

## EXPENSES AND FINANCIAL AID

Students' personal expenses are determined by their habits and tastes. Therefore, no precise statement can be made regarding such expenses as clothing, travel, or incidentals.

### UNIVERSITY FEES\*

1. The Comprehensive Tuition Fee for all undergraduates, effective September 1999, is \$16,950 a year, payable \$8,475 in mid-August before the beginning of the 12-week term in September 1999, and in mid-December before the beginning of the winter term in January 2000. No separate tuition is assessed for the 6-week term for those students who have paid the *Comprehensive Tuition Fee*, and no refund of tuition is made to a student who for any reason does not attend the 6-week term.

Students will not be permitted to enroll for a 6-week term unless they have attended at least one of the two preceding 12-week terms in the same academic year.

The University does not guarantee its schedule of fees to any student beyond the 1999-2000 academic year to which this catalogue applies.

In addition to instruction, the *Comprehensive Tuition Fee* covers the use of the laboratories, the library, recreation facilities and equipment, intercollegiate athletics (with free admission to intercollegiate contests), the services of the University physicians and infirmary, and free admission to presentations of the University Theatre and the Concert Guild.

2. A *Student Activities Fee* of \$155 is required of each student, payable \$77.50 each 12-week term. These funds are administered by the Student Body Executive Committee to provide financial support for the year book, the campus newspaper, the student literary magazine, programs of the Student Activities Board, and other student body activities.

3. A limited number of students may be permitted to enroll in undergraduate classes

for credit on a non-degree seeking basis as special students. Permission of the faculty member teaching the course and the Admissions Office is required. The fee for special students for 1999-2000 will be \$565 per credit hour.

4. A fee of \$40 is required of each applicant, payable when the personal application for admission is submitted. This fee is applied to the cost of processing the application and is not returnable.

5. A non-returnable advance deposit of \$500 is required of each new applicant as a freshman or undergraduate academic transfer on acceptance for admission; \$250 for each Law School new applicant or academic transfer on acceptance for admission. This payment is credited toward regular fees of the first term.

6. The *Comprehensive Tuition Fee* for the full course in the School of Law is \$17,950 for the 1999-2000 academic year, payable \$8,975 in mid-August before the beginning of the fall semester and in mid-December before the beginning of the spring semester in January 2000.

Further information on expenses in the School of Law is contained in the Law School Catalogue available from the Office of the Dean of the School of Law.

7. Students are required to make a breakage deposit in laboratories where they are assigned the exclusive use of equipment. The unused portion of such a fee is refunded when the equipment is returned.

8. All active members of a men's or women's fraternity are assessed a Greek Member Fee.

### BILLING AND PAYMENT

University bills are mailed to parents in advance of each 12-week term. University grants and loans; State scholarships, grants, and awards; Pell Grants, Supplemental Equal Opportunity Grants (SEOG), and Perkins Loans are credited on bills in accordance with the regulations and procedural requirements of the funding agency.

Upon authorization from men's and women's fraternity chapters, the University may include their charges on University bills.

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\*Tuition and fees are subject to change by action of the Board of Trustees

If so, these charges will be considered amounts owed the University.

Fees must be paid promptly. Each bill contains a due date consistent with timing explained previously. Checks should be made payable to "Washington and Lee University."

The University offers no spaced payment plan of its own. Tuition plans are available for those desiring to spread the expense over the educational period or beyond. As a convenience to parents, Washington and Lee has arranged with Tuition Management Systems Inc., of Newport, R.I., and the Key Education Resources of Boston, both of which provide such plans, to handle requests for deferred payments. Information about their plans is mailed to parents of all freshman students and to first year law students. Information about these plans is also available in the Financial Aid Office.

#### REFUNDS DUE TO WITHDRAWAL

1. If a student withdraws *before the first day of classes* of the fall or winter term, the full amount of the Comprehensive Tuition Fee then paid by or for the account of the student from private resources (as opposed to payments from federal or state or University financial aid programs, including the Guaranteed Student Loan program), will be refunded, less the advance deposit required of each new applicant as a freshman or undergraduate academic transfer (\$500), or of each Law School new applicant or academic transfer (\$250).

2. If a student withdraws *during the first week of classes* of the fall or winter term and gives written notice of withdrawal, the student's account will be credited with 75% of the Comprehensive Tuition Fee. If a student withdraws *during the second or third week of classes* of the fall or winter term and gives written notice of withdrawal, the student's account will be credited with 50% of the Comprehensive Tuition Fee. If a student withdraws *during the fourth or fifth week of classes* of the fall or winter term and gives written notice of withdrawal, the student's account will be credited with 25% of the Comprehensive Tuition Fee.

If no financial aid is involved (including Guaranteed Student Loans), the amount of the credit will be refunded, taking into account amounts then paid. If federal or state financial aid is involved, preference will be given to the regulations of the funding agency. Contact the Treasurer in such cases to determine the amount, if any, of refund.

3. If a student withdraws *after five weeks of classes* in the fall or winter term, either voluntarily or involuntarily, the Comprehensive Tuition Fee is **NOT REFUNDABLE**.

4. The Student Activities Fee is refundable only if the student withdraws *before the first day of classes*.

5. All refunds of the Comprehensive Tuition Fee will be subject to federal regulations regarding institutional refund policies.

6. See below for information regarding refunds of charges for room and meals.

#### ROOM AND MEALS

*Freshman Rooms:* All freshmen are required to live in one of the four freshman residence halls, Baker, Davis, Gilliam or Graham-Lees. In addition, all sophomores must live in University housing. Each freshman hall or section is supervised by a resident upperclass counselor, who assists and advises freshmen on academic and social matters. Any exemption from residency requirements must be obtained in advance from the Dean of the Freshmen Program. Freshmen are not permitted to room in fraternity houses.

The rates for rooms in the freshman residence facilities currently vary from \$1,950 to \$3,000 for the academic year. Contracts for residence facility rooms are for the entire academic year, with rentals payable at the beginning of each 12-week term. Bed linen is not furnished.

Room reservation contracts are sent to accepted applicants when the Admissions Office receives confirmation of their intention to attend Washington and Lee. Individual room assignments are made by the Dean of the Freshmen Program in the order in which signed room contracts are received by him. Freshmen

who have attended the same secondary school or are from the same hometown are not permitted to room together. All freshmen will be notified of their specific room assignments by August 1. Both the advance tuition deposit and a \$150 security deposit are payable at the time of confirmation of acceptance. The security deposit, less any charges assessed for damages, is refundable at the end of the lease term.

*Rooms for Upperclass Students:* The University has both a residence hall (Gaines Hall) and several apartments (Woods Creek) for upperclass students. A variety of suites with combinations of single and double occupancy rooms are available. In addition, several rooms are available in the International House, Chavis House and Outing Club House. Rates for upperclass rooms in all facilities vary from \$2,000 to \$3,000 for the academic year.

Reservations are for the entire academic year with rentals payable at the beginning of each 12-week term. A \$150 security deposit must be submitted with the signed contract. The deposit is refundable, less any charges assessed for damages, at the end of the lease term. Damages caused by vandalism will be billed at the time of occurrence.

*Other Accommodations:* Students other than those required to live in University housing may find accommodations in private homes in Lexington. There is no University housing for married students. Apartments for married students are available in town.

For further information about on-campus housing, applicants should write to the Dean of the Freshmen Program, Washington and Lee University.

*Refunds:* The University will refund rents paid for University housing, less the security deposit, which will be forfeited, if the student gives written notice two months (60 days) before the start of the room lease period that he or she does not wish to occupy University housing. After that date, rents are **NOT REFUNDABLE**.

*Meals:* Freshmen are required to take their meals in Evans Dining Hall throughout the

academic year. The cost is \$2,950 for the 1999-2000 academic year.

Upperclass and law students may also take their meals in Evans Hall. The 19-meal plan (plus seven continental breakfasts) costs \$2,950 per academic year (this figure is prorated for law students who are on a separate academic calendar). Additionally, other flexible meal plan options will be available which allow students to dine in the GHQ, Snack Bar and/or Evans Dining Hall. Details of the plans are available from Dining Service. Students also have the option of depositing money directly in their Debit Account for use in any of the three campus dining locations. Students may sign up for any of the plans at the Business Office located in Washington Hall.

Students who have paid for the 19-meal plan who give written notice of withdrawal or who are absent for approved off-campus study (for example, spring term abroad) will receive pro rata refunds of the cost of the plan.

## PENALTIES

If amounts owed the University are not paid by their due dates, a late payment fee of \$25 will be charged. The University may also withhold a student's grades; withhold transcripts; withhold the issuance of a diploma to graduating students; or drop a student from the official rolls. In addition, late-pay charges may be levied on past-due amounts and registration or matriculation denied for an upcoming academic year. Returning students with unpaid financial obligations will not be allowed to matriculate until all financial obligations are satisfied. Students with records of late payments may be denied permission to enroll for subsequent terms or semesters, and may have their class schedules withheld, until they pay in full in advance for subsequent terms or semesters. Requests for transcripts from former students will not be honored until all amounts owed the University are paid, including University and National Direct Student Loan (NDSL)/Perkins payments in accordance with the terms of loan agreements.

## UNIVERSITY CARD

All new students receive a University Card during Orientation. This multifunctional card serves purposes such as access to residence halls and book checkout in the libraries. It also acts as cash for many University services including bookstore, food services, copying and laundry facilities. This is done through the combination of debits and charges to the student's accounts. A student can charge debits or bookstore purchases of greater than \$5.00 to his or her account which will be sent home on the student bill. A parent who wishes to place a limit on this account or needs additional information regarding the card should contact the Business Office.

## SUMMARY OF EXPENSES

The expenses for a full academic year in 1999-2000 approximate the following:

Comprehensive Undergraduate	
Tuition Fee (1999-2000)	\$16,950
Room	
Freshmen and Sophomores (required)	\$1,950 to \$3,000
Upperclass Students	\$2,000 to \$3,000
Board (Dining Hall)	\$2,950
Books and Supplies	\$900
Personal Expenses	\$1,345
Student Activities Fee	\$155

The average cost for all necessary expenses mentioned above for freshmen year approximates \$24,900. That figure does not include travel costs or fraternity membership. Fraternity charges for freshmen in 1998-99 averaged \$1,250 while fraternity charges for upperclassmen averaged \$2,668 with average room and board charges adding approximately \$4,000.

## FINANCIAL ASSISTANCE AND SCHOLARSHIPS

The University's objective is to provide the financial resources necessary for any qualified student to attend Washington and Lee. Qualification for the University's own need-based scholarships and grants is based upon institutional evaluation of need, the applicant's personal and academic record, and the availability of funds. Need is evaluated using the standard analysis of family financial strength developed by the College Scholarship Service. The University's evaluation is not, however, constrained by rigid formula. Each student's need is carefully and individually determined, and the degree of choice in matters affecting family finances is given careful consideration. It is always presumed that parents, to the best of their ability, are responsible for providing resources for the student's educational expenses.

Qualification for state and federal financial assistance is governed by appropriate eligibility determinations and regulations and should not be confused with the institutional evaluations of need for assistance. Institutional, state, and federal assistance are contingent on satisfactory academic progress.

Each year the student's need, eligibility, and academic progress are reviewed to determine the amount and type of University, state, and federal assistance the student will receive in the subsequent academic year. *It should be assumed that the student's financial assistance will vary from year to year.* Washington and Lee is in full compliance with all federal and state anti-discrimination statutes.

## APPLICATION FOR ASSISTANCE

All of the University's need-based grants and scholarships require submission of the College Scholarship Service Profile application and the Free Application for Federal Student Aid (FAFSA). Both applications should be filed by April 1 for the subsequent academic year. Those students applying only for college work-study and/or Stafford Loan need only

complete the FAFSA. Those parents who will want only a Parent Loan for Students (PLUS) and no other assistance need only make application for the PLUS. No other applications are needed. Recipients of Honor Scholarships or other University assistance based solely on merit such as Gaines and Washington Scholarships need not reapply to renew these awards.

All need-based financial aid recipients must reapply for assistance in the spring for assistance for the subsequent academic year. Application instructions are mailed to all current recipients usually in January and are also available on request from the Financial Aid Office. It is the student's responsibility to obtain materials if none are received by the end of January.

The Profile application may be obtained from the College Scholarship Service by calling 1-800-778-6888 or via the Internet at [www.collegeboard.org](http://www.collegeboard.org). The FAFSA is available from the Financial Aid Office. Use of the FAFSA is preferable to use of the Renewal FAFSA which is mailed by the federal processor to previous FAFSA filers. Both Profile and FAFSA should be completed from final income tax returns in early April. Profile filers, those students applying for renewal of need-based scholarship or grant and new applicants for grant or scholarship, must submit complete tax returns for themselves and their parents in April for the previous tax year. Should it be necessary to file an extension, the IRS 4868 should be forwarded to the Financial Aid Office with an explanation of the cause for late filing. Applicants who submit tax returns late without good cause risk reduction or loss of grant or scholarship from the University. Applicants filing only the FAFSA need not submit tax returns unless they are selected for federal verification.

Profile filers whose parents are divorced or separated must submit the College Scholarship Service Noncustodial Parent's Statement which is provided with the Profile application and is also available from the Financial Aid Office. In addition, the Statement of Child Support is required and may be obtained from the Financial Aid Office. The non-custodial parent should also submit personal tax returns

and, if appropriate, the CSS Business/Farm Supplement and business tax returns.

Profile applicants whose parents own, control, or have significant interest in a business or farm (whether sole proprietorship, partnership, or corporation) must also submit the College Scholarship Service Business/Farm Supplement. This form is also provided with the Profile application. Business tax returns, as applicable, should also be submitted with the Business/Farm Supplement.

All supplemental forms and tax returns should be sent directly to the Financial Aid Office. These documents should never be sent to either College Scholarship Service or to the federal FAFSA processor.

Late applications will be accepted through January of the Winter Term but late applicants risk loss or reduction of grant or scholarship. Incomplete applications of any kind will not be activated after January.

Stafford, Unsubsidized Stafford and PLUS loans require a separate application process. Most borrowers, both student and parent, will trigger electronic loan applications via the internet by forwarding the Washington and Lee Loan Request/Lender Preference Form to the Financial Aid Office. However, borrowers who have either not received their award letters by August 1<sup>st</sup> or who have not submitted the Loan Request/Lender Preference Form by August 1<sup>st</sup> must apply using paper loan applications. Those borrowers not using Washington and Lee's preferred lenders, College Credit and Educaid, must complete paper applications obtained from their lender and submit them to the Financial Aid Office for processing. Borrowers are encouraged to contact the Financial Aid Office for guidance in the above process.

Virginia students are responsible for filing the separate Virginia Tuition Assistance Grant Application Form through the Financial Aid Office. Applications are mailed by the Financial Aid Office to all entering freshmen with Virginia addressees in the spring prior to enrollment and must be returned prior to the last week of May. Students not receiving the application are responsible for contacting the Financial Aid office to obtain the application.

Late applications will be accepted, but late applicants risk reduction in grant assistance. Upperclass students who establish Virginia domicile should be particularly careful to obtain and submit the application in a timely fashion. Under current program regulations, grant recipients generally need not reapply for the Virginia Grant in subsequent years; however, students on an approved leave of absence or on study abroad for one term or more should reapply.

Upperclassmen who have not previously received University funds may apply for assistance using the Profile/FAFSA applications. New applications for grant and scholarships will be given full consideration by the Financial Aid Office; however, a 2.500 cumulative grade-point average is usually required of new applicants for University assistance. New applicants for federal assistance also must meet academic progress standards.

Change in family financial circumstances may change the student's need for assistance. Most often this is caused by a sibling entering college, but also it may be the result of family financial trauma caused by unforeseen circumstances such as parental divorce or separation, loss of employment, serious illness or business failure. Parents of students who experience serious financial distress are encouraged to contact the Financial Aid Office at the earliest sign of difficulty at any point in the year so that appropriate action may be taken by the Financial Aid Office.

Transfer students may qualify for assistance, but they will generally receive University funds only after entering and returning student need has been met.

#### DETERMINATION OF NEED FOR ASSISTANCE

Need for assistance is the difference between available family financial resources and the cost of education. Educational costs include tuition and fees, room and board, books and supplies, a personal expense allowance, and a travel allowance.

The following basic factors are considered in evaluating parental financial resources for

education: taxed and untaxed income, state and federal taxes, an allowance for the family's living costs, family size and number in college, number of working parents, parent age, and net assets. Other factors are often included to yield the clearest picture of family financial strength. For example, tax sheltered income from rental property, farm, or business may be included as may medical debt or debt for education of the parents' other children. However, no consideration is given for siblings beyond a fourth year of undergraduate study or for graduate education. The voluntary or involuntary nature of these other factors is of major importance. For example, loss of income due to voluntary early retirement prior to age 65 may not be given consideration while the impact of involuntary unemployment will almost always be a key factor in evaluation of parents resources.

The student also is expected to contribute toward educational expenses. Earnings from work and 35% of the student's net assets are considered available resources. The student's other resources, such as non-University scholarships, social security or veterans benefits, and support from a non-custodial parent or other family member will also be included in the analysis.

It is presumed that parents, to the best of their ability, are responsible for providing resources for the student's educational expenses. The University generally will not substitute financial assistance to compensate for any part of the calculated parental contribution. Divorce or separation agreements do not govern the analysis of a parent's available resources nor does divorce or separation absolve a parent from responsibility to contribute to the student's education.

Eligibility for federal loans, grants and work-study is established by filing the FAFSA. This eligibility determination should not be confused with the determination of the student's need for Washington and Lee grants and scholarships.

Need may well vary from year to year. Need may increase as educational costs rise and parental income does not or, on the other hand,

a significant increase in parental income or assets will decrease need. Parental resources are assumed to be divided among their children in college; hence, *the greatest change in a student's need often occurs as other dependent children enter or leave college*. In general, it should be expected that the financial aid award will change through the four undergraduate years. Parents and students who wish to discuss their individual determination of need or financial circumstances are invited to do so at any time with the Director of Financial Aid.

#### THE FINANCIAL ASSISTANCE PACKAGE

The student's need is usually met by a combination of components called a financial aid package. Typically, the package is comprised of grant, loan and employment. In general, loan and work assistance are packaged first and remaining need is met by grant funds.

#### *Grants*

Grant assistance may be provided by a variety of sources: federal, state and the University. Grants are gift assistance and need not be repaid.

Washington and Lee University Grants usually are awarded according to need. They are funded by specific scholarships listed in the University catalogue or from general scholarship endowment.

Robert E. Lee Scholarships are awarded to freshmen Honor Scholars with demonstrated financial need. Lee Scholarship recipients are required to maintain a 3.000 cumulative grade-point average. Funding for the Lee Scholarship is derived from the University's scholarship endowment.

Pell Grants are federal awards to students deemed especially needy according to federal eligibility criteria. Application for the Pell Grant (and other federal assistance) is made by filing the FAFSA with the United States Department of Education.

Supplemental Educational Opportunity Grants are federally funded and awarded to eligible Pell Grant recipients by the Washing-

ton and Lee Financial Aid Office. The Supplemental Grant often replaces a portion of University Grant or Scholarship.

The Virginia Tuition Assistance Grant provides state funding to Virginia residents attending private Virginia colleges and universities. Recipients are required to maintain a full-time course load as defined by the state of 12 credits per term. Spring term credits are not included in meeting this requirement.

Other states, namely Pennsylvania, Vermont, and Rhode Island, provide grants to needy students attending college in Virginia. Washington and Lee aid applicants from these states may be required to use their state's Financial Aid Form to establish eligibility. Other students are invited to contact the Financial Aid Office for the name, address, etc., of the state grant governing bodies in their home states so that they may ascertain if any state grant assistance may be used at Washington and Lee.

All grants from state and federal sources will reduce the amount of Washington and Lee's need-based grant or scholarship on a dollar for dollar basis. Aid applicants who fail to apply but are eligible for state or federal grants may have their University assistance reduced commensurate with their state or federal grant eligibility.

#### *Loans*

The primary sources of loans to students are the Federal Perkins Loan program and the Federal Stafford Loan program. Loan amount eligibility is governed by the applicant's need and by other assistance offered to the student. The Perkins Loan interest rate is 5%, and the Stafford Loan interest rate is variable and capped at 8.25%. Interest is paid by the federal government while the student is enrolled in college or graduate school. Repayment may not exceed 10 years but may be deferred for financial hardship, rehabilitation training, and also graduate education.

Students who do not qualify for need-based loan assistance may be eligible to borrow under the Federal Unsubsidized Stafford Loan Program. The major difference between the Federal Stafford

Loan and the Federal Unsubsidized Stafford Loan is that the student is responsible for interest payments while in school. The student may opt not to pay interest in school, in which case, accrued interest is capitalized.

Loans to parents are available through the Federal Parent Loan for Undergraduate Students (PLUS) program. Parent loans are not based on need; hence, they are available to most parents who are credit worthy. Parent loan interest rate is set annually but may not exceed 9%. Loans must be repaid within 10 years, and repayment begins within two months from disbursement of loan proceeds.

Non-federal education loans from private lending agencies are an alternative source of funding for either the parent or student borrower. Examples of this type of loan include Key Bank's Achiever and Alternative Loan programs, Sallie Mae's Signature Education Loan program, and Educaid Extra Premier Loan program. Eligibility for these loans is usually based on the cost of attendance as determined by the school less any other financial aid received. Approval for these loans may be dependent upon credit worthiness, debt-to-income ratio, annual income, or a combination of these factors. In general, the rate of interest is variable, based on Treasury Bill + 3.0+%; repayment commences within two months after disbursement, if not deferred; and the repayment period is 15 years. The loan application may require school certification by the Financial Aid Office before the loan can be reviewed for approval by the lender. *In cases where the loan application does not require school certification and the parent/student is receiving other financial aid, the borrower should contact the Financial Aid Office since adjustment to other aid may be required.*

### Work

The College Work-Study Program offers many financial aid recipients the opportunity to earn a portion of their college expenses by performing work within the University. Freshmen usually work five hours per week, and upperclass students work ten hours per week at the minimum wage rate. Eligibility is contingent on financial need and availability of funding.

All student workers must furnish proof of U.S. Citizenship status to the Washington and Lee Personnel Office. Appropriate documentation includes 1) a valid U.S. passport or 2) a valid driver's license with photograph and either a certified birth certificate or the original card issued by the Social Security Administration. Note that original documents are required, and the requirement is not for simply one of the above but for multiple documents unless a valid passport is presented.

### Honor Scholarships, Awards, and Prizes

Honor Scholarships, renewable for four years, are awarded to matriculating freshmen and are not available to upperclassmen regardless of academic achievement. A limited number of scholarships for excellence in specific areas of achievement are awarded to outstanding upperclassmen by faculty committees or academic departments. Students are either selected for these awards or invited to apply for them. Examples are the Lane Scholarship for an outstanding journalism major, the L.K. Johnson Scholarships for outstanding business administration/accounting majors, the Campbell and Wilkinson Awards to English majors, the Barber Scholarship for overall excellence, and the Brower Scholarship for an outstanding premedical student. In addition, other awards and prizes are given at graduation for excellence in specific areas of study. With the exception of the Barber Scholarship, all of these awards range in dollar value from approximately \$100 to \$3,000. In cases where a student receives one of the University's competitive scholarships or prizes in addition to federal financial assistance, it may be necessary to reduce other assistance. Federal regulations govern this policy.

### ACADEMIC REQUIREMENTS FOR FINANCIAL ASSISTANCE

Academic requirements for University need-based scholarship and grant assistance differ significantly from the academic requirements governing federal need-based grant and loan assistance.

1. *University Assistance.* The granting of University funds as financial assistance presumes scholastic ability and achievement. Students re-

ceiving need-based University grant or scholarship assistance must maintain a minimum 2.300 cumulative grade-point average and must not allow their term grade-point average to fall below 2.300 in any two of three consecutive terms. Failure to meet academic standards may jeopardize the recipient's University funding. Recipients not achieving minimum academic standards will be reviewed by the University Financial Aid Committee, which may reduce or eliminate the student's University assistance. The Financial Aid Committee also reserves the right to review and adjust the University assistance of students who are consistently marginal in academic performance or who demonstrate that they are not good citizens of the University.

If a recipient falls below the minimum 2.300 cumulative grade-point average, a warning usually will be issued by the Financial Aid Committee and the student will be placed on probation. Failure to achieve the 2.300 cumulative by the end of the next grading period may mean forfeiture of all or part of the student's grant or scholarship. Students failing to achieve the 2.300 term grade-point average in two of three consecutive terms may also be warned and may forfeit grant or scholarship if the following term average is below 2.300.

Students forfeiting University grant or scholarship assistance may appeal the decision to the Financial Aid Committee. Written request should be made through the Director of Financial Aid. Only serious mitigating circumstances such as illness will be considered by the Committee.

University aid recipients who have forfeited assistance by the decision of the Financial Aid Committee may petition the Committee for reinstatement of their University grant or scholarship or upon achieving the 2.500 cumulative grade-point requirement. Petitions for reinstatement of the University assistance should be forwarded to the Director of Financial Aid.

As a general rule, University Grant and Scholarship recipients may expect that, year to year, grant and loan assistance will increase if the family resources remain constant and the student's cost of education (tuition, fees, etc.) increases. However, if the aid recipient fails to achieve a minimum 2.500 cumulative grade-point average at the end of the fall term, any increase in need for

the subsequent academic year for whatever cause may be met by available loan assistance only, with no increase in University grant or scholarship.

Enrolled aid applicants not previously receiving University grant or scholarship assistance must have a 2.500 cumulative grade-point average to qualify for University grant or scholarship.

*2. Federal Assistance.* Federal regulations require satisfactory academic progress for continued eligibility for federal financial assistance. Enrollment in the University as a degree seeking student presumes evidence of serious academic intent and academic eligibility for federal assistance. In general, students meeting University academic requirements will also meet federal requirements. However, there are several important exceptions to this general rule. Students must achieve a minimum number of credit hours by the end of each year of attendance; they must also complete their degree within six years of enrollment; and students usually will not be eligible for federal assistance upon return from academic suspension under the Automatic Rule.

All students must achieve the required cumulative grade-point average and earn credits according to the schedule below to establish or continue eligibility for federal assistance.

<b>Year End</b>	<b>G.P.A.</b>	<b>Credit Hours</b>
Freshman	1.500	18
Sophomore	1.600	36
Junior	1.800	58
Senior	1.900	78
Fifth year	1.900	98
Sixth Year	—	121

Note: Students may receive Stafford Loan for no more than five years.

Academic progress will be reviewed at mid-year and year end. Students not maintaining progress at mid-year will be considered to be on probation. At year end, if progress standards are not met, the student will forfeit eligibility for federal assistance for the subsequent academic year.

Note: If credit hours requirements are not met, approved summer school credits may re-establish eligibility for federal assistance.

Only very serious mitigating circumstances such as death in the immediate family or serious illness will constitute grounds for waiver of academic progress standards. Students denied assistance may appeal based on serious mitigating circumstances to the Director of Financial Aid.

Students may regain eligibility for federal assistance by achieving an academic record consistent with the table above. As students who leave the University under the Automatic Rule return with the same grade-point average, they generally will not be eligible for federal assistance upon return. Hence, academic suspension presents a very grave situation for federal financial aid recipients.

It is assumed that all federal aid recipients are enrolled on a full-time basis with exceptions for special cases made by the University academic authorities. Federal aid recipients will be expected to complete their course of study within six years of enrollment. Changes of major, withdrawal from courses, repetition of courses, incomplete courses, and transfer of courses will be governed by University academic regulations.

It is assumed that transfer students are making satisfactory academic progress upon admission to the University.

## POLICIES

Students returning to the University from an approved leave of absence will be eligible to receive financial assistance upon their return to the University.

Financial aid recipients are required to report to the Financial Aid Office any scholarships they receive from non-University sources. Non-University scholarships will usually reduce the student's need-based financial assistance: one-half of the scholarship amount reducing University grant or scholarship and one-half altering student loan. Federal financial assistance regulations govern this policy.

It is presumed that *information contained in the student's financial aid application* and on any supporting documentation including tax returns may be discussed, as necessary, with

the student. Parents should inform the Director of Financial Aid if such information may not be disclosed to the student. Non-custodial parent information will be held in strict confidence and will not be discussed or released to the student or the custodial parent without permission.

Financial assistance awards are based on family financial circumstances; hence, students are responsible for informing the Financial Aid Office of *substantial changes* in family income, assets, and household size, or the number of siblings in college. Emergency situations or unusual circumstances outside of the family's control such as divorce, unemployment, serious illness, or death, may be brought to the attention of the Director of Financial Aid at any time. If University funding or other assistance is available, the student's award may be adjusted to compensate for unexpected, unmet need.

*Ownership or operation of a motor vehicle* in Rockbridge County may cause reduction of the student's need-based grant assistance from the University. At the discretion of the Financial Aid Director, need-based grant from the University may be reduced on a dollar-for-dollar basis in the amount that the automobile's value exceeds \$6,000. The Financial Aid Director will assess value, and appeals on valuation will not be entertained. Any need-based aid recipient who operates a motor vehicle in the county must report make, model and year to the Financial Aid Office or risk forfeiting his or her University assistance.

Many university grants are funded by *named, endowed scholarships*. Recipients of named scholarships and of University grants funded by named scholarships will be notified by the Financial Aid Office of the donor's name and address. A letter of thanks to the donor of the scholarship funds is deeply appreciated.

Financial aid recipients who *withdraw from the University* are subject to University and, if applicable, federal refund policy. Refund amounts will be prorated in accordance with charges paid by financial aid funds and returned to appropriate financial aid programs. When institutional or non-federal funds must

be returned to the respective programs, the order may be governed by program regulations, with gift assistance preceding loan assistance. When federal funds must be returned to federal aid programs, the prescribed order is Unsubsidized Stafford Student Loan, Subsidized Stafford Student Loan, PLUS Loan, Perkins Loan, Pell Grant, Supplemental Education Opportunity Grant, and other applicable federal assistance programs, excluding the College Work-Study Program. Federal regulations govern this policy. If a cash disbursement of financial aid funds has been made to the student, the Financial Aid Office will calculate what portion of the cash disbursement, if any, must be repaid by the student to the financial aid programs. Students who are withdrawing from the University should contact the Financial Aid Office for assessment of their refund/repayment status.

All awards, unless otherwise noted, are applied first toward the payment of tuition and other University charges, one-half at the beginning of the fall term and one-half at the beginning of the winter term. Any assistance above tuition and other University charges may be paid directly to the recipient at the beginning of the fall and winter terms.

*National Merit Scholarships* are credited directly to the student's tuition account; however, stipend checks must be endorsed in the Washington and Lee Business Office.

Confirmed *scholarship disbursements* from sources other than the University may be deducted from remittances on student tuition accounts if the scholarship proceeds will be forwarded directly to the University by the due date of the billing statement. Students are reminded that the Financial Aid Office must be informed of scholarships received from other than University sources.

Former students requesting academic transcripts must have their University or Perkins Loan repayments current in accordance with the terms of the loan agreement before a transcript will be released by the University Registrar.

Students are responsible for procuring all pertinent applications including the Washington and Lee financial aid application, federal aid application, state grant applications, and Stafford Loan applications.

As grant or scholarship assistance may be considered taxable income in certain circumstances by the Internal Revenue Service, recipients may wish to review the federal tax rules for scholarships and grants with their tax preparers.

Information regarding job placement and salary statistics can be received upon request by writing to the Director of Career Development and Placement, Washington and Lee University, Lexington, Virginia 24450. Information of job placement and salaries is lengthy and too detailed to be published in this section.