Broward College's Veterans Benefits Processing Procedures

General Statement
Below are the Veterans Benefit Policies that will apply as you use your benefits at Broward College. These policies are in accordance with the Department of Veterans Affairs; [38 C.F.R § 21.1029(b);8 C.F.R § 3011-3016, 38 C.F.R § 21.4203, 38 C.F.R § 21.4233, 38 C.F.R § 21.4252, 38 C.F.R 21.4253(d)- 21.4254(c), and 38 C.F. R § 21.9505-21.9770, 38 CFR 21.4270, 38 CFR 21.4135(m), 38 CFR 21.4267(d) and (e), 38 CFR 21.4131, 21.7131, and 21.9625, 38 CFR 21.4200(p), 38 CFR 21.4263]

VA Enrollment Information
Enrollment verification cannot be submitted until Veteran Services Office receives a copy of your completed VA paperwork, and you have successfully enrolled in courses. Once your paperwork is processed and you have started classes, the VA Certifying Official will certify your enrollment with the VA.

Course/Enrollment
Once a veteran or dependent of a veteran register for courses in a term, they must complete a Veteran Benefit Certification or Veteran Benefit Aviation Certification online. By completing the certification request a student is consenting to have enrollment for those course(s) submitted to the VA on their behalf. Students not utilizing VA Benefits will be expected to pay for their tuition through other means. These certification(s) must be completed each term to certify and process VA Benefits.
Broward College's School Certifying Official (SCO) will submit all enrollment certifications to the VA electronically after the second week of the session a student is enrolled in. Once your enrollment has been submitted to the VA, you will receive an automated email from the VA notifying you that the enrollment has been received.

Rate of Pursuit and Training Time
The VA calculates rate of pursuit by dividing the credit hours (or credit hour equivalents) being pursued by the number of credit hours considered to be full-time by the school. The resulting percentage is the student's Rate of Pursuit. The Chapter 33 housing allowance is paid if Rate of Pursuit is more than 50%. Training Time- Chapters 30, 32, 35, 1606, and 1607 (*38 CFR 21.4270*) VA benefits are paid based on training time certified by the school. In standard quarter or semester, VA measures training as follows:

12 credits or more = full time
9-11 credits = ¾ time
6-8 credits = ½ time
4-5 credits = less than ½ time (<¼-time)

Course Drops/Withdrawals
Any course submitted to the VA that is later dropped or withdrawn by the student will be reviewed the SCO. An adjustment or termination (22-1999) to your enrollment verification will be submitted through VAONCE within 30 days of the change of enrollment. Our office runs a report biweekly to report enrollment changes to the VA. Students may e-mail our office indicating a change of enrollment so that the SCO will make any adjustments in VAONCE. VA enrollments will be adjusted or terminated as of the date the student drops or withdrawals from a course. A drop or withdrawal after the first date of the term may result in the student owing a debt to the VA for repayment of BAH, Books/Supplies, or tuition due to the change in enrollment.

This policy applies to any student using VA educational benefits at Broward College (*38 C.F.R 21.4203*). It is also highly recommended that you follow up with the Veteran Services Office to review and discuss the impact of withdrawing.

Enrollment changes any time during the term are retroactively changed to beginning of term, which impacts payment of tuition and fees and results in a student debt. No credit is given for the time attended within applicable courses before withdrawal.

Non-Punitive Grades – End of Term
A non-punitive grade is a grade that does not count as earned credit, and that does not affect progress standards for graduation. If a student completes the term and receives non-punitive grades, the non-punitive grades NON-PUNITIVE GRADES - END OF TERM (*38 C.F.R 21.4203(c) 79*) must be reported to VA. Examples of non-punitive grades are an "X" (no basis for grade), a "NP" (no pass), a "NC" (no credit) or a "U" (unsatisfactory) that do not count as earned credit and that are not calculated into the grade point average.

Remedial Courses
Per the *VA Certifying Official Handbook, page 47-48*, remedial and deficiency courses offered as independent study (online) cannot be approved and cannot be certified to the U.S. Department of Veterans Affairs. These are courses designed to correct deficiencies in basic mathematics, English, and reading at the elementary or secondary level. These courses can be certified as part of an approved program, but only for students for whom a verifiable need has been established AND are taking the course residentially. No remedial courses taken online can be paid for by the U.S. Department of Veterans Affairs. The only remedial courses that will be paid are those taken residentially.

Prior Credits
Sections (*38 C.F.R 21.4253(d)(3) and 21.4254(C)(4),* the VA requires that all prior credit must be evaluated by Broward College prior to a student's initial enrollment. Students must identify any prior credit that has been earned. Additionally, a Joint Services Transcript or Community College of the Air Force transcript must be received by Broward College for all students who will be using VA benefits for any courses with BC. Students who are currently having prior credits evaluated are strongly encouraged to register only for courses in which they know they will not receive prior credit. If prior credit is later given for a course a student is currently taking, BC SCO must terminate the enrollment, as this would constitute excessive credits. Terminations of enrollment will likely result in a reduction in BAH and/or books and supplies payment for the course/term a prior credit was awarded.

Non-College Degree Programs (NCD)
If a program is measured in clock hours, benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported. If clock hours per week vary and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates.

Change of Academic Program
When a VA Student changes their academic program with Broward College, the VA will be updated electronically of the change in academic pursuit. A credit evaluation will be completed by academic advising for the new program and any credits that are applicable towards the new program of study will be applied. When registering for courses within the new program, students must notify the SCO regarding

the change, and the new program will be added for enrollment certifications to be submitted to the VA on the student's behalf.

Mitigating Circumstances
Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. The VA requires schools to document potential mitigating circumstances. Any withdrawal with a mitigating circumstance selected will require additional documentation of the mitigating circumstance to be submitted to BC's Veteran Services prior to the mitigating circumstance being reported. If mitigating circumstances cannot be validated, the VA may request repayment of BAH, Books/Supplies, or tuition from the student, as of the first date of the term.

Using VA Benefits at Multiple Institutions
To have a course certified for VA benefits at another school, Broward College must issue a Parent Letter to your secondary school's VA certifying official. Before a letter can be issued, the course must first be approved by the Veteran Services Office. The VA requires students to declare an institution in which they will receive a degree or certification. VA benefits cannot be used at multiple institutions without declaration of a primary school and subsequent secondary school.

Academic Probation /Unsatisfactory Academic Progress
Broward College is committed to facilitating the academic success of students. The primary purpose of the Academic Standards and Progress process is to quickly identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance. Additionally, the process is intended to ensure students are making progress toward their educational goals.

If a student fails to earn a cumulative 2.0 GPA at the end of the Spring term, their benefits will be suspended and will be ineligible for VA benefits the following term. The student will have to pay for any future terms out of pocket and show academic progression before benefits can be restored. A student must have a cumulative 2.0 GPA following the suspension of VA Benefits before eligibility can be reinstated. VA requires institutions to report veteran students who are not meeting an institution's academic standards. When the SCO is made aware of a VA student no longer meeting academic standards, notification will be electronically submitted to the VA on the student's VA record.

Rounding Out
Per the VA Certifying Official Handbook, page 52, a VA student can round out a schedule with non-required courses to bring their course load to a full-time schedule in their graduating term. 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 done 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).

Graduation Reporting
When a VA Student has successfully completed the requirements for the program of study and has officially conferred the program of study, Broward College SCO will report the student's graduation to the VA via electronic certification through VAONCE. All Chapter 33 (Post 9/11) students will have the graduation fee accessed by Broward College added to the last VA enrollment submitted for the program being conferred.