

NORTHERN VIRGINIA COMMUNITY COLLEGE FINANCIAL AID

Consent for Use of Electronic Signature

Federal regulation states that before awarding Federal Student Aid, Northern Virginia Community College (NOVA or "the College") may ask you to confirm the information you reported on your *Free Application for Federal Student Aid* (FAFSA). To verify that you provided correct information, financial aid staff at NOVA will compare your FAFSA with the information on the signed verification worksheet and other submitted documentation. By signing this form electronically, you are agreeing to the terms and conditions stated herein.

Consent of Electronic Signature

In an attempt to expedite the verification process, the NOVA College Financial Aid Office asks that students selected for verification complete NOVA's online form and sign it electronically, thus replacing the handwritten form and wet signatures. The new process will require all documents to be sent through the student's NOVA email account. The student can forward responses from the College to a different email account, but correspondence to/from the College must be through the student's NOVA email account, which provides security not usually found in personal email accounts.

Electronic Signature Agreement

By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement. By selecting "I Accept" using any device, means or action, you consent to the legally binding terms and conditions of this Agreement. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and NOVA Financial Aid Office. You are also confirming that you are the student authorized to enter into this Agreement. You further agree that each use of your NOVA email equates to your E-Signature and constitutes your agreement to be bound by the terms and conditions of these Disclosures and Agreement as they exist on the date of your E-Signature on this form.

Consent to Electronic Delivery. By selecting the "I Accept" button, you specifically agree to receive, obtain, and/or submit any and all NOVA documents and information electronically. These documents and information will be collectively known as "Electronic Communications," and will include, but not be limited to, any and all current and future required notices and/or disclosures concerning Federal Title IV, State, Virginia Community College System (VCCS) and/or institutional financial aid, as well as such documents, statements, data, records and other communications regarding your Financial Aid Award. You are acknowledging that you are able to use NOVA Student email and are able to retain Electronic Communications by printing and/or downloading and saving this Agreement and any other agreements, Electronic Communications, documents, or records that are signed using your E-Signature. You accept Electronic Communications provided via email as reasonable and proper notice for the purpose of fulfilling any and all rules and regulations, and agree that such Electronic Communications fully satisfy any requirement that communications be provided to you in writing or in a form that you may keep.

Definitions

- **Electronic** means technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- **Electronic Signature** means an electronic symbol or process attached to, or logically associated with, a record and used by a person with the intent to sign the record.

- **Student File** means the paper and/or electronic record pertaining to the student, including but not limited to the verification worksheet and all documents used to determine the student's eligibility for financial aid.
- **System** means a data processing or student information system used to create, store, sign, retrieve and/or manage the documents or records that constitute the student file.
- **System Rules** mean rules that apply to all participants using a particular system. For example, such rules might cover issues relating to access rights, distribution of system risk, sending and receiving electronic documents, intellectual property rights, and remedies for breach of system rules.

Paper version of Electronic Communications

You acknowledge and agree that you may request a paper version of the verification worksheet or other documents by printing or saving a copy within the Dashboard and by contacting your Campus Financial Aid Office.

Revocation of electronic delivery

You have the right to withdraw your consent to submit communications via NOVA email at any time. You acknowledge that you are aware this action may delay the process of reviewing your file. If you wish to withdraw your consent, you will contact the Campus Financial Aid Office or the Financial Aid Support Center.

Valid email address and use of NOVA email system

Your current valid NOVA email address is required for you to receive communication from NOVA Financial Aid. It is your responsibility to check your NOVA email regularly for Electronic Communications and financial aid updates. You will be deemed to have received an electronic communication from the College when the communication is sent to you.

Hardware, software and operating system

You are responsible for installation, maintenance, and operation of your computer, browser and software. NOVA is not responsible for errors or failures due to any malfunction of your computer, browser or software. NOVA is also not responsible for computer viruses or related problems associated with use of an online system. Your signature indicates that you have access to the Internet, an email account capable of receiving communication from the College, and Adobe Reader. You must also have the necessary minimum hardware, software, and operating systems, as well as access to one of the following web browsers capable of supporting 128-bit, SSL encrypted communications:

- Internet Explorer version 7.0 or higher
- Firefox version 3.0 or higher
- Chrome 14.0 or higher
- Safari 5.0 or higher

Violations

A. It is a violation of this provision for an individual to sign/e-sign a College transaction on behalf of another individual, unless he or she has been granted specific, written and legal authority to do so by that individual or by a court of competent jurisdiction.

B. Individuals shall report any suspected fraudulent activities related to electronic signatures immediately to the NOVA College Financial Aid Office or Campus Financial Aid office.

C. Students and/or parents who falsify electronic signatures or otherwise violate this regulation are subject to disciplinary action under the Student Code of Conduct and criminal prosecution under applicable Federal Title IV and State laws.

By electronically signing below

We recommend that you print a copy of this Agreement for future reference.

At the end of this document, you will be asked to provide an electronic signature.

Students and their parents/legal guardians are urged to carefully read the terms and conditions of this Agreement. Please keep all records relating to this Agreement and print or make an electronic copy of the Terms and Conditions.

I understand and agree to each and all of the Terms and Conditions in this NOVA Financial Aid Consent for Use of Electronic Signature Agreement. My electronic signature is legally binding. Please check the appropriate box and provide your signature.

I Accept

I Decline

Signature

Disclaimer

Because of the nature of federal, state, and institutional guidelines affecting financial aid programs, the information contained in this website is subject to change. The information and external links on this site are provided by NOVA's Office of Financial Aid as a service to our users. NOVA Financial Aid does not routinely screen, approve, review, or endorse the content, products, or services that may be offered on external websites. In no event shall NOVA, NOVA's Office of Financial Aid, the College's employees, agents or representatives be responsible or liable, either personally or in their official capacity, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with the use of or reliance on any such content, goods, or services available on or through any such site or resource.