External Scholarship Guidelines

By the payment deadline for each semester (a published date for Fall, Spring, and Summer Term), students must either pay their accounts in full or show adequate financial aid and scholarships to cover their total bills; registered credit hours will be dropped from the NOVA system on that date if a student’s account is not paid. If you have been awarded a scholarship from an outside source and wish to have the award assist in paying your NOVA account, please note the following guidelines:

1. Carefully read the scholarship letter from the sponsoring organization to learn the requirements for your scholarship, and make a photocopy of the award letter for your records.

2. Turn in the scholarship letter to the Financial Aid Office at your home campus or mail it to: Scholarship Coordinator, College Financial Aid Office, NOVA, CFAO Office Center, Annandale, VA 22003-3796. Ideally, a scholarship award letter should be submitted to the Financial Aid Office at least four weeks before the first day of classes for the semester so staff members have ample time to process all letters.

3. Complete the admission process for Northern Virginia Community College. Your scholarship award cannot be entered as financial aid until you have been admitted to the college and declared a major.

4. See a counselor at your home campus to declare a major.

5. Register for classes. Some scholarship donor organizations require the college to bill them for the tuition. Billing amounts cannot be determined until you have enrolled in classes. If a scholarship award letter that requires billing is not received by the financial aid office at least one week prior to the beginning of classes, you must pay your total bill; you will later be reimbursed when scholarship dollars are actually received by the college.

6. Make sure that the scholarship sponsor sends all scholarship checks to: Scholarship Coordinator, College Financial Aid Office, NOVA, CFAO Office Center, Annandale, VA 22003-3796.

7. Classes not paid for by payment deadline are normally dropped from registration. When a scholarship letter indicating an award sufficient to cover your total bill has been received by the College Financial Aid Office, you will be given until one week before classes begin to get all scholarship checks to the college and applied to your student account. All holds are removed at that time, and students with unpaid bills will have their registrations dropped. If the total of all scholarship payments received is not adequate to cover your bill, you must pay the difference or your classes will be dropped for nonpayment. Students with scholarships that require billing will continue to have their registrations held as long as the total bill is covered and the award letter is received at least a week prior to the term.

8. As long as you maintain eligibility, you will be reimbursed for any scholarship amounts that are received after your bill has already been paid.

We strongly encourage you to complete the Free Application for Federal Student Aid (FAFSA) to determine whether you qualify for additional financial assistance.

Any questions should be directed to one of the Campus Financial Aid Specialists located on each of the campuses.

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Bisdorf Building, Room 148
5000 Dawes Avenue
Alexandria, VA 22311-5097

ANNANDALE CAMPUS
CA Bldg., Rm. 113
8333 Little River Turnpike
Annandale, VA 22003-3796

MANASSAS CAMPUS
Student Services Center, MH 110
6901 Sudley Road
Manassas, VA 20109-2399

MEDICAL EDUCATION CAMPUS
Student Services Center, HE 203D
6699 Springfield Ctr. Drive
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LOUDOUN CAMPUS
LR Building, Room 249
21200 Campus Dr.
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