technology fee (per credit hour).....	\$21.00
College of Liberal Arts Program fee (per credit hour).....	\$17.00
School of Education Program Fee (per credit hour).....	\$9.00
School of Fine Arts Program Fee (per credit hour).....	\$9.00
Exploratory Program Fee (per credit hour).....	\$9.00
Graduate School of Business Program fee (per credit hour).....	\$45.00
Graduate College of Science and Technology Program fee (per credit hour).....	\$45.00
Graduate College of Liberal Arts Program fee (per credit hour).....	\$45.00
Graduate School of Education Program fee (per credit hour).....	\$23.00
Wilderness Explorer Trip Fee.....	\$200.00
Special Equity Fee (assessed to all full-time/on-campus students).....	\$145.00
E-Learning Fee (online course fee attached to all virtual classes (per credit hour).....	\$50.00

\* Special course fees may apply

## OTHER FEES

Late Application for Graduation.....	\$50.00
Priority Transcript Fee.....	\$9.00
Special Examinations for course credit (per credit hour).....	\$50.00
Late Payment Fee.....	\$50.00
Late Registration Fee .....	\$50.00
Reinstatement Fee.....	\$25.00
Pre-collect Letter Fee.....	\$5.00

**AVIATION FEES**

Summary	Flat Fee (only partially refundable)	Additional Costs for FAA Exams	Est. Total	Non-Refundable Portion of Flat Fee
Private				
(AVMA 1103) ...	\$12,763.....	\$825.....	\$13,588 .....	\$5,188
Instrument				
(AVMA 2204) ...	\$12,920.....	\$825.....	\$13,745 .....	\$5,665
Commercial				
(AVMA 3306) ...	\$27,683.....	\$825.....	\$28,508 .....	\$8,378
Totals .....	\$53,366....	\$2,475.....	\$55,841 .....	\$19,231

Beginning August 2017, all students enrolling in AVMA 1103, 2204, and 3306 flight labs will be assessed a Flat Fee as indicated in the chart above. A portion of each Flat Fee is non-refundable. Any unused portion of the remaining refundable Flat Fee funds will be returned upon request, providing the request is submitted before the 1-yr anniversary of the start of the course.

Additional costs (approximately \$825 per course) are estimated for the FAA written exam, flight test rental and examiner fees. These fees are separate and must be paid by the student at the time of the FAA exams. Students are responsible for purchasing their own headset, the cost for which is not included in any of the totals above. Each of the courses is also assessed the standard tuition and fees by Fairmont State University. All fees are to be paid in full at the beginning of the semester or paid through an approved payment plan. A list of possible lenders is available in the Financial Aid Office. Students must have Flat Fee funds on account before any flight lessons will take place.

Remedial training is provided for students who don't complete a lesson on the first attempt. A maximum of 2 remedial trainings will be offered for a single lesson. A maximum of 8 remedial trainings will be offered for each course. After the 8<sup>th</sup> remedial training a student must go before a review board for evaluation and to determine if the student will be permitted to continue in the program. Please consult with the Program Manager and see the "Remedial Training" handout for more details.

If all of the flight lessons for a course are not completed within one semester and a grade of "Incomplete" is awarded, then the lessons may continue

into the next semester. All flight training must be completed within one year from the start of the course. After one year without successful completion, the student will receive a failing grade. If the student still wishes to continue in the flight program, then the course must be retaken and a new fee will be assessed. Please note that the FAA and our program places restrictions on how much time may lapse between flight lessons without needing to repeat some of those lessons. Check with the flight instructor or Chief for more information. Students must complete one flight lab course before enrolling in the next one. As of August 1, 2017, and until further notice, VA funding may be available for the flight training costs associated with the Private Pilot License. Please consult with the VA Certifying Agent at Fairmont State University for the most current information available.

**REFUND POLICY FOR TUITION AND FEES**

A student who completely withdraws from the institution may arrange for a refund of fees, excluding special fees, in accordance with the following schedule. Refunds are determined from the first day of the school term. The student's official withdrawal date is certified by the Office of the University Registrar.

Students who have paid in advance and withdraw prior to the first day of the semester will receive full refunds.

**SEMESTER TERMS**

Withdrawal during first and second weeks....	90% refund
During third and fourth weeks .....	75%
During fifth, sixth, seventh, and eighth weeks.....	50%
Beginning with ninth week.....	No refund

**SUMMER TERMS**

The first three days of classes .....	90% refund
Fourth and fifth day of classes.....	75%
Sixth through tenth day of classes.....	50%
Beginning with eleventh day of classes .....	No refund

# Room and Board Rates (2018-2019)

Room and board must be paid before the first day of classes for all terms. Applicants for on campus housing must pay a deposit at the time the application is filed. The deposit is currently \$200.00 (this amount is subject to change at any time). The deposit will be refunded, less any outstanding student account balances which includes damages, after the student moves out of campus housing. Deposits will not be refunded under any of the following circumstances:

- Contract release
- Student does not notify the Office of Residence Life of his/her cancellation to attend the Fall semester by the May 31st deadline
- Student does not notify the Office of Residence Life of his/her cancellation to attend Spring semester by the November 30th deadline

All freshmen and sophomore students are required to live on campus (4 executive semesters), excluding the summer term. Students may request an exemption if they meet certain requirements. Further information is available on the Exemption Request Form located on the Residence Life webpage under "Housing Forms."

For applicants deciding not to enroll, written notice of withdrawal must be received by the Residence Life Office by May 31st for the Fall semester, and by November 30th for the Spring semester. Failure to notify the Housing and Residence Life Office in writing by the deadline will result in the forfeiture of the deposit. (Exception: Should the applicant be denied admission to either institution, a full refund will be made without regard to dates.)

The housing contract is valid for the academic year. Students cannot cancel their housing contract to avoid living on campus after the contract is considered active. The housing contract is a binding lease agreement for the academic year.

## MOVE-IN COSTS

Deposit .....\$200

## RESIDENCE HALL SEMESTER RATES 2018-2019:

These rates are subject to change for 2018-2019 based on Board approval.

Double Occupancy*	
Morrow Hall.....	\$2,367.00
Pence Hall.....	\$2,367.00
Prichard Hall .....	\$2,367.00

Double Occupancy with Bathroom*	
Morrow Hall.....	\$2,519.00
Pence Hall.....	\$2,519.00

Morrow Hall Quad with Bathroom.....	\$2,519.00
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Pence Single	
Traditional Academic Term.....	\$3,230.00
Extended Academic Year	
Term.....	\$4,199.00

Bryant Single* .....	\$3,230.00
Bryant Double* .....	\$2,730.00

UNIVERSITY TERRACE SEMESTER RATES 2018-2019:	
Single Apartment .....	\$4,590.00
Double Apartment .....	\$3,865.00
Quad Apartment .....	\$3,652.00
Semi Suites* .....	\$3,018.00
Semi Suites** (Extended Academic Year Term).....	\$3,925.00

\* Students who reside in these rooms are required to purchase a meal plan.

\*\* Students who pay for an 11.5 month lease in the semi-suites are required to have the 11.5 month lease meal plan.

## FOOD SERVICE SEMESTER RATES 2018-2019

All residents of Morrow Hall, Prichard Hall, Pence Hall, Bryant Place, and University Terrace semi-suites are required to purchase a meal plan for use in the cafeteria in the Falcon Center. Campus Dining Services offers several meal plans.

Traditional Plans Offers one swipe per meal

Traditional 15 MEAL Plan (7 DAY) \$2,135.00 with \$250.00 Flex  
Traditional 19 MEAL Plan (7 DAY) \$2,220.00 with \$175.00 Flex

Block Plans: Offers multiple swipes per meal  
The Ultimate – 210 swipes \$2,340.00 with \$350.00 Flex  
Eating Made Easy – 160 swipes \$1,920.00 with \$300.00 Flex  
On the Go – 40 swipes \$460.00 with \$25.00 Flex

*“On the Go” plan is only for students who are commuting, living in our apartments OR need to reload a block plan.*

## Financial Aid

Financial aid in the form of scholarships, grants, loans, and employment is available to students who need assistance in meeting their higher education expenses and who meet program criteria. All funds are administered by the Financial Aid and Scholarships Department in compliance with federal, state, and institutional guidelines.

### NEED-BASED AID

Fairmont State University’s primary purpose in awarding financial aid is to assist those students who wish to attend college and need financial assistance to do so. Financial need is defined as the difference between the “cost of attendance” and “estimated family contribution”. Cost of attendance (COA) is a comprehensive figure including estimated tuition/fees, room/board, books/supplies and other educationally related expenses. Estimated family contribution (EFC) is a measurement of the family’s financial strength and is based upon information provided in the Free Application for Federal Student Aid (FAFSA). By using the available resources, Fairmont State attempts to meet the financial need of all students.

### SCHOLARSHIP AID

It is the intent of Fairmont State University to foster the highest degree of scholarship among its students. The institution actively recruits students who have excellent academic records and recognize and reward those who continue to excel.

The objective of the scholarship program is to promote the recruitment and retention of a diverse student body with special talents and abilities. A variety of merit and need-based scholarships have been developed to accomplish this objective. Fairmont State is ultimately responsible for final approval of scholarship programs and related policies and procedures and elicits recommendations from academic departments in that process. The Fairmont State Foundation, Inc., through the auspices of the Fairmont State Foundation’s Scholarship Committee, collaborates with the Offices of Admissions and Financial Aid and Scholarships to explore new areas of scholarship development and expansion, and assist those interested in establishing new merit-based scholarships or enhancing currently established scholarship programs for Fairmont State.

Fairmont State’s Office of Financial Aid and Scholarships also manages the disbursement of scholarships for a wide range of externally funded programs received by Fairmont State students.

### SOURCES OF FINANCIAL AID

All sources and types of financial aid offered by Fairmont State University as well as other non-Fairmont State aid resources are available on the homepage at <http://fairmontstate.edu/finaid/>.

### DEFINITION OF AN ACADEMIC YEAR

The academic year is considered to begin with fall semester, continues with spring semester and concludes with summer.

### PROCEDURES FOR OBTAINING FINANCIAL AID

1. Students must be admitted to Fairmont State University as a regular degree seeking student.
2. For full consideration of need-based aid, students must submit the Free Application for Federal Student Aid (FAFSA) to the federal processing center by March 1. Students who miss that recommended filing date can submit after that time but funds may be limited. The FAFSA must be submitted annually.
3. For scholarships awarded through Fairmont State University’s Admissions and Financial Aid Office, students must apply for admission to Fairmont State by February 2. For scholarships awarded through

Fairmont State's Schools and Departments, refer to the website for application requirements, deadline dates, and additional information.

- 4. Students interested in aid for summer must complete a separate application, available in March.

### SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL FINANCIAL AID

To receive funds administered by the Financial Aid and Scholarships Office, students must be making satisfactory academic progress (SAP) toward completion of an eligible degree or certificate. Federal regulations require evaluation of both quantitative and qualitative academic progress.

For purposes of financial aid and eligibility, academic progress is reviewed at the end of each academic year. This review will occur at the conclusion of the spring semester.

All students enrolling for the first time (including transfers) will be considered to be making satisfactory academic progress.

The standards of Financial Aid Satisfactory Academic Progress are:

### QUALITATIVE PROGRESS

Undergraduate

Required Cumulative Grade Point Average:
01-29 total credit hours ..... 1.5
30-59 total credit hours ..... 1.8
60-above total credit hours ..... 2.0

Graduate

Must meet the following Cumulative GPA: 3.00

### QUANTITATIVE PROGRESS

Pace of Progress and Maximum Time Frame

- a) Pace: Pace is defined as the rate at which attempted academic credits are successfully completed. This is calculated by taking the cumulative number of hours successfully completed and dividing by the cumulative number of hours attempted. (Note: Grades of "W", "F" and "I" count as attempted hours. All transfer hours accepted by the institution are included.) Students must successfully complete 67% of all hours attempted. The calculation will be rounded to the

closest whole number and applies to the graduate programs as well.

- b) Maximum Time Frame: A student must complete his/her program of study within 150% of the number of hours required for the degree objective. Repeated course work and transfer hours accepted by the institution are included.

The maximum time for each level is listed below.

- Associate program of 60 hours--90 attempted hours.
• Baccalaureate program of 120 hours--180 attempted hours.
• Post-graduate work (credits taken after first obtaining degree including pursuit of second associate degree, second bachelor degree and/or teacher certification) must be completed within 60 credit hours.

Since all classes attempted will count toward the 60-hour limit, students should meet with their academic advisor to determine what classes are required for completion of the second degree.

A student who completes the academic requirements for a program but does not yet have the degree or certificate conferred is no longer eligible for federal financial aid for that program.

Financial aid eligibility is limited to no more than two associate degrees, two baccalaureate degrees, and two master's degrees (based upon status in student information system, BANNER). Students who wish to pursue additional degrees beyond these may do so, but without federal financial assistance.

### FAILURE TO MEET STANDARDS OF FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Students who fail to meet the qualitative or quantitative standards defined above at the end of the spring semester will be "suspended" from further financial aid eligibility, effective with the next enrollment period. If the student can meet the qualitative and quantitative standards as defined anytime during the next academic year, aid can be reinstated by making a request to the Financial Aid Office for a review of their academic standing.

Students will be notified by postal mail and email of SAP status after grades are posted. SAP status can be viewed on the student's FELiX account.

#### APPEALS PROCESS

A student may appeal the loss of financial aid through the Financial Aid and Scholarships Office. To appeal, the student must have experienced extenuating circumstances beyond their control which impacted academic progress. Examples of extenuating circumstances are death of an immediate family member, injury, illness, or other unusual circumstances presented to the Financial Aid and Scholarship Office. The appeal must include the following:

- a. Why the student failed to make Satisfactory Academic Progress.
- b. What has now changed that will allow the student to make satisfactory academic progress at the end of the next semester (statements of good intention are not sufficient).
- c. Student's academic plan that will allow the student to reach the minimum requirements for SAP. The academic plan must include the next semester's classes. Students must meet with academic advisor to discuss the academic plan.
- d. Documentation to verify the extenuating circumstances.

If the appeal is granted, the student will be placed on financial aid probation for one semester and may receive aid during this probation semester. At the end of the probation semester, student must

- a. meet the defined SAP standards or
- b. meet the academic plan that was developed for the appeal.

Appeals must be submitted by the deadline date established for each semester, generally 2 weeks prior to the start of the semester. Deadline dates will be published on the SAP Appeal form. Late appeals will not be accepted. Students who wish to enroll after the deadline should make plans to pay all charges through personal means.

Appeals will be reviewed by the following and in the following order:

- Financial Aid Appeals Committee

- Director of Financial Aid and Scholarships
- Faculty Senate Financial Aid Appeals Committee. This committee will meet one time during the week prior to the start of the Fall and Spring Semesters. Denial of an appeal by the Financial Aid Director for the Summer Semester is final.

Students are limited to one appeal per level of review and one appeal per semester.

Financial Aid eligibility can be re-established once the student meets SAP standards.

Students who have lost eligibility for financial aid but have not been academically suspended from Fairmont State University may continue to enroll in courses.

Students are responsible for all institutional charges, such as: tuition, fees, room/board, and books. Once the student meets the standards of financial aid satisfactory academic progress, the student may again receive consideration for financial aid.

#### ACADEMIC FORGIVENESS & FINANCIAL AID

Candidates for academic forgiveness may receive financial assistance during the readmission semester if under financial aid probation or an academic plan. If the student does not meet the defined financial aid standards of SAP or the academic plan that was developed for the appeal at the time of review, the student's financial aid will be suspended as dictated by the SAP policy.

#### REPEATING COURSES

Students who repeat a previously passed class may have limitations on financial aid eligibility for that class.

#### NONSTANDARD COURSES

Federal student aid cannot be awarded for courses that are not applicable to degree objective. Examples include non-credit courses, audited courses, and English-as-Second Language (ESL) courses that are not part of an ESL program.

#### TITLE IV FINANCIAL AID RETURN OF AID POLICY

If a student withdraws from school whether officially (he/she completes the withdrawal form or drops all classes on the web) or unofficially (student stops attending classes) and has been awarded and/or paid

Title IV Federal Aid, the student is subject to a Return of Title IV Aid calculation. This calculation determines how much aid must be returned to the federal programs in the event of a complete official or unofficial withdrawal prior to completing 60% of the term (see example below).

The calculation determines the amount of federal aid that is considered to be earned and the amount that is considered to be unearned, and therefore must be returned to the Federal programs. State and/or institutional aid may also be subject to return based on the withdrawal date. The earned/unearned amounts are calculated based on the percent of the term completed. The length of the term is defined as the first day of all classes through the last day of all classes (not including a break of 5 days or more).

Students who withdraw and who have been awarded aid that has not disbursed will also be reviewed to determine if they are eligible for a post-withdrawal disbursement. Withdrawn students who have been selected for verification but have not provided the documents necessary for disbursement may be eligible for a post-withdrawal disbursement. Their account will be reviewed and they will be offered a post-withdrawal disbursement, if eligible, and given 30 days to return the requested documentation. Students will only be eligible for the percentage of “earned” aid at the time of withdrawal.

A student may also be subject to a Return of Title IV Aid calculation if they are enrolled for the entire term and only complete one or more classes that end in the first eight (8) weeks part of term.

#### WITHDRAWAL EXAMPLE

This example shows what happened when a student withdrew completely on the 21st day of a 108 day semester (70% Tuition refund period). The first table shows how the Return of Title IV calculation applies to this specific student’s situation. Please note that this is only an example; your specific situation may differ. If you are considering withdrawing, we strongly encourage you to consult with your academic advisor and a financial aid counselor prior to taking any official action.

#### EXAMPLE OF RETURN OF TITLE IV CALCULATION

Federal Direct Subsidized Loan.....	\$1750
Federal Pell Grant.....	\$2675
Federal SEOG Grant.....	\$2000

1) Divide number of days attended by number of days in term

Calculation: **21 days / 108 days =**

Result: Percentage of term completed **19%**

Greater than 60% - All aid is earned; no further steps

Less than 60% - Use percent of term completed

2) Subtract percentage completed from **100**

Calculation: **100 - 19 =**

Result: Percent of term not completed **81%**

3) Multiply total federal aid by percent of term not completed

Calculation: **6425 x .81 =**

Result: Amount of aid that is unearned **\$5204.25**

4) Multiply total allowable institutional charges by 81% to get amount of unearned aid to be returned by FAIRMONT STATE UNIVERSITY

Calculation: Total fees = **2900 x .81 =**

Result: Amount of unearned aid to be returned by University **\$2349**

University returns: **\$1750 Direct Subsidized Loan; \$599 Pell Grant**

5) Subtract unearned aid to be returned by FAIRMONT STATE UNIVERSITY from total unearned aid

Calculation: **5204 - 2349 =**

Result: Amount of unearned aid to be returned by student **\$2855**

Student returns: **\$2076 Pell Grant and \$779 SEOG**

(All that is left to repay is the amount the University had to repay.)

The following rules apply to the order in which federal aid is returned to the programs:

- Order of repayment to programs is as follows:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Perkins Loan
4. Federal Direct PLUS (Graduate Loans)
5. Federal Direct Plus (Parent Loan)
6. Federal Pell
7. Federal Supplemental Educational Opportunity Grant (FSEOG)

- The University returns its portion first; then the student’s portion is returned



- Any loan amounts unearned from the student's share are not required to be repaid immediately (will be repaid in the normal repayment process)
- For grants, only the portion of unearned grants due from the student that exceeds 50% of the total federal grants received for that payment period is required to be returned

Please keep in mind this repayment policy is applied before the institution's refund policy. The school's refund policy may reduce the amount owed to the school by the student for aid returned. It is important to note that a student who withdraws from school could owe federal financial aid as well as repayment to West Virginia Higher Education Grant Program, PROMISE Scholarship Program and other scholarships and awards.

## VETERANS' POLICIES

The following policies and procedures will be observed by Fairmont State University for the purpose of determining satisfactory progress for all students receiving veterans' benefits. The Veterans Administration will be notified of any veteran who is not maintaining satisfactory progress. This does not replace the Financial Aid Satisfactory Academic Progress Policy and if applicable, a student may be subject to both policies if receiving federal financial aid and veterans educational benefits.

### REGISTRATION

Veterans and dependents receive priority registration privileges. Please see the Registrar's calendar for priority registration dates each semester.

### CLASS ATTENDANCE

If a student receiving veterans' benefits withdraws from the University or an individual class and the Veterans Certifying Official has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

The Veterans' Certifying Official runs a report to identify these students and notifies the Veterans Administration.

### FINAL GRADE FOR ALL COURSES ATTEMPTED

The final grade policy for all attempted courses applies to all students at Fairmont State University, including those receiving veterans' benefits.

### SUSPENSION

The Veterans Administration will be notified immediately at the end of the semester if a student receiving veterans' benefits is suspended. The Office of the Registrar of Fairmont State University supplies the Veterans Certifying Official with a list of students suspended. This list will serve as the basis for notification to the Veterans Administration.

### SUMMARY

As indicated above, students receiving veterans' benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Veterans Certifying Official to administer the procedures listed above and to notify the Veterans Administration, in every instance, indicating lack of satisfactory progress by the student receiving veterans' benefits. There are no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans' benefits. Evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class). It is the veteran's responsibility to immediately notify the Veterans Certifying Official of any changes in their enrollment status. If a change in enrollment status reduces the amount of veteran's benefits, the VA may request restitution from the student or the school. If requested, the school will return that portion of Veterans Assistance received. Student will then be billed for the balance. Collection of that balance will follow normal procedures.

### PROCEDURE FOR MILITARY DEPLOYMENT

If you are called to active duty in the military while enrolled at Fairmont State University, you will be designated as being on a "Military Leave of Absence." The following policies and procedures are designed to make your transition from active duty and your return as convenient as possible. Please read the information below and review your choice of options. If you receive any form of financial assistance, it is imperative that you meet with the Financial Aid and Scholarships Office, Veterans Services, and Enrollment Services. You must

provide Enrollment Services with a copy of your deployment papers no matter what option you select.

#### Option 1

When called to active duty during an academic semester, you may withdraw completely from the semester and receive a full tuition refund. You will also receive a prorated refund for campus housing, meal plan, and parking. After consultation with the Financial Aid and Scholarships Office, Veterans Services, and Enrollment Services, your transcript for the semester may show enrolled with "W"s or you may be completely deleted from that semester. If you choose to have all of your classes deleted, all financial aid received for the semester must be returned to the federal, state, and/or institutional Programs from which it was awarded.

This in turn may leave a balance due the school if you have already received a refund check. This balance will be pursued through normal collection procedures.

#### Option 2

You may contact your individual instructors to determine if you have completed enough work for the semester to receive an incomplete or a final grade for the course. The decision rests solely with each faculty member. You should have completed at least three-fourths of the semester before a faculty can award a final grade for a course. If you wish to pursue this option, you will need to contact Veterans Services. Veterans Services will discuss the procedure with you and provide a form for faculty members to sign. Each faculty member must sign the form to indicate that they will give you an incomplete or final grade for the course.

Upon return from active duty, you will have one year to make up your incomplete/s. At the end of the one-year period, the instructor must submit a final grade. If no change is made by the instructor, the grade "I" will be changed to an "F."

You may also officially withdraw from specific courses that you do not wish to complete. You will receive a prorated refund based upon the number of credit hours you retain. Upon consultation with the Office of Financial Aid and Scholarships, Veterans Services, and Enrollment Services, your transcript for the semester may show "W"s for courses in which you officially withdraw or you may be completely deleted from those courses. If you choose to have some of your classes deleted, all financial aid received for the semester for

those classes must be returned to the Federal, State, and/or Institutional Programs it was awarded from.

This in turn may leave a balance due the school if you have already received a refund check. This balance will be pursued through normal collection procedures.

## Resident Classifications

### GENERAL

Residency Classification is guided by Title 133 procedural rule Series 25 as established by WV Higher Education Policy Commission and authorized by WV Code 18 B-10 and 18 B - 2B - 6.

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident at the time of admission for tuition and fee purposes.

If there is a question regarding residency classification, the matter must be brought to the attention of the office of the University Registrar and acted upon at least two weeks prior to registration and subsequent to payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the nonresident fees for each session therefore attended.

### RESIDENCE DETERMINED BY DOMICILE

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least 12 months of continued residence within the State prior to the date of registration, provided that such residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than 12 months" residence prior to the date of registration must be supported by proof of positive and unequivocal action, including but not limited to the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and/or possessing a

valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

## MINORS

Minors are defined by the West Virginia Code 2-2-10 as persons under 18 years of age. The residence of minors shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and un-emancipated minors. If the father and the mother have separate places of residence, minors take the residence of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

## EMANCIPATED MINORS

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contributes to their support nor claims them as dependents for federal or State income tax purposes. Emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

## STUDENTS EIGHTEEN YEARS OF AGE OR OVER

Students 18 years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia, means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of 18 years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of 18 shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

## STATE RESIDENTS 65 YEARS OF AGE OR OLDER

Residents of West Virginia who are at least 65 years of age may attend class for credit or no credit if space is available. Eligibility will be determined based on appropriate documents reflecting age and residency. Participants will be admitted according to the process for "Special Students" outlined in the admissions policies. Students may register anytime during or after the preregistration period designated for "All Other Students" and through the Regular and Late Registration periods. Appropriate dates and times will be published in the Schedule of Classes for each term. Participants may register for either on or off-campus courses.

Eligible participants may elect one of two options for enrollment. Participants must identify themselves and choose an option at the time of registration.

**No Credit Option:** Eligible participants will be assessed fifty dollars (\$50) per course plus applicable fees (i.e. technology, laboratory, parking permits) when appropriate.

**Credit Option:** Participants electing to earn college credit will be granted a waiver of fifty percent (50%) of

the normal tuition and fees for courses. Technology, laboratory, parking and other special fees will be charged at the regular student rate.

## MILITARY

An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall, be classified as an in-state student for the purpose of payment of tuition and fees: PROVIDED, that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Persons assigned to full-time active military service in West Virginia and residing in the state shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

In accordance with Section 702 of the Veterans Access, Choice and Accountability Act, Fairmont State University offers in-state tuition and fees to all Veterans and Family members covered under this Act.

## ALIENS

Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

## FORMER DOMICILE

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident, provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section Two regarding proof of domicile and intent to remain permanently in West Virginia.

## APPEAL OF RESIDENCY CLASSIFICATION

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must prove conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer shall consider actions including but not limited to those described above in Section Two, "Residence Determined by Domicile." Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or state income tax returns or their parents' health insurance policy, or that they customarily do not remain in the State when school is not in session.

The decisions of the Registrar may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals.