

NON-COLLEGE DEGREE POLICY AND PROCEDURE

Please read this document carefully, initial all fields, and sign and date at the bottom of the form.

Specific programs at UVU are approved by the *Utah State Approving Agency for Veterans Education (SAA)* for eligible students to receive education benefits from the U.S. Department of Veterans Affairs. Students who enroll to receive these benefits are required to abide by the policies and rules of the school and by the rules and regulations set forth herein by the SAA and the U.S. Department of Veterans Affairs. In instances where the policies of the SAA, the VA, or UVU vary from each other, students who wish to remain eligible for education benefits from the U.S. Department of Veterans Affairs must maintain the highest of the standards set forth. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.

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Satisfactory Progress

You must make satisfactory progress toward completion of the program in which you are enrolled here to continue receiving veterans' benefits. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate within the approved length of the program. The satisfactory progress standard is at least 70% (or the higher rate set by the institution). If your progress is not satisfactory in any measured portion of the program, you will be notified as such and placed on probation for 30 days, at which time your progress will again be evaluated. If satisfactory improvement is not made by the end of this probationary period, VA educational benefits will be terminated.

Attendance

Attendance is critical to successful completion of the program. You must maintain at least an 80% attendance rate for every 30 day period to continue receiving VA benefits. If you miss more than 20% of your class hours during any 30 day period, you'll be placed on probation for the following month. If you miss more than 20% of your class hours during the probationary period, VA benefits for this program will be terminated and you may incur a debt with the VA.

Leave of Absence

Students receiving VA educational benefits may take a school approved Leave of Absence, but this will interrupt VA educational benefits during the leave. The leave of absence will be reported to the VA as a termination. When you return from the leave, the school may re-certify you for benefits, giving you credit for all hours completed prior to the leave.

Program Completion

Your VA educational benefits expire on the earliest of **either** the date you reach the total hours approved for your program, **or** on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the school's VA Certifying Official as soon as possible so that the VA can be informed within 30 days.

Prior Credit

If you have completed any previous college level courses or have relevant work experience, the documentation and official transcripts **must** be submitted to the institution for review to ensure all proper prior credit is awarded. This is not optional; VA will not pay for the duplication of training. Transcripts should be sent to the UVU Admissions Office. Veterans must also submit a military transcript and DD Form 214 (Member 4 or Service 2 version). The military transcript is either the Joint Services Transcript (Army/Navy/Marines/Coast Guard) or Community College of the Air Force Transcript (Air Force only). You can receive credit for PES 1097 (Fitness for Life) and HLTH 1100 (Personal Health and Wellness) upon completion of Initial Entry Training. Joint Service Transcripts will be subject to an initial evaluation in which any military course that has been deemed as a direct equivalence AND directly pertains to the student's specific degree will be awarded. Awarded credit cannot be removed once applied. All other completed military courses on the Joint Service Transcript that do not pertain to

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(continued from Page 1) the student's specific program of study will not be awarded. For more information, visit <http://www.uvu.edu/transfer/militarycredit.html>.

Applications

You must apply to UVU (via the UVU [Admissions Application](#)) and submit an application for benefits to the VA (via vets.gov). On the application, be sure to put UVU as the school, and include your degree, major, and emphasis (if you have one). Then, notify the UVU Veteran Success Center that your application was completed by e-mailing veterans@uvu.edu. It may take up to 8 weeks for the VA to process your application. Do not wait for the VA application to be approved before applying to UVU or visiting our office.

Student Email Account

The UVU Veteran Success Center will contact you through your UVU student email account. You may forward your student email to another account. Please monitor your e-mail for important information regarding your benefits.

Residency

In order to be eligible for in-state tuition rates, you must be a Utah resident. The UVU Residency Office makes all determinations with respect to residency. To see UVU residency information, visit <http://www.uvu.edu/residency> and view the "Green Sheet."

Rate of Pursuit

The VA will convert the program's clock hours to credit hours and then calculate rate of pursuit (attendance rate). Check with the UVU Veteran Success Center to verify your rate of pursuit before the add/drop deadlines. You are not required to be full-time to use VA Education Benefits. However, your rate of pursuit will affect your pay. If you are receiving Financial Aid (Pell Grant, Loans, etc.), check with the Financial Aid office for additional credit hour requirements. **The VA rate of pursuit may differ from the UVU or Financial Aid rate of pursuit.**

Report Changes

The following changes must be reported to the UVU Veteran Success Center immediately: added course, dropped course, course audit, grades, address, phone number, attendance. If you are deployed, refer to the Student's Military Leave Procedures in the UVU Catalog.

(CHAPTER 33) Course Purge, Late Fees, Holds, Charges Not Covered

To avoid classes being dropped and a late fee being assessed, **it is your responsibility to make arrangements with the school to cover the cost of tuition and fees by the tuition/fees deadline** (refer to timetable at www.uvu.edu/schedule). Late fees can total up to \$200 per semester. In order to maintain your late fee waiver and avoid holds that prevent registering for future semesters, all documentation required for benefits must be submitted to the UVU Veteran Success Center. The following charges are NOT paid by the VA: late fees, parking fees, tickets, testing fees, lockers, challenge/experiential credit, transcripts, library fines, club dues, etc.

(CHAPTER 33) Books/Supplies

The Books/Supplies Stipend is paid each semester based on rate of pursuit and your eligibility percentage. These funds are paid directly to the student. The maximum Books/Supplies Stipend is \$1,000 per academic year. The academic year resets every August 1.

(CHAPTER 33) Monthly Housing Allowance (MHA)

MHA is generally the same as the military Basic Allowance for Housing for an E-5 with dependents. The MHA is based on the ZIP code for UVU. Housing pay is affected by your rate of pursuit. To receive housing, you must have a VA rate of pursuit of more than 1/2 time. A reduced amount is paid if all your courses are distance learning. The MHA will be prorated depending on the number of days school is in session each month. The VA calculates every month as 30 days. You may not receive the MHA if you or your spouse is on active duty.

(CHAPTER 33) Tuition & Fees

YOU are RESPONSIBLE for paying tuition and fees **REGARDLESS** of your VA Education Benefits received. The VA will only pay up to the **Utah resident** rate of tuition/fees. Tuition/fees are reported to the VA after the add/drop deadlines and after all required forms have been submitted to the UVU Veteran Success Center. The amount of tuition/fees paid is proportionate to your eligibility percentage. **The VA is the last payer.** Financial Aid (Pell Grants/Stafford Loans), Military Tuition Assistance/Waivers, Scholarships, and Employee Waivers are all applied to your account first. If you drop/withdraw classes after the drop deadline, and tuition/fees have already been reported, you may owe tuition/fees money back to the VA.

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(CHAPTERS 1606, 1607, 30, 35) Payment of Entitlement

All funds are paid directly to the student, either by direct deposit (if provided to the VA), or by paper check. No funds are paid to the school. You may use the funds as you wish. It is your responsibility to make arrangements with the school to cover the cost of tuition and fees. A [payment plan](#) is available.

(CHAPTERS 1606, 1607, 30) Verification of Enrollment

To receive veteran benefits, you will need to call and verify your attendance on the last day of each month, even if it is a Sunday or holiday. To verify attendance, call 1-877-823-2378 or go online to www.gibill.va.gov (W.A.V.E. system). Your claim number will be your SSN and the first time password is the last 6 digits of your SSN.

(CHAPTERS 1606 & 1607) Tuition Assistance

The Department of Defense will not authorize Federal Tuition Assistance for classes for which a student is also receiving benefits under the Montgomery GI Bill® Selected Reserve program (Chapter 1606) or the REAP Program (Chapter 1607).

(CHAPTER 31) Vocational Rehabilitation and Employment Program

It is your responsibility to ensure a current VA Form 28-1905 is on file each semester you attend, and that it is updated for any change of major.

Student's Non-College Degree (NCD) Program: _____ Student's Benefit Chapter: _____

Please initial:

I will attend class past the first day of the term that begins _____ and ends _____. If I will not attend, I will notify the Veteran Success Center immediately.

I have read this **Enrollment Policy and Procedure** and understand that I am required to comply with all policies and rules of the school, as well as those of the Utah SAA and the U.S. Department of Veterans Affairs.

Student UVID

Student Printed Name

Student Signature (typed is acceptable)

Date (MM/DD/YYYY)