



## UNIVERSITY OPERATING PROCEDURE

**Title:** Tuition Billing for Members of the Armed Forces, Veterans, and Families

### Overview

The federal government and Vermont state legislature have established qualification for assessment of a lower rate of tuition, consistent with the rate established by the Vermont Legislature for in-state residents and detailed in the University's Residency Policy, for certain students who are members of the Vermont National Guard, or Armed Forces or Veterans thereof, as well as certain family members of those students. Irrespective of a student's out-of-state status as defined in the Residency Policy, upon submission of appropriate documentation, UVM will charge members of the Vermont National Guard, armed forces, veterans, and qualifying family members the in-state tuition rate in accordance with applicable law.

### Applicability of the Procedure

This policy applies to all University of Vermont students.

### Definitions

None

### Procedures

#### **Eligibility for Higher Education Opportunity Act Benefits**

In compliance with the Higher Education Opportunity Act (HEOA), the following rules and definitions apply for members of the armed forces, their spouses and dependent children to qualify for billing of tuition at the in-state rate:

1. A member of the armed forces who is on active duty for a period of more than 30 days and whose domicile or permanent duty station is in Vermont, or his or her spouse or dependent children, will be charged tuition at the in-state rate.
2. The member of the armed forces or his or her family member eligible for tuition at the in-state rate under this paragraph will continue to be eligible for billing of tuition at the in-state rate as long as the individual is continuously enrolled, even if there is a subsequent change in the permanent duty station of the member to a location outside of the State of Vermont.
3. For purposes of this Rule for members of the armed forces the following definitions apply:
  - a. "Armed Forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.

- b. "Active duty" means full-time duty in the active military service of the United States and includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.
- c. "Active duty for a period of more than 30 days" means active duty under a call or order that does not specify a period of 30 days or less.

**Eligibility for Veterans Affairs Education Benefits**

Individuals using certain Department of Veterans Affairs (V.A.) education benefits will be charged tuition at the in-state rate if the individual:

- 1. is a veteran using educational assistance under either Chapter 30 (Montgomery G.I. bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of title 38 United States Code, who lives in Vermont.
- 2. is anyone using a veteran's transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319), who lives in Vermont.
- 3. is anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)), who lives in Vermont; or
- 4. is a veteran using educational assistance under Chapter 31 (Vocational Rehabilitation and Employment); who lives in Vermont; and
- 5. is anyone using Chapter 35 (Dependent's Educational Assistance act); and
- 6. With respect to Section 303 of the Harry W. Colmery Veterans Educational Assistance Act of 2017 (the "Forever GI Bill"), veterans using any chapter of education benefit will receive priority within class registration.

**Additional Conditions for Veterans Affairs Education Benefits**

In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018 the University of Vermont will permit any covered individual to attend or participate in a course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- 1. The date on which payment from VA is made to the institution.
- 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The University will not require Chapter 31 or Chapter 33 beneficiaries to take additional measure to stay enrolled in a course pending receipt of educational or training assistance under a law administered by VA, and will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or require any covered individual to borrow additional funds because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33 if the Individual:

- 1. Submits a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education to the Office of Student Veteran Services,

2. Submits a Request for Enrollment Certification in the myUVM Portal Veterans Tab,
3. Provides any other information necessary to the proper certification of enrollment by UVM to VA, and;
4. Makes appropriate payment arrangement with Student Financial Services for the amount that is the difference between the amount of the student's financial obligation to the University and the amount of the VA education benefit disbursement.

### **Debts Resulting from Veterans Affairs Education Benefits**

In compliance with Section 1019 of the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 any debt resulting from an overpayment of tuition and fees sent to the University by the Department of Veterans Affairs for a veteran or eligible person shall be repaid by the University on behalf of the student, even if the overpayment was created by a student's voluntary change in enrollment. The University may collect such a debt from the student. UVM will pursue normal receivables practices in collection of the resulting debt.

### **Academic Progress Requirements for Veterans Affairs Education Benefits**

The Department of Veterans Affairs requires the University of Vermont to enforce strict academic progress requirements for all students using VA Education Benefits. Failure to adhere to the requirements below will result in suspension of VA benefits for the student and may result in a debt owed to UVM or VA.

#### **Probation and Dismissal**

VA students are placed "on trial" by their dean or designated committee of their college/ school as outlined below. Special academic conditions may be set in each case. Normally, the period of "trial" status is one semester. Students may appeal dismissal.

This applies to VA students at all levels, including Undergraduate, Graduate, and Larner College of Medicine students, in the following instances:

1. Students, having been dismissed for low scholarship, are placed "on trial" upon readmission.
2. Students will be dismissed from UVM if they receive grades below passing in one-half or more of their semester credits in any semester and VA will be notified of the academic dismissal. If a student's appeal of dismissal is granted by the designated committee, the student's enrollment will be certified to VA for the enrollment period while the student is "on trial".
3. Students whose records have been consistently below the graduating average or generally unsatisfactory in any semester, as defined by the Academic Catalogue, will be placed "on trial." Academic Progress is detailed in the Undergraduate Catalogue page 468, in the Graduate Catalogue on page 244, and the Larner College of Medicine Catalogue page 45.

Students who fail to meet the condition of their trial will be dismissed for low scholarship, unless they are allowed to continue by action of the designated committee. Students allowed to continue in their college / school by the committee will be continued "on trial" and may be ineligible for VA benefits until that status is removed. Students dismissed for low scholarship must address their application for readmission, if any, to their college/ school and receive written approval from their dean before enrolling in any university course. Students dismissed for disciplinary reasons must receive written approval from the Vice Provost for Student Affairs before enrolling in any university course.

Students dismissed from UVM must contact the Department of Veterans Affairs, Buffalo VBA Regional Office at <https://www.va.gov/contact-us/> before VA benefits can be reinstated.

### Academic Progress Records

Academic Progress towards graduation is tracked and stored for Undergraduate Students In their Degree Works audit, available in the myUVM Portal "Advising (Degree Audit)" tab. Graduate student progress is kept at the department level and updated per semester by the student's academic advisor. Graduate students are encouraged to meet with their academic advisor every semester to review their progress towards graduation. Larner College of Medicine student progress is kept with the College of Medicine Dean's Office. Academic Progress is updated each term after final grades. Students are encouraged to meet with their academic advisor each term to determine progress towards graduation.

### Graduate College and Larner College of Medicine

Graduate College and Larner College of Medicine VA Students are subject to the above policies for probation and dismissal, as well as attendance, and the requirements of #1, #2, and #3, above. Students must agree to this on the Request for Enrollment Certification form submitted electronically through the myUVM Portal "Veterans" tab for each term in which they choose to use VA education benefits.

### **Eligibility for Vermont National Guard Tuition Benefit Program**

In compliance with the Vermont National Guard Tuition Benefit Program (VNGTBP), a member of the Vermont National Guard who meets the following eligibility requirements will qualify for billing of tuition at the in-state rate for up to full-time attendance:

1. be an active member of the Vermont National Guard;
2. have successfully completed basic training;
3. be enrolled in a program that leads to an undergraduate certificate or degree;
4. have not previously earned an undergraduate bachelor's degree;
5. continually demonstrate satisfactory academic progress as determined by criteria established by the Vermont National Guard and Vermont Student Assistance Corporation (VSAC);
6. have exhausted any post-September 11, 2001 tuition benefits and other federally funded military tuition assistance; provided, however, that this subdivision shall not apply to Montgomery GI Bill benefits, post-September 11, 2001 educational program housing allowances, federal educational entitlements, National Guard scholarship grants, loans under 16 V.S.A. 2856, and other non-tuition benefits. The Guard Member is not required to apply for post-September 11, 2001 tuition benefits unless they have earned 100%. If they've earned 100% of the benefit, the Vermont National Guard will advise they not apply for the VNGTBP; and
7. have submitted a statement of good standing to VSAC signed by the individual's commanding officer within 30 days prior to the beginning of each semester.

### **Department of Defense Tuition Assistance (TA) Unearned Funds Return**

The University of Vermont and State Agricultural College has a policy that returns on any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch. Standard terms are 16 weeks (7 days). Unearned TA funds will be returned to DoD on a proportional basis through the 60% portion of the period for which the funds were provided. Before or during weeks 1–2 = 100% return, during weeks 3–4 = 75% return, during weeks 5–8 = 50% return, during weeks 9–10 = 40% return, during weeks 11–16 = no return.

**Application for Tuition Benefits at UVM**

1. A student seeking eligibility for tuition billing at the in-state rate while using benefits covered by this procedure must submit the following, as applicable, and all relevant supporting documentation:
  - a. [UVM’s HEOA Education Benefits Application](#);
  - b. [UVM’s V.A. Education Benefits In-State Rate Application](#);
  - c. V.A. form 28-1905 demonstrating current entitlement to the Chapter 31 Vocational Rehabilitation and Employment education benefit; or
  - d. A valid letter of eligibility from VSAC for the Vermont National Guard Tuition Benefit Program.
2. The eligibility decision shall be made by the Coordinator of Student Veteran Services, or designee, based upon information furnished by the student, information requested of the student, and other relevant information available consistent with University policies and procedures and legal guidelines.
3. Additional documents and/or verification may be requested.
4. The student's failure to produce information requested may adversely affect the eligibility decision.
5. A student or others furnishing information may request the deletion of irrelevant private data from documents.

A determination of eligibility for Education Benefits is valid only if a student actually enrolls for the semester in question. If a student does not enroll, they must submit new and timely documentation.

Contacts

Questions concerning the daily operational interpretation of this UOP should be directed to the following:	
Title(s)/Department(s):	Contact Information:
Student Veteran Services	(802) 656-0581 <a href="mailto:veterans@uvm.edu">veterans@uvm.edu</a>

Forms/Flowcharts/Diagrams

- [Application for HEOA Education Benefits at UVM](#)
- [Application for In-State Rate V.A. Education Benefits at UVM](#)
- [Vermont National Guard Tuition Benefit Program Scholarship Booklet \(PDF\)](#)
- [VSAC Scholarships for Vermont Military Service Members Webpage](#)

Related Documents/Policies

- [Residency Policy](#)

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About This Procedure

<b>Responsible Official:</b>	Vice Provost for Enrollment Management	<b>Approval Authority:</b>	Vice Provost for Enrollment Management
<b>Affiliated Policy Number(s):</b>	V. 2.26.6	<b>Effective Date:</b>	January 16, 2020
<b>Revision History:</b>	January 24, 2019, June 7, 2017, August 27, 2019, September 1, 2021		

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