

SPRING 2017

# FINANCIAL AID

## REGISTRATION PROCEDURES

NEW RIVER COMMUNITY COLLEGE, 5251 COLLEGE DRIVE, DUBLIN, VIRGINIA 24084 1-855-874-6689

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### REGISTRATION/TUITION

Registration for spring semester classes begins Tuesday, November 8. You can register for credit classes and delay payment until Wednesday, January 11.

Don't forget that you must either have enough financial aid awarded to cover the tuition/fees or pay out-of-pocket for those classes by January 11. Otherwise, your classes will be dropped. After January 11, you'll need to pay the same day you register.

Please see your advisor/counselor to register for your classes through the college's online system.

To find out the status of your aid you may use the Student Information System (SIS):

1. Go to <http://www.nr.edu/myaccounts/> and click on the blue box in the middle of that page
2. Enter your username and password
3. Click on VCCS SIS 9.0: Student Information System
4. Click on Self-Service
5. Click on Student Center
6. Click on Account Inquiry  
If taking less than 12 credits, choose the award year 2017 and click "Update Pending Financial Aid"
7. You can also view your "To Do List", "Outstanding Charges" and "Pending Financial Aid"

If you are unsure of the remaining balance after your anticipated aid you may call the Financial Aid Office. Then you can pay the balance of your tuition and fees online with a credit card or by going to the Business Office with cash or a check. Please be aware that if your enrollment level status changes (i.e., full-time, ¾ time, half-time, etc.) you may owe money toward your tuition.

#### Financial Aid Course Audit Information

Financial aid may only be applied to courses required for completion of your program of study (degree, diploma, certificate, or career studies certificate). You

are encouraged to drop ineligible courses and replace them with eligible courses. Please note that ineligible courses will not be automatically dropped. It will be your responsibility to drop these courses.

If you choose to remain enrolled in ineligible courses, please take note of the following:

- Financial aid award amounts will be based on the number of eligible credits in which you are enrolled. If you are enrolled in less than 12 eligible credits, your financial aid award will be reduced proportionately based upon your number of eligible credits.
- Ineligible courses must be paid for out-of-pocket and in-person at the Business Office or Mall site and you must indicate for which course(s) you are paying.

### TO CHARGE TEXTBOOKS

You can go directly to the NRCC Bookstore to charge your books Tuesday, January 17, through Tuesday, February 7. An identification card including a photo, student ID# and class schedule are required to charge textbooks (you will receive your student ID# during registration).

If you must drop classes, please do so by the last day to drop and receive a refund which is Tuesday, February 7. If you drop classes during this period, you must return textbooks/supplies to the bookstore or you will be billed for the charged items. No returns will be accepted after February 7.

You'll need your receipt before you can return any items to the bookstore. **Note:** Textbooks cannot be returned to the bookstore if the wrapping is removed; it is advised that you wait until after your first class meeting to remove wrap from textbooks.

### SEE OTHER SIDE FOR MORE INFORMATION

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### QUESTIONS?

Stop by the Financial Aid Office in Rooker Hall or call 1-855-874-6689

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## Bookstore Website Information

Beginning spring semester, financial aid will be available as a payment option on the NRCC Bookstore website -

- The Bookstore authorization form must be filled out completely and legibly, signed and emailed back to the Bookstore before your order can be processed. The link to this form and more pertinent information can be found on the Bookstore website when you choose F/A as your payment option.
- Orders cannot be shipped to a P.O. Box; street addresses only.
- This payment option is only available during the normal Financial Aid charge period.
- Items not allowed to be purchased with Financial Aid funds will be cancelled from your order.

Financial Aid will only pay for books that are required for your program of study. If you have received a message regarding "financial aid ineligible courses," you must pay for books for the ineligible courses, out of pocket.

If textbooks/supplies are not available, please ask the bookstore clerk to pre-bill your account.

## REFUNDS

Your student account will be electronically credited with loan and grant funds. This means that any charges you owe the college, such as tuition and bookstore charges, will be paid first. Any remaining balance will either be directly deposited into your bank account or credited to your Refund Card. Please register at <https://nrchoice.afford.com>.

The target date for processing refunds is mid-March, but this date is tentative and cannot be guaranteed.

Scholarship students, please make sure to contact the Foundation Office if your address changes.

**NOTE:** Financial aid cannot be received at two institutions in the same term.

## IMPORTANT DATES

January 11 – Wednesday .....	Delayed payment ends - Students who register early must pay by January 11 or classes will be deleted. After January 11, all students must pay the same day they register.
January 16 – Monday .....	Martin Luther King, Jr., Day (College Closed)
January 17 – Tuesday .....	Book charges begin
January 23 – Monday .....	Classes begin
January 27 – Friday .....	Last day to add class w/o Instructor approval
February 7 – Tuesday .....	Last day to drop and receive refund
April 3 – Monday .....	Last day to drop and receive "W" grade

## QUESTIONS?

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