The following information is provided to explain the sources of aid which may appear on your award letter and how these awards are credited to your charges for tuition, fees, room and board.

**Villanova University Grant**

The need-based Villanova University Grant is awarded to you based on financial need. To receive this award, you must be enrolled as an undergraduate full-time, day college student for a minimum of 12 credits per semester. Villanova University Grants are awarded for four academic years (eight consecutive terms) and are not applicable to the summer term - **please remember that you must reapply each year.** If your award is tentative (documents are missing or incomplete), credit will be issued after your file is complete. Otherwise, credit will be issued at the time of billing. Please note that your Villanova University Grant may be replaced by endowed scholarship funds after the school year begins.

For purposes of the Villanova University Grant, net operating losses, parents enrolled in undergraduate or graduate school, siblings enrolled in graduate school, pursuing a second baccalaureate degree, over 23 years of age, or enrolled on a part-time basis in undergraduate education will not be considered in determining the Expected Family Contribution. The net value of a business or farm also will be included in determining eligibility for the Villanova University Grant.

**Student Employment**

Student employment is awarded to students based on financial need. **It is money that needs to be earned;** it is not money that is credited to your student account.

If your award letter lists Student Employment you need to understand the following:

- You may seek employment only on-campus as long as you are a full-time student enrolled at Villanova University.
- You are responsible for finding your own job on campus.
- You may work up to 20 hours per week on campus during the semester and up to 40 hours per week on campus during the break periods among all jobs.
- You must have a Social Security Number in order to be employed in any position on the Villanova University campus. **You must see the International Student Advisor who will assist you in filing a social security application with the Social Security Administration. This process can take up to two months and you may not begin your position until you have your Social Security Number.**
- Student employment earnings are not deducted from your student account. **Student employment earnings are given to you in a pay check based on the number of hours you work on a weekly basis.**
Contact the Office of Financial Assistance in writing if any of these circumstances apply to you:
- financial documents, received after the award notice, that change the financial information in your aid file
- change from your non-immigrant visa status
- violation of your non-immigrant student visa
- graduation or withdrawal from an undergraduate college program by members in the household
- increase or decrease in family income and/or assets
- receipt of outside aid (scholarships, etc.)
- any change in your housing status

The following circumstances could have an affect on your financial aid eligibility:

- any change in your housing status
- receipt of outside aid (scholarships, etc.)
- change in enrollment from full-time to part-time
- increase or decrease in family income and/or assets
- graduation or withdrawal from an undergraduate college program by members in the household
- violation of your non-immigrant student visa
- change from your non-immigrant visa status
- financial documents, received after the award notice, that change the financial information in your aid file

Contact the Office of Financial Assistance in writing if any of these circumstances apply to you.

**HERE IS WHAT YOU NEED TO DO**

1. Read your award letter carefully.
2. If you wish to decline any of the aid listed on the award letter, you need to advise our office in writing at finaid.award@villanova.edu. Include your name, Villanova University ID number, and the amount and name of the fund that you want to decline.
3. If you receive outside sources of aid, you must notify this Office of the source(s) and the amount(s). Receipt of outside aid may result in an adjustment to your aid package.

**INFORMATION ABOUT SUBSEQUENT AWARD YEARS**

You will need to **REAPPLY** for financial aid each year in order to be considered for aid in subsequent years. To be considered for need-based Institutional Aid, your file must be complete by April 30, 2015. Late applicants will be aided only if funds remain available.

The Office of Financial Assistance would like to remind students and their families that the need-based Villanova University Grant eligibility and other need-based aid could be affected if any of the following circumstances occur in subsequent years:

1. Any increase or decrease in the number of members in the household
2. Receipt of outside aid (scholarship or grant)
3. Change in enrollment status
4. Any increase or decrease in family income/or assets
5. The graduation or withdrawal from an undergraduate college program by members in the household.

Students also must maintain Satisfactory Academic Progress in order to be considered for aid in subsequent years. Consult the Office of Financial Assistance website for an explanation on Satisfactory Academic Progress.

**IMPORTANT PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Website Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bursar (billing &amp; payment plans)</td>
<td>610-519-4258</td>
<td><a href="http://www.bursar.villanova.edu">www.bursar.villanova.edu</a></td>
</tr>
<tr>
<td>Dining Services</td>
<td>610-519-4170</td>
<td><a href="http://www.diningservices.villanova.edu">www.diningservices.villanova.edu</a></td>
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<tr>
<td>Financial Assistance</td>
<td>610-519-4010</td>
<td><a href="http://www.finaid.villanova.edu">www.finaid.villanova.edu</a></td>
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<tr>
<td>International Student Services</td>
<td>610-519-8017</td>
<td><a href="http://www.students.villanova.edu/iss">www.students.villanova.edu/iss</a></td>
</tr>
<tr>
<td>Residence Life</td>
<td>610-519-4154</td>
<td><a href="http://www.realife.villanova.edu">www.realife.villanova.edu</a></td>
</tr>
<tr>
<td>Tuition Management Systems</td>
<td>800-895-9061</td>
<td><a href="http://www.afford.com/villanova">www.afford.com/villanova</a></td>
</tr>
<tr>
<td>Office of University Admission</td>
<td>610-519-4000</td>
<td><a href="http://www.admission.villanova.edu">www.admission.villanova.edu</a></td>
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