Admissions

Admissions Requirements - General
Candidates for admission to the freshman class must be graduates or anticipating graduation from an approved secondary school or preparatory school or have earned their GED (Graduate Equivalent Diploma). Families involved in home study programs are urged to contact the Director of Admissions for further information. Criteria used when making an admission decision are the student’s transcript of academic work, rank in class, the SAT or ACT, letters of recommendation, and Admissions essay.

Applicants for admission who have completed secondary school Advanced Placement Courses are encouraged to take the appropriate examinations administered by the College Entrance Examination Board. Students with an advanced placement score of “3” or better will receive credit for an appropriate introductory course or free elective credit.

Incoming freshmen with college credit should notify the Admissions Office upon enrollment. The College also grants academic credit for satisfactory performance on a number of specific subject examinations that are part of the College Level Examination Program (CLEP) and the Defense Activity for Nontraditional Education Support (DANTES) program, both of which are administered by the Educational Testing Service, Princeton, NJ 08541. The College is officially designated as a CLEP Testing Site for DVC students. Details on the College’s policy regarding CLEP may be obtained from the Continuing Education Department at 215-489-4848.

The admissions application should be submitted as early as possible in the senior year, preferably by the end of the first marking period.

Admissions Procedures - Freshmen
1. Applicants are encouraged to submit an online application, which is free of charge. Completed paper applications should be sent with a $50 check or money order, a non-refundable application fee.
2. Submit official high school transcript, including current grades and senior coursework.
3. Have SAT or ACT scores sent to the Admissions Office, either through the high school transcript or the College Board. Our code numbers are SAT-2510 and ACT-3551.
4. A personal interview is recommended for all applicants. Arrangements may be made with the Admissions Office by phone at 215-489-2211, or 800-2-DELVAL.
5. Admissions decisions are made on a rolling basis, continuing until full enrollment is reached. Early applications are encouraged.
6. Within thirty days of fulfillment of all requirements as stated above, the Admissions Committee will evaluate applicant credentials and will inform the applicant of its decision.

Admissions Procedures - Transfer Applicants
1. Submit an online application, which is free of charge. Completed paper applications should be sent with a $50 check or money order made payable to Delaware Valley College, a non-refundable fee.
2. Forward official transcripts of all college work and a high school transcript or copy of their GED.
3. Credits will be transferred only for those courses which are appropriate to the selected curriculum. (For more information see index for transfer credit policy.)
4. Veterans and Active Military should submit a copy of form DD-214. If presently serving in the military, the applicant must submit a letter of reference from the commanding officer.

**Choices**
Barbara Murphy Grimes, Coordinator

The College admits a limited number of students whose motivation to complete the College's programs is high but whose previous scholastic performance indicates a need for strengthening in an area of the College's entrance requirements. These selected students are admitted through the Choices Program. A mandatory requirement of the program is to successfully complete ED 0016, Learning Strategies, during the first semester. Choices Seminar is required for those students who need additional academic support.

Where scholastic deficiencies in quantitative or communicative skills exist, students may be required to enroll in: ED 0015, College Reading, EN 0012, English Essentials and/or MP 0010, Basic Mathematics. Students must pass these courses before going on in English or Mathematics.

To further aid the student's progress at Delaware Valley College, the Coordinator of the Choices Program closely monitors each student. At the end of the first semester, the student's record is evaluated. The Choices Coordinator and the student develop a schedule designed to facilitate academic success. In order to qualify for graduation, a student admitted under these provisions may require more than eight semesters of study.

**Subjects Required for Admission**
The requirements for admission cover 15 units of secondary school work. A unit represents a year's work in a subject at a secondary school.

The following preparation is required for all applicants. However, additional units in science and mathematics are desirable. Applicants whose preparation differs from the following outline are encouraged to confer with the Director of Admissions.

**Minimum Unit Recommendations**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Algebra I</td>
<td>1</td>
</tr>
<tr>
<td>Algebra II</td>
<td>1</td>
</tr>
<tr>
<td>Social Studies</td>
<td>2</td>
</tr>
<tr>
<td>Additional**</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

* Science: Business Administration, Computer Information Systems Management, Criminal Justice Administration or English majors and students applying for the Equine Science program need only one unit of science. They may take any one of the following: Biology, Chemistry or Physics.

** It is recommended that all students accumulate as many units in advanced science and advanced mathematics as they can. Additional units may also be obtained in social science, foreign languages and other subjects.

**Expenses for the College Year**
The major charges for the 2009-2010 Academic Year are: tuition and fees of $27,292 to $27,742, and $27,092 to $27,542 for commuter students; room fee of $4,460, and a board fee ranging from $4,920 for 14 meals per week to $5,376 for 20 meals per week. Meals not used during a given week will be forfeited at the end of that week. The board plan is controlled by a debit card which allows a variety of meal plans and cash options (flex dollars). Flex dollars must be used by the end of the academic year or they will be forfeited. When classes are in session, the Dining Hall is open at scheduled hours to serve breakfast, lunch and dinner from Monday through Friday; a continental breakfast, brunch and dinner on Saturday; and, brunch and dinner on Sunday. The Food Court is an additional option for students to use their meal plans. Students can eat at either the Dining Hall or Food Court. Hours at both locations are adjusted during holiday and semester breaks. All resident students are required to take advantage of one of the four meal plans offered.

Tuition, fees, room and board may be paid by mail or in person with cash, personal check or money order. Payment may also be made by American Express®, Discover®, MasterCard®, PIN-less debit cards with the MasterCard® logo, and electronic checks through WebAdvisor at www.delval.edu. Credit card payments cannot be made by mail, in person, or over the telephone.

Upon acceptance to the College, new students must pay a non-refundable $200 matriculation fee. New students who will be living on campus must also pay a non-refundable $200 room reservation fee.

**Returning Students**
Returning commuter students must pay a non-refundable $200 advance registration fee. Returning resident students must also pay a non-refundable $200 advance room reservation fee.

Advance Payment Fee Notices are mailed in February and payment is due within 30 days. No student will be allowed to register unless accounts are clear of all indebtedness to the College, and the advance payment fee is received by the College.
Bursar. It is the responsibility of each student to pay the charges as listed below. A late fee of $200 is charged after the semester due date.

In the event of any financial default, the College shall have the right to employ a collection agency and/or any other legal means to collect sums due. The student is required to pay all collection costs, including legal fees, and interest.

Other expenses include a contingency deposit of $150 that is required of all full-time students as a guarantee for final payment of damage to or loss of college property, residence hall damages, unpaid telephone charges, library and parking fines, or similar penalties imposed by the college. As damage or loss occurs it is charged and due to the student account. Upon graduation or withdrawal from the college, the student will receive a refund of the contingency deposit not used for final charges.

Diplomas and transcripts are not issued until the student has made satisfactory settlement of his or her accounts. Semester charges are payable as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fall 2009</th>
<th>Spring 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due on or before</td>
<td>July 31, 2009</td>
<td>Dec. 15, 2009</td>
</tr>
<tr>
<td>Tuition</td>
<td>$12,846</td>
<td>$12,846</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Technology Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commuter</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Resident</td>
<td>$300</td>
<td>$500</td>
</tr>
<tr>
<td>Room</td>
<td>$2,230</td>
<td>$2,230</td>
</tr>
<tr>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 meals per week</td>
<td>$2,460</td>
<td>$2,460</td>
</tr>
<tr>
<td>(includes $225 Flex)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 meals per week</td>
<td>$2,688</td>
<td>$2,688</td>
</tr>
<tr>
<td>(includes $75 Flex)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equine Fee (for Equine Studies students only)</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Experiential Learning Fee</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>Facilities Improvement Initiative</td>
<td>Freshmen</td>
<td>$375</td>
</tr>
<tr>
<td></td>
<td>Sophomores</td>
<td>$375</td>
</tr>
<tr>
<td></td>
<td>Juniors</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Seniors</td>
<td>$150</td>
</tr>
</tbody>
</table>
Additional fees are charged for freshmen and transfer students, laboratory work, and for field trips required for certain courses.

Students registering for more than 19 credits in a semester are charged $708 per credit over the 19 credit load. Refer to Enrollment Status/Class Status under Academic Regulations for academic approvals that are required to take more than 19 credits in a semester.

All resident students and athletes who are either full-time or part-time students are required to carry health insurance. The college offers a health insurance plan for those students who are not otherwise covered. Students who are required to provide proof of insurance and do not comply will automatically be enrolled in this health insurance plan at their own expense.

Books, supplies and equipment may be purchased at the Bookstore operated by the college.

Refund Policy
1. FEES are not refundable.
2. TUITION, ROOM and BOARD are fully or partially refundable ONLY when a student officially withdraws from the college. Refunds for withdrawal are prorated based on the number of days the student was in attendance at the college.
3. Students who withdraw prior to the end of the 9th week of classes in the current semester receive a pro-rata refund of tuition, room and board, and are charged a $350 withdrawal fee. NO REFUNDS are processed for withdrawal once 60% of the semester has been completed.
4. The term “pro-rata refund” is defined as a refund of not less than the portion of tuition, room and board charged to the student that is equal to the portion of the semester that remains, as of the student’s last recorded day of attendance.
5. If a student who is on financial aid is entitled to a refund, the student’s financial aid monies will be repaid to the programs in the following order:
   1) Unsubsidized Federal Stafford Loan
   2) Subsidized Federal Stafford Loan
   3) Federal Direct Unsubsidized Stafford Loan
   4) Federal Direct Subsidized Stafford Loan
   5) Federal Perkins Loan
   6) Federal Plus Loans
   7) Direct Federal Plus Loans
   8) Federal Pell Grant
   9) Academic Competitiveness Grants
   10) National SMART Grants
   11) Federal SEOG

Tuition refunds are processed by the Bursar’s and Financial Aid Offices. A withdrawing student is charged a $350 Administrative Fee. A resident student who breaks his/her Housing Contract after the beginning of the academic year by moving off campus with or without approval is charged a $600 Housing Contract Cancellation fee. A student who breaks the Contract prior to the beginning of the Fall Semester forfeits the $200 deposit that was paid before room selection.

Continuing Education
Tuition is $436 per credit for students taking courses in the Evening and Weekend Colleges. Part-time students wishing to take day courses may do so at a rate of $708 per credit. Students enrolled through the Evening College who enroll in 12 or more credits in a semester will be charged $708 per credit for all credits taken regardless of time frame (day or evening). Day students with special permission to enroll in a Weekend College course will be charged $708 per credit in addition to day tuition, except during Weekend Term 4 when Summer tuition rates will be charged and a maximum of 3 credits may be taken.

The Lab/Computer Fee for lab courses and certain computer courses (marked by an “*” on the schedule) is $80 per lab and a technology fee of $14 per course.

Refund Policy for Continuing Education
A refund for a CE student who withdraws from a course is calculated from the date the student notifies the Registrar’s Office of the withdrawal. Ceasing to attend a class is not an official withdrawal. Tuition paid for a cancelled course is refunded in full. All other refunds, minus a $50 processing fee, will be made according to the following schedule:
• Dropping courses before the official start date or first week of the term: 100% refund.
• Dropping courses during the second week of the term: 50% refund.
• There is no refund for a withdrawal after the second week of the term.

The refund policy for Summer Sessions and other Continuing Education programs are published in the appropriate Continuing Education bulletins. In all cases, a $50 nonrefundable processing fee is charged to the student’s account. Questions regarding a tuition refund should be directed to the Bursar’s Office.

Financial Aid
Student Financial Aid
The college participates with the federal government in the Federal Pell Grant Program, Federal
Supplemental Educational Opportunity Grant Program, Federal Perkins Loan Program, Federal Work Study Program, Academic Competitiveness Grant Program, the National Science and Mathematics Access to Retain Talent Program, and the Teacher Education Assistance for College and Higher Education Grant Program.

Pell Grants are awarded to students with demonstrated financial need. Pell grants currently range from $976 to $5,350 per academic year.

The Supplemental Educational Opportunity Grant (FSEOG) is awarded to students who qualify for Federal Pell Grants and would be unable to enter or remain in an institution of higher education without such assistance. Renewal is available if the applicant can demonstrate continued financial need in succeeding years.

The Perkins Loan Program is aggregate in nature and allows a student to borrow up to $20,000 for an undergraduate program of no more than five years' duration. The act provides that a borrower shall repay the loan at 5% per annum simple interest on the unpaid balance over a period beginning nine months after the date on which he or she ceases to pursue at least a half-time course at an institution of higher education and ending ten years after such date.

The Work Study Program was established to expand part-time employment in order to pursue courses of study at eligible institutions. Students will receive biweekly checks.

The Academic Competitiveness Grant Program (ACG) is a federal grant awarded to full time, first or second year Pell eligible U.S. Citizens in a two or four year degree program. Students must also meet specific academic requirements which includes completion of a rigorous high school program, defined by the Higher Education Reconciliation Act of 2005 (HERA). A second year ACG also includes a cumulative grade point average requirement of a 3.0.

The National Science and Mathematics Access to Retain Talent Program (National SMART) is a federal grant awarded to third or fourth year Pell eligible U.S. citizens enrolled in an approved undergraduate academic program as defined by the Higher Education Reconciliation Act of 2005 (HERA). Students must also have a cumulative grade point average of 3.0 or above.

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program was established under the College Cost Reduction and Access Act (CCRAA), to benefit current and prospective teachers. This is a federal grant designed to assist students who plan on becoming a teacher and meet specific requirements.

Scholarships

Each year Delaware Valley College awards a number of different scholarships based on high school academic performance and are renewable each year provided the recipient maintains high academic and citizenship standards.

Delaware Valley College is committed to working with you and your family to make private higher education as affordable as possible. Most students enrolling at Delaware Valley College receive financial assistance.

Below are examples of available awards Delaware Valley College offers to academically qualified students.

- Presidential Scholarship: up to $15,000
- Faculty Scholarship: up to $13,500
- Board of Trustee Scholarship: up to $12,000
- Challenge Grant: up to $9,000

Grants awarded by the college are based on demonstrated need and the prospect of the student meeting the standards of academic performance of the college and contributing positively to the college community. Renewals are contingent upon continued financial need and the maintenance of satisfactory academic and citizenship standards.

Additional Sources of Financial Aid

There are also other major sources of financial assistance which are administered outside the Student Financial Aid Office of the college and are awarded under procedures established by each program or agency. Since each has its own procedures of application, the student should contact each agency directly. The major sources available to Delaware Valley College students are the State Scholarship Assistance Programs, Federal Stafford Loan Programs (subsidized and unsubsidized), and the Federal PLUS Loan Program. Information regarding application procedures can be obtained through either the high school counselor’s office or by writing directly to the DVC Financial Aid Office.

Students who are eligible to collect Education Benefits through the Veterans Administration (veterans, dependents of veterans, or active military) should contact the Certifying Official for Veterans Affairs at 215-489-2475.

Monthly payment plans are available. Details are available from the Accounts Receivable Office, 215-489-2376.