Award Letter Notification

If you were offered financial aid at NOVA, please review this entire Award Letter Notification for additional information about your award and applicable policies.

TO VIEW YOUR FINANCIAL AID AWARD:

1. Go to www.nvcc.edu, and click on the myNOVA tab at the top right corner of the page.
2. Click the myNOVA log-in icon, and enter your username and password.
3. Click on SIS: Student Information System (NOVAConnect).
4. From Self-Service, click on Student Center.
5. Click on View Financial Aid.
6. Click on the appropriate year (e.g. 2019 for the 2018-2019 Federal Aid Year).

Financial aid may only be used to pay for courses that are required for your degree or eligible certificate. Run your Academic Advisement Report to determine which courses are required for your program. Please view the Instructions for Determining if Courses Are Eligible for Financial Aid.

Advising Services are available if you would like additional assistance with course selection, transfer planning, or career counseling.

If you have attended another college, you are encouraged to do a Transfer Credit Evaluation to see if any of the courses you have taken at other institutions can transfer to NOVA so that you may potentially complete your program at NOVA more quickly and at a lower cost.

VIEW ANTICIPATED AID BASED ON YOUR ACTUAL ENROLLMENT

If you enroll in fewer than 12 required credits, follow the instructions to View Anticipated Financial Aid Based on Your Actual Enrollment.

Awards made before the term census date (as shown in the academic calendar) are based on anticipated full-time enrollment in at least 12 required credits. Your actual award will be based on your enrollment level (12 or more credits, 9-11 credits, 6-8 credits, or fewer than 6 credits) and will be adjusted after the term census date (which is the last day for dropping with a full tuition refund for the 16-week session for fall or spring, and 12-week session for the summer term). Further adjustments will be made if courses are dropped or not attended.

TUITION RATES AND PAYMENT DEADLINES

Tuition rates are published here. Tuition is charged based on the total number of credits you take each semester. You must ensure your anticipated aid is enough to cover your tuition balance or make other payment arrangements by the payment deadline, or you might be dropped from courses for non-payment when enrollment cancellation is performed.

If your anticipated financial aid is less than your tuition balance, you may make a QuikPAY payment on NOVAConnect or enroll in the monthly Payment Plan (if the last day to enroll has not passed) to cover any remaining balance before the payment deadline.
If your aid is enough to cover your account balance at NOVA (before and after adjustments for less-than-full-time status are made), registered classes will not be dropped for non-payment. Note that your account balance shown on MyNOVA will not be reduced by your financial aid until the aid actually disburses (pays) to your account after the census date.

**COST OF ATTENDANCE**

Estimates for the total cost of attendance at NOVA, which includes estimated tuition, fees, books, supplies, room and board, personal and miscellaneous expenses, transportation and loan fees, are provided in NOVA’s Financial Aid Handbook.

**TYPES OF AWARDS**

There are four main types of financial aid: grants, scholarships, loans, and work-study. Grants and scholarships are considered “gift aid” since they are free money that does not need to be repaid, assuming that the requirements are met to receive the award. Loans may be used to cover educational expenses in the student’s cost of attendance and must be repaid with interest in accordance with the master promissory note. Work-study is need-based financial aid that can be earned by working.

The FAFSA is used to determine eligibility for most types of federal, state, and institutional grants each aid year. However, institutional scholarships require a separate application which can be submitted each semester. External scholarships require their own individual applications. Please click on the links below for more information about the different types of financial aid programs.

- **Federal Grants**
- **State Grants funded by Virginia**
- **Other State Financial Aid Programs**
- **Federal Loans**
- **Work-Study**
- **NOVA Scholarships**
- FastWeb.com and Scholarships.com offer free external scholarship searches.

Most types of aid have enrollment-level requirements. Loans, work-study, and most supplemental grants require enrollment in at least six required credits per semester. Additional information about the types of financial aid, including average award amounts and criteria, can be found in NOVA’s Financial Aid Handbook.

The lifetime limit on Pell grants is the equivalent of 12 full-time semesters. There are also annual and aggregate loan limits on federal Direct Stafford loans as well as a time limitation on direct subsidized loan eligibility for first-time borrowers on or after July 1, 2013.

For a description and important information about your award(s), click the online messages on the NOVAConnect award screen. Tutorials for using the NOVAConnect Student Information System are available here.

**LOAN INFORMATION**

Student loans are an obligation that borrowers must repay. Only borrow what you absolutely need and can afford to repay based on your chosen career! Salary estimates and employment data for various occupations is available in the U.S. Department of Labor’s Occupational Outlook Handbook.

If you decide to borrow a student loan, you should carefully consider the amount you accept. You are not required to accept the full amount of loans offered to you!

Before a student loan is considered anticipated financial aid for the involved term, you must be enrolled in at least six required credits, accept the amount you wish to borrow in NOVAConnect, and complete the required Entrance...
Counseling and Master Promissory Note at https://studentloans.gov. Then, once the Entrance Counseling and Master Promissory Note are removed from your NOVAConnect To Do List (a few days after completion) the loan will count as anticipated aid that can prevent required courses from dropping for non-payment.

Please review these detailed instructions for accepting a loan:

How to Accept/Decline (or Reduce) Loans in NOVAConnect

How to Complete Entrance Counseling and the Master Promissory Note

Note that if you are accepting a loan for the fall semester, you are actually accepting a fall/spring loan. This means the amount that you accept will be evenly split between the fall and spring semesters. A federal loan fee will also be deducted before Direct Loans are applied to your student account.

All borrowers at NOVA must be enrolled in (and attending) at least 6 required credits at the time the loan is disbursed. Federal student loan repayment generally begins after the borrower stops attending college or drops below 6 credits of enrollment. Review your Master Promissory Note for complete details.

Serious consequences result from failing to repay student loans, such as wage garnishment, withholding of tax refunds, collection fees, denial of financial aid and damage to your credit history. Contact your loan servicer if you have trouble making your loan payments. You may qualify for deferment, forbearance or a different repayment plan that can temporarily postpone or reduce the amount you must pay. Your loan servicer can also answer questions about making payments, loan consolidation and repayment plans.

Look up your loan history and the contact information for your loan servicers by logging into the My Federal Student Aid portal. Start planning to repay your loans with NOVA's Loan Planning form.

More information about student loans, including NOVA's default prevention partner, Inceptia, is available here.

Interest Rates and Fees on Federal Student Loans
Federal Student Loans Versus Private Student Loans
Direct PLUS Loans for Parents

WORK-STUDY INFORMATION

Federal work-study is just an offer until a job is secured. Students must wait until they are approved by the College Financial Aid Office and Human Resources before they begin working. No money is awarded for work-study until hours are worked and wages earned. You must remain enrolled in at least six required credits for work-study at NOVA. If you accept a work-study award, you must review the Work-Study Handbook and the policies summarized on the second page of the Work-Study Agreement. All work-study employment documents are submitted to the Campus Work-Study Coordinator. An offered work-study award does not guarantee a student’s employment will be approved or that funds will still be available by the time employment documents are submitted.

If you were not offered a work-study award, but are interested in participating in the work-study program, you may contact your Campus Work-Study Coordinator to see if you are eligible and if funding is available. Work-study students earn between $10-$11 per hour and work a maximum of 20 hours per week. Most jobs are located on a NOVA campus and provide a flexible schedule. Most of the hiring is done about 4-6 weeks before each semester begins. See www.nvcc.edu/workstudy for more details.

PURCHASING BOOKS WITH FINANCIAL AID

If your anticipated financial aid based on your current enrollment is more than your tuition and fees (and you have no holds on your account), you may use your excess aid to purchase books from two weeks before the term begins through the 16-week census date for fall and spring terms and through the 12-week census date for the summer
term. An additional book-purchase period will generally be available for students with undisbursed aid who are starting second 8-week classes during the fall and spring terms.

**To purchase books with excess financial aid, you must complete the Bookstore Purchase Authorization on your myNOVA To Do List each aid year.**

Renting textbooks through the Campus Bookstore, using reserved textbooks in the Campus Library, or taking Digital Open Courses that do not require textbooks through NOVA’s Extended Learning Institute may be other options to save money on books.

**DISBURSEMENT OF FINANCIAL AID**

You must be attending credits sufficient for the aid type at the time of disbursement. Registered hours and class attendance are checked first. Aid will be held if attendance in enough credits cannot be confirmed. Aid will be pulled back later if registered classes used to determine your financial aid eligibility are not attended beyond term and course census dates. Excess aid is to be used for other costs of attendance (e.g., room and board, books and supplies, transportation).

Most types of aid will disburse after the term census date (as shown in the academic calendar) has passed for at least six credits and your enrollment/participation in course(s) has been verified and if there are no holds on your account.

**FINANCIAL AID REFUNDS**

If you are entitled to excess financial aid after all institutional charges have been paid, your excess financial aid will be refunded to you. Please allow 15 to 20 business days from the date of disbursement to receive your excess financial aid refund(s). If you have not registered for NOVA's refund options, which include direct deposit (ACH), Visa Prepaid Card, or check, please take time to select your preference by logging into the NOVA refund website at https://nvcc.afford.com/refunds.

**MAIN REASONS YOUR AWARD COULD CHANGE**

If you drop, withdraw, or never attend a course you could end up losing some, if not all, of your financial aid eligibility. Prior to making changes to your enrollment, we encourage you to discuss your plans with the Financial Aid Office to see how those changes might impact your financial aid.

Your award could also change if changes are made to your FAFSA after you are awarded or if verification becomes required after you are awarded. Corrections may be required if conflicting, inaccurate, or incomplete information is discovered after you are awarded aid. If it is discovered that you received aid at another institution during an overlapping period of enrollment at NOVA, your aid may also be cancelled.

If you receive an external award such as a scholarship or other resources after you are awarded, this could also reduce your aid eligibility since an external resource will reduce your financial need. If you take fewer than 12 required credits, your cost of attendance will be reduced; and this could also impact your aid eligibility. You must meet the Satisfactory Academic Progress (SAP) requirements or the terms of your approved SAP appeal (if applicable) to remain eligible for aid.

As previously stated, awards offered prior to the census date are based on anticipated full-time enrollment in at least 12 required credits. If you take fewer than 12 required credits, your aid may be adjusted after the census date.

**HOW YOU COULD OWE FINANCIAL AID MONEY BACK**
The Financial Aid Office at NOVA is required by federal and state regulations to have a written policy and process in place for the refund and repayment of federal and state aid received by students who do not complete all the days in the payment period or period of enrollment that the student was scheduled to complete.

These policies are effective if the student completely terminates enrollment or stops attending a class while not simultaneously attending another class before completing more than 60 percent of the period that the student was originally scheduled to complete, whether earlier dynamic credits were completed or not. Title IV financial aid and/or state awards must be recalculated in these situations.

This policy is available in NOVA’s Financial Aid Handbook.

You will be required to repay financial aid and bookstore charges for courses you do not attend. To avoid paying tuition for non-attended classes, you must take action to drop those course(s) by the course census date as shown on the Academic Calendar. Financial aid or a Financial Aid Pending (FAP) indicator added to your account could hold those classes until you do so. Regardless of those circumstances, you are responsible for managing registered classes and must drop classes you don’t plan to attend.

If after the term census date - the last day to drop a 16-week fall/spring course for a refund or a 12-week summer course - you choose to stop attending a course while not simultaneously attending another course and consequently do not complete all the days in the payment period that you were scheduled to complete for the term, you may owe a substantial portion of your financial aid back to the College and/or the Department of Education, even if you complete some of your term credits (Read Return of Title IV Financial Aid Funds Policy in NOVA Financial Aid Handbook).

**SATISFACTORY ACADEMIC PROGRESS**

Please review the Satisfactory Academic Progress Policy. In order to receive financial aid, you must maintain Satisfactory Academic Progress (SAP). All terms of attendance are considered whether or not aid was received for those terms. Students are asked to submit official transcripts from all colleges previously attended. Transfer credits accepted toward your program of study will count in the 67% and 150% rules.

**EDUCATION TAX CREDITS**

You or your parents may be able to claim tax credits such as the American Opportunity Credit or the Lifetime Learning Credit toward the tuition paid for your post-secondary education. Tax credits reduce the amount of tax you or your parents owe.

Additional information about tax benefits for education is available in IRS Publication 970.

**REAPPLY FOR FINANCIAL AID EACH YEAR**

Remember to reapply for financial aid each year. The FAFSA becomes available October 1st each year and the application should be submitted early along with any items that may be requested on your NOVAConnect To Do List to determine eligibility for the upcoming aid year.

**GENERAL TERMS & CONDITIONS**

All awards are contingent upon annual federal, state and local funding appropriations. The College reserves the right to reduce or cancel any financial aid award if funding levels or eligibility change.

The general terms and conditions of your award can be viewed here. These terms and conditions supplement the information provided in this Award Letter Notification and in NOVA’s Financial Aid Handbook.
STUDENT RIGHTS & RESPONSIBILITIES

Unless you decline the financial aid offered by NOVA, you certify that you:

- will use all financial aid only for costs pertaining to higher education attendance,
- are not in default on a federal student loan or you have made satisfactory arrangements to repay a defaulted loan,
- do not owe money back on a federal student grant or you have made satisfactory arrangements to repay any such overpayment,
- will not receive a Federal Pell Grant from more than one college for the same or overlapping terms of attendance,
- have not borrowed in excess of annual or lifetime loan limits under Title IV programs at any institution,
- will not request/receive loans from another school for the same or an overlapping loan period,
- agree to pay your tuition, fees and bookstore charges in full upon notice from the College if you lose eligibility for the aid awarded or fail to meet the conditions for receiving the awards,
- authorize that the financial aid funds that you have accepted may be used to pay for other institutional charges in addition to tuition, fees and approved bookstore charges,
- understand that if you lose eligibility for financial aid due to changes in enrollment or other factors you will be held responsible for any charges not paid by financial aid,
- will inform the Financial Aid Office of any changes regarding your enrollment and residency,
- understand that financial aid is not allowed to cover audited courses and if you change your course status to audit you will be asked to repay any portion of financial aid you are no longer eligible to receive,
- understand that financial aid can be considered only for courses that apply to your program of study at NOVA; aid will be adjusted accordingly, and you will be responsible for covering costs if you enroll in courses outside your NOVA program of study,
- understand that your aid may be adjusted if your total need-based aid exceeds your demonstrated financial need or total aid exceeds your cost of attendance,
- understand that your grant(s) will not be recalculated for enrollment increases that occur after the 16-week census date, the last day to drop/add a course without grade penalty for the 16-week fall or spring session, nor for enrollment increases after the 12-week census date for summer. This includes adding later-starting classes for fall, spring or for summer.
- understand that dropped classes and classes never attended or not attended beyond the class census date will not count toward your financial aid status and aid may have to be adjusted.

As a student, you have the right to:

- know what federal, state and institutional financial assistance is available,
• know the financial aid procedure and how aid is awarded,

• know how and when financial aid is paid,

• know the cost of attendance at NOVA,

• know and comply with the Return of Title IV Aid Policy for withdrawal,

• know what portion of financial aid is grant (gift) aid,

• know what portion of financial aid is a loan and the terms of the loan at the time it is made. This includes interest rate, grace period and terms of payback, including a sample repayment schedule,

• know how much need has been met by your award,

• know the criteria for continued aid eligibility.

Important information regarding financial aid policies, eligibility, and awards is provided in NOVA’s Financial Aid Handbook.

Additional information is available on NOVA’s Financial Aid Website.

QUESTIONS?

Contact the Campus Financial Aid Office or the Financial Aid Support Center at 1-855-323-3199.

Sincerely,

NOVA Financial Aid

Follow Us:
Facebook
Twitter
Financial Aid Blog
Financial Literacy Blog

Financial Aid Glossary