

STUDENT FINANCIAL SUCCESS GUIDE

Student Accounts

Phone: 800-948-2810

Fax: 434-791-7178

gps.forms@averett.edu

Financial Aid

Phone: 800-283-7388

Fax: 877-275-5578

gpsfaforms@averett.edu

Office Hours

Monday – Friday, 8:30 a.m. – 4:30 p.m.

FINANCIAL AGREEMENT & PAYMENT OPTIONS

There are several ways to pay for your education at Averett University – Pay & Go, Financial Aid, and Third Party Assistance and military tuition assistance. It is your responsibility to choose the option that will ensure that your tuition, books and fees are paid in accordance with the payment schedule for your program. All payments and/or employer/government vouchers must be received two weeks prior to each course start date. A \$75 late fee will be charged if the payment is not received by the start date of each course. Failure to keep your account current could also result in referral to an outside collection agency and an unfavorable credit reference. Transcripts and grades will not be released to students with a balance due on their account. The portal to access your account is <https://sserve.averett.edu/SelfService/Home.aspx>.

Pay and Go Plan

The Pay and Go plan requires payment in full two weeks prior to each course. This includes 100% tuition/fees and the \$50 Tuition Deposit.

Employer/Military Billing Plan

Employer Billing plans are available if your employer (or military or government agency) will be paying in advance for your education and the payments are not dependent on your grade for each course. This option will also apply to active duty military personnel and students eligible for benefits under the Veterans Affairs Vocational Rehabilitation and Employment (Post 9-11, chapters 31 and 33 only). This plan does not include Montgomery GI Bill benefits (that option would fall under our Pay & Go plan).

All Employer, Military or Government tuition assistance vouchers must be received by the Averett University GPS Student Accounts Office two weeks prior to each course start date. It is the student's responsibility to request these vouchers/forms from their employers and forward them to Student Accounts. Any costs not covered by the voucher must be paid two weeks prior to each course start date.

Please complete the following forms and provide your employer voucher to use the Employer Billing Plan:

1. Financial Agreement Form
2. Employer voucher (which must be approved by Averett University GPS Student Accounts), Military Tuition Assistance Form, Post 9/11 Chapter 33 Certificate of Eligibility or Government agency voucher.

FINANCIAL AID PLAN AGREEMENT

- I acknowledge that I have completed all financial aid forms two weeks prior to the beginning of my first class. If I am unable to complete these forms before class begins I understand that I may not be permitted to start my degree program, but if permitted I understand that I cannot start my second course until all financial aid forms are complete or I have made payment.
- I acknowledge that I have read and understand the Financial Aid Frequently Asked Questions (FAQ's), located in the Financial Aid Application Packet and online at the Financial Aid webpage.
- I acknowledge that I have read and understand the Financial Aid Satisfactory Academic Progress policy, online at the Financial Aid webpage.
- I understand that my financial aid award is based on the successful completion of an academic year which consists of 24 credits and 40 instructional weeks. The financial aid awards (loans, grants, etc.) are disbursed in two disbursements. The first disbursement is 3 – 4 weeks after your financial aid is processed and you have posted attendance in your first course. The second disbursement is after successful completion of at least half of the credits and weeks in the academic year.
- I understand that courses in which I do not receive a passing grade are not considered as complete for financial aid purposes and may cause a delay in receiving my next disbursement of financial aid funds. I agree that upon receiving a notice of a failing grade I will contact the Financial Aid Department and GPS Student Accounts Office to discuss any financial implications.
- I understand that the cost of my degree program may be more than the financial aid for which I qualify depending on my current grade level. I therefore agree that I will pay the cost of tuition and fees not covered by financial aid and will pay by the due dates of the courses that are not covered.
- I understand if I break the attendance policy or if I have two (2) consecutive absences I am required to provide written confirmation documenting when I plan to return to class. This documentation must be received by my Student Success Counselor no later than the close of business on the day after my 2nd consecutive absence. Failure to provide this documentation will result in being academically withdrawn from the entire GPS Program.
- I understand that if I withdraw from Averett University or break the attendance policy that under Federal Financial Aid guidelines, a refund calculation must be completed and all or a portion of funds disbursed to my student account may be returned to my lender or federal government (unless on an approved Leave of Absence). This may leave a balance due on my student account and I understand that I am fully responsible for the balance owed immediately.
- I understand if I utilize Averett's Book Voucher Program and I fail to continue or complete my degree, I will be responsible for payment of any outstanding book store charges I incur.
- I understand that in some cases the financial aid awarded to me may be more than the cost of my classes. I understand that I may request funds off my account in writing to my accounting representative. I also understand that checks are written and mailed weekly. I understand that checks will be mailed within 14 days of being requested but with mailing time may take longer to arrive. I also acknowledge that this money is to be used solely for educational purposes.

- I understand that if I have taken funds off my student account, it is my responsibility to pay for courses 2 weeks before they begin and that I will be treated as a pay and go student until my next financial aid disbursement arrives.
- I also acknowledge that it is my responsibility to reapply for financial aid every year. If I do not reapply in a timely manner, I understand that I will not be able to attend classes until my financial aid is complete or I have made payment.
- I also acknowledge that I will be given 2 weeks after the start of the program to provide Averett University with my tax transcripts or be withdrawn.
- I understand that if I do not successfully complete IDS301, IDS501, or IDS104 or exit the University prior to completing this course, I will be responsible for paying this course immediately.

REFUND & WITHDRAWAL POLICIES

Payment Due Dates

Payment for each course is due two weeks prior to the course start date. Any additional courses scheduled will be due two weeks prior to the course start date.

Credit Cards/Debit Cards Accepted

Visa, MasterCard, Discover and American Express are accepted and can be used by going online to <https://sserve.averett.edu/SelfService/Home.aspx> under the Finances tab. There will be a **2.9% convenience fee** added to each payment. Averett University is not responsible for any fees incurred through the use of a debit card or any other restrictive card.

ACH payment Accepted

An ACH transfer from your checking account (e Check) can be made by going online to <https://sserve.averett.edu/SelfService/Home.aspx> under the Finances tab. Instructions attached.

Changing Financial Plans

You may change your financial plan while attending Averett University. Please contact GPS Student Accounts and complete new financial paperwork. All changes must be approved by GPS Student Accounts prior to the change becoming effective.

Fees

A late fee of \$75, unless limited by state law, will be assessed 24 hours after the due date of unpaid charge. All returned checks (NSF) will be assessed a \$100 processing fee. This fee will be in addition to any late fees that may be charged. Any accounts turned over to an outside collection agency will be charged the collection and/or attorney fees. The collection fee is an additional 33% of the principal balance. Collection balances will also be reported to credit bureaus.

Grade/Transcript Release

Grades and Official transcripts are only released to students when their accounts are paid in full.

Refund Policy

All fees (assessment fees, nursing technology fee or student service fees) are non-refundable, unless prohibited by law. A tuition refund may be given for those who qualify. For a complete description of the refund policy, see the Averett University Catalog located online at <http://www.averett.edu/academics/registrar-office/catalogs/>. Refunds can be received by Direct Deposit to your checking or savings account. To set up Direct Deposit, go to <https://sserve.averett.edu/SelfService/Home.aspx>.

Withdrawal Policy

The following schedule outlines the policy for grades and tuition charges:

1. Campus Students – Students who withdraw prior to 6 p.m. on the first night of class will not be charged, and the course will be dropped from their registration. Online Students – Attendance for Online courses is considered as the day the first assignment and/or login is required.
2. Students who attend the first day/night of a course or fail to contact their Student Success Counselor prior to 6 p.m. on the first day of a course will be charged 40% of the tuition. These students will be assigned a WP. This applies to both Campus and Online students.
3. Students who attend the second day/night of a course will be charged 100% of the tuition. These students will be assigned a WP or WF by their professor. Students who do not attend class or fail to contact their Student Success Counselor prior to 6 p.m. on the second night of a course will be charged 100% of the tuition and will be assigned a WF. This applies to both Campus and Online students.
4. After 6 p.m. on the third day/night of a 5, 6, or 7 week course and after 6:00 p.m. on the fourth day/night of a 10 week course, if the student has attended, the professor will assign a WP/WF based on the work the student has done per GPS policy and will be charged 100% of the tuition. If the student has never attended and has not contacted his/her Student Success Counselor prior to 6 p.m. on the third night, the student will receive a WF. This applies to both Campus and Online students.
5. Students with extenuating circumstances may apply for an approved Leave of Absence. If the Leave of Absence is approved, then the student will receive a “WP” per Financial Aid policy.

WITHDRAWAL

If you must withdraw from a course, you may receive a refund/credit. When withdrawing from a course you must submit an official withdrawal form. It is your responsibility to notify your Student Success Counselor and your instructor. Upon receipt of the official withdrawal form, Averett University Student Accounts and the Financial Aid Office will audit your account, cancel any financial aid in process, return appropriate funds to your lender, process any refunds to you that may be due, and/or collect payment for any outstanding balance. **NOTE:** Withdrawal from a course(s) may reduce or eliminate your financial aid award. Please consult with the financial aid office prior to withdrawing from courses. **The university reserves the right to change its tuition rate and fees at any time.**

Withdrawal Prior to First Disbursement of Financial Aid

Withdrawal from the program prior to the first disbursement of financial aid will result in you owing your balance immediately. Should you withdraw from IDS301, IDS501, or IDS 104 prior to completing the course or do not successfully complete the course, you will be obligated to pay the tuition for this course and any unpaid fees immediately.

DIRECT DEPOSIT SET-UP

If you would like to have direct deposit for any refunds due to you after March 1, 2016, please use the following steps:

- Log into your PC Self Service
- Click on the Finances tab
- Click on the Balance tab
- Click “Make A Payment”
- When the CASHNet screen loads, click on the “Click here to enroll in eRefund” link in the eRefund box. Follow the instructions to set up your account.

HOW TO PAY ON PC SELF SERVICE

- Go to <https://gps.averett.edu/>, scroll to the bottom, and click on **Information for Enrolled Students**. Enter password: **averettgps** then choose **PC Self Service**.
- Click on the Finances Tab
- Click on Balance (on the left)

- Click on Make a Payment (in the middle of the screen) (You can set up auto payments, at this point, by clicking on Schedule Payments on the right and click on Recurring Balance Payment)
- Click on make payment (in the blue bar)
- If you have a balance due showing, click on the word “Balance” under description.
- Then enter the amount you wish to pay in the box.
- If you do not see a balance due, you will see “MAKE PAYMENT TOWARD FUTURE CHARGES” in the list of options. Click the “View Details” button beside this option.
- Then enter the amount you wish to pay in the box.
- Add to Shopping Cart
- Checkout
- Select payment type
- Continue to enter info to pay and checkout

Please note that a 2.9% convenience fee will be added to all debit or credit card payments. Payment by ACH using your checking account or savings account will not incur a fee.

ALUMNI SCHOLARSHIP

Averett University is pleased to offer Graduate & Professional Studies students an Alumni Scholarship of \$1000. This is a one-time scholarship for Averett University graduates to use toward a second degree with Averett.

A one-time \$1000 scholarship will be applied once 24 credits have been successfully completed. The Alumni Scholarship cannot be used in conjunction with the Military Scholarship, Staff Tuition Waiver, or any other type of tuition discount. If a student qualifies for more than one discount, the student will receive the discount that benefits the student the most.