

Procedure Manual



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PROCEDURE FOR VARIOUS STAFF WHO SERVICE VETERAN STUDENTS

Procedures for Academic Advisors

The following procedures guide advisors responding to student requests for programs and course approval related to veteran education benefits.

Advisor Responsibilities:

- Complete the Veterans Certification Request Form (VCERT) to verify veteran students using GIBILL education benefits meet program requirements.
- Review the student's military training as it applies to students program for possible credit.
- Advise students on any academic requirements needed to complete an academic program.
- Provide guidance to students who are enrolled in more than one degree to comply with VA requirements on this issue

Prior Learning

Direct students to submit their JST (JST) to the Registrar's office for review to determine what courses can be accepted for course or course or elective credit. The Joint Services Transcript (JST) provides coursework taken from the (Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans).

Information for Advisors

Degree Programs

Veterans and dependents of veteran students can be certified for AA, AAS, selected AS, BS and certificate programs. Advisors may only approve veterans for those courses that satisfy degree requirements. Dual major students must be approved by academic advisor.

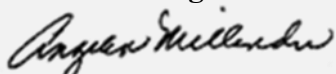
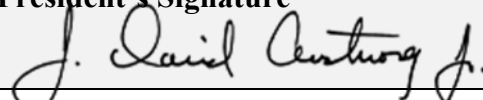
Substitutions

The Veterans Administration (VA) will allow course substitutions for program requirements if the school approves them and documents in the student's file.

Rounding Out

An advisor may verify a VA student to round out a schedule with non-required courses to bring the course load up to a full-time schedule in the last term only. This allows students to continue to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program. This procedure can be used only once per program.

In rounding out a full-time schedule, VA students may use any credit hour unit subject, including a subject that has previously been successfully completed (received a passing grade).

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PROCEDURES FOR ADMISSIONS OFFICERS

Waivers

Purple Heart. Veteran students submit to the Admissions Office, the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration listed below:

1. Purple Heart
2. Bronze Star (must be "V" designation or device)
3. Distinguished Flying Cross
4. Legion of Merit (must be "V" designation or device)
5. Silver Star
6. Air Force Cross
7. Navy Cross
8. Distinguished Service Cross
9. Medal of Honor

Once the Admissions Office can verify with the DD214 student has received a Purple Heart or other listed decoration and veterans was a Florida resident the Admissions office will post to student account the Purple Heart waiver for tuition.

Financial Aid Office

Senior Financial Aid Advisors along with the Veterans Coordinator will assist and guide veteran student on any VA education benefits and required forms in order to receive VA education benefits.

Senior Financial Aid Advisors in the Student Financial Aid Office will collect all related VA documents, ensure forms are completed, and advise students of any other requirements needed to complete the student veterans file.

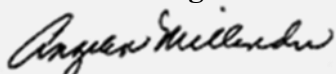
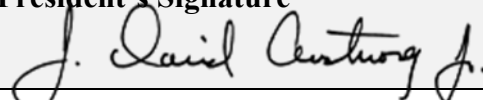
VA Coordinator

The Veterans Coordinator in the Financial Aid Office report all enrollments through the VAONCE system when the VCERT is received and the veterans file is completed. All enrollments and changes are reported to the VA within 30 days. Enrollments are reported to the VA by session(s) or start and end dates for non-traditional courses or programs.

Responsibilities of the Veterans Coordinator include:

Helping veterans and dependents with admission, registration and advisement, as well as completing and submitting VA applications

- Using VA channels designated for school officials to assist students in resolving payment issues.

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- Disseminating information on VA education benefits, programs, and contact points
- Ensuring that VA students are fully aware of their responsibilities to the school and the VA
- Keeping the VA informed of the enrollment status of veterans and other eligible persons
- Keeping the State Approving Agency (SAA) informed of:
 - New programs and changes in current programs
 - Changes in academic policies and procedures
 - Changes of address, phone numbers, certifying officials
 - Any other information required by the SAA.

Procedures for processing Post 911 GI Bill Ch33 EFT funds from VA

VA Electronic Funds Transfer (EFT) is received in the accounting department by enrolled sessions and copies of daily deposits are emailed to Veterans Coordinator and cashier twice per week. The Cashier's office posts funds to student's tuition account. VA EFT's in excess of \$2,500.00 are reviewed by the Veterans Coordinator to determine if flight funds are included. If flight funds are included, Veterans Coordinator will submit a VA flight deposit form to Cashier's Office indicating the amount to be deposited into the student's tuition and aviation flight accounts.

100% of VAEFT funds are returned to the VA only if:

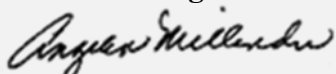
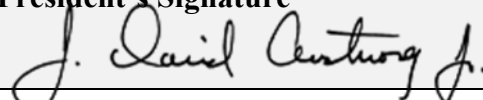
- The student died during the term & would have been due a refund
- The student never attended
- The School received payment for an individual that is not a student at the school
- The school received a duplicate payment
- The school received an erroneous payment amount
- The student withdrew or dropped before the start of any session to include WN

Procedures for refunding money to VA by check

The Veterans Coordinator creates a check disbursement in CID and submits copies of the request with documentation to the Accounts Payable Office.

The remainder of VA EFT money is disbursed to the student if:

- The school reports a change in tuition & fees after first day of class
- The student reduces or terminates during drop and adds period

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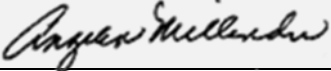
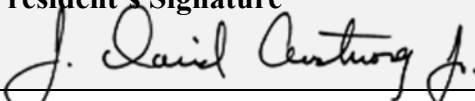


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ACTIVE DUTY MILITARY

Staff Procedure for Processing Tuition Assistance (TA) Active Duty

Staff from the Cashier's Office accepts the completed and approved Tuition Assistance (TA) form from one of the branches of the Military. Upon acceptance of the TA form, the cashier adds the student to the appropriate third party tuition coverage contract. As each TA varies, the cashier may also need to add course and dollar amount conditions. The original TA is forwarded on to the Assistant Bursar. The Assistant Bursar generates invoices to submit to each Branch/location.

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