CARSON-NEWMAN UNIVERSITY

Post 9-11 GI Bill and Yellow Ribbon Program Information
Policies and Procedures

***2015-2016*****

For Veterans or Dependents of Veterans (Transfer of Entitlement)

Carson-Newman University is approved by the Tennessee Higher Education Commission and the Department of Veterans Affairs to provide programs and courses of instruction to veterans of the United States Military or dependents of Veterans who have been approved for transfer of entitlement benefits. Carson-Newman is also been approved to participate in the Post 9-11 GI Bill Yellow Ribbon Program for a maximum of 65 undergraduate and 35 graduate recipients.

HOW TO APPLY:
1. Complete the VA Educational Benefits (Form 22-1990) and submit to the Veterans Admissions Regional Processing Center. For a quicker response, complete the form on line at http://www.benefits.va.gov/gibill/apply.asp. The application for VA Educational Benefits (Form 22-1990 for vets or 22-1990e for dependents) must be completed and submitted to the Veterans Administration Regional Processing Center by the veteran or the dependent of the veteran if benefits are being transferred.
2. Complete the Statement of Understanding form for Carson-Newman University. This form serves as the institutional application.
3. Submit the Certificate of Eligibility (COE) to the School Certifying Official.
4. All veterans, National Guard, and Army Reserve recipients must submit a copy of their DD-214 to the Registrar’s Office for evaluation for transfer credit.
5. Veterans who have served on active duty must also provide a copy of their JST transcript.

Once the student has all supporting documents on file, is accepted for admission, pays the enrollment deposit and registers for classes, the University Registrar, who serves as the VA School Certifying Official, will submit the enrollment certification (Form 22-1999) to the VA processing office. Applications and all supporting documents should be submitted at least eight weeks before the start of the first semester of enrollment for first time recipients so that payment is not delayed.

PAYMENTS: Post 9-11 GI Bill veterans or those who receive transfer of benefits from a veteran parent or spouse are eligible for amounts up to a maximum of $21,084.89 from the VA per year to apply to tuition and fees.

The amounts of the Post-9-11 GI Bill paid by the VA cannot exceed $21,084.89 annually. C-N will apply any financial assistance (including institutional aid or outside scholarships received) designated for tuition and fees toward the student’s charges for tuition and fees for the semester. The amount that is remaining for tuition and fees (net cost) will be the portion that will be paid from the VA ($21,084.89 per year in tuition and fees) based on the qualifying percentage.

Students who qualify at the 100% level will be paid by the VA for the amount of tuition and fees remaining from the deduction of aid used toward tuition and fees up to $21,084.89 annually.

Benefits for students who do not qualify at the 100% rate will be computed by multiplying the appropriate percentage of eligibility times the remainder of the cost of tuition and fees minus any institutional aid from Carson-Newman or from scholarships that must be used toward tuition and fees. This amount cannot exceed $21,084.89 per year.
Yellow Ribbon Program Eligibility: Students must be 100% eligible for the Post-9-11 GI Bill to participate in the Yellow Ribbon Program.

Applications for the YRP will be approved on a first come first served basis based on the date of receipt of application and documentation indicating that the student is eligible for the Yellow Ribbon Program. Applicants will be notified in writing by either email or letter by the SCO regarding acceptance for the YRP.

Students will remain eligible under the YRP for the time determined by their certificate of eligibility and by maintaining satisfactory academic progress at Carson-Newman with the allowance of two semesters of academic probation.

YRP Payments: Carson-Newman will apply the yellow ribbon portion only if the student’s net cost of tuition and fees exceed $21,084.89 per year. If the maximum annual YRP amount of $8000 for undergraduate students or $3000 for graduate students is not used during the fall and/or spring terms, the remainder may be applied toward summer session charges. The Yellow Ribbon Portion will be posted on the student’s account as a billing credit for the semester in which the student is eligible. Pell Grants, federal student loans and the Hope scholarship are funds designated for total cost of attendance and will not be included in computing the net cost for tuition and fees.

Carson-Newman will make an offer of financial assistance based on institutional awarding policies, and will not reduce the amount of scholarship or aid due to eligibility for Yellow Ribbon Payments but reserves the right to reduce under the University Reduction of Aid Policy. C-N will apply financial assistance for which the student is eligible and/or outside scholarships received designated for tuition and fees toward the student’s charges for tuition and fees for the semester. The amount that is remaining for tuition and fees (net cost) will be the portion that will be paid from the VA (up to $21,084.89 per year in tuition and fees). YRP payments will be distributed by the term (semester) in which the student qualifies. If the student enrolls in the summer sessions, the YRP amount will be applied based on each term of the enrollment and by the remaining eligibility of funds.

The SCO will notify the VA to make a payment adjustment if scholarships are received after the original certification was processed. The amount of payment awarded by the VA may be reduced based on additional assistance awarded to the student if the scholarship is deemed to be used toward tuition and fees.

TRANSFER CREDIT: Credit for military experience will be evaluated for college credit. All veterans, National Guard, and Army Reserve recipients must submit a copy of their DD-214 to the Registrar’s Office for evaluation of transfer credit. (see above) Veterans who have served on active duty must also provide a copy of their AARTS transcript.

Recipients who have received VA educational benefits and plan to transfer to C-N from another college must complete and submit a Change of Program or Place of Training Application (Form 22-1995). Official Transcripts from all colleges and universities attended must also be submitted in order to determine prior credit.

ELIGIBILITY REQUIREMENTS: Federal guidelines and regulations are specific regarding eligibility to receive veteran’s educational benefits. Eligible recipients must be pursing an educational objective, which is defined at Carson-Newman as leading to a bachelors or master’s degree. Recipients must be degree seeking students and designate an approved major and program of study. Courses approved for certification are those that are required for the recipient’s major and program of study. Recipients of educational benefits must work closely with an academic advisor to make certain that courses taken are part of degree requirements for their chosen academic program. Excessive elective courses or courses in which a passing grade has been earned (except for courses in which a grade of “C” or higher is required) will not be approved for certification.

CHANGE OF ENROLLMENT STATUS: Students receiving educational benefits are responsible for notifying the university Registrar for any change in enrollment or registered credit hours. Satisfactory attendance, conduct and progress, as defined by the university, must be maintained in order to continue receiving benefits. Students who completely withdraw from courses or students who reduce the number of hours taken in a given semester are subject to both institutional refund policies and VA payment policies.
VA payment policies differ from institutional policies and students who reduce the number of hours taken in a term after initial certification may face a reduction in the amount of payment received from the VA, both in tuition payments and housing allowance. Students who reduce the number of hours taken during the semester will be responsible for any overpayment received from the VA as well as the resulting balance on the student account.

CLASS ATTENDANCE: Students receiving VA educational benefits are expected to attend class. Recipients who do not attend class or who quit going to class without an official withdrawal during the semester will be reported as a reduction of hours to the VA. Instructors are required to submit “last date of attendance” for all students failing a course. This date is used as the effective date of the withdrawal to report to the VA. This reduction of hours can impact eligibility and may result in a loss of payment or in overpayment.

SATISFACTORY ACADEMIC PROGRESSION: VA benefit recipients who are placed on academic probation, must raise their academic standing to meet academic progression standards by the end of the second semester on probation in order to continue receiving VA educational benefits. Students receiving VA Educational Benefits whose probationary period exceeds two consecutive terms will not be certified for educational benefits until satisfactory academic standing is achieved.

Students who are placed on Academic Probation will be monitored by the Life Directions Center. An Academic Recovery Plan which is completed with the student’s academic adviser and approved by the Life Directions Center must be submitted to the Registrar for each term the student is on academic probation. The student must agree to periodic meetings with a Life Directions Staff member who will monitor academic progress throughout the term of probation.

NOTIFICATION: Students who qualify for the Post-9-11 GI bill and who are interested in enrolling at Carson-Newman University will be sent a copy of these policies and procedures and the Statement of Understanding either in hard copy or by email upon inquiry with the SCO. When the Statement of Understanding is returned, the SCO assumes the student is aware and understands the policies and procedures stated herein.

APPEALS PROCESS: Inquires or questions regarding issues concerning the Yellow Ribbon Program should be submitted to the VA School Certifying Official. Official appeals must be submitted in writing and should originate with the SCO who will then submit the written appeal to the appropriate school official, such as the Director of Financial Assistance or the Vice President of Finance or both.

Information regarding the Post 9-11 GI Bill and the YRP program at C-N will be posted on the university’s website www.cn.edu on the registrar’s page and will be referenced in the university catalog. THE School Certifying Official will mail or email information to students or parents who inquire about VA educational benefits and the Yellow Ribbon Program under chapter 33.

When changes occur to C-N’s YRP policies eligible students will be notified through their Carson-Newman email address by the SCO.

For questions concerning Chapter 33 Post 9-11 GI Bill Veterans Educational Benefits and the Yellow Ribbon Program, please contact, Mrs. Sheryl Gray, sgray@cn.edu, or Dagmar Morgan, dmorgan@cn.edu, School Certifying Officials or telephone 865-471-3240.
CARSON NEWMAN UNIVERSITY

VA EDUCATIONAL BENEFITS RECIPIENT
STATEMENT OF UNDERSTANDING

1. I understand that my enrollment will not be certified until this form is submitted to the Carson-Newman School Certifying Official.

2. I understand I must be accepted for admission, declare a major and indicate the semesters of my anticipated enrollment before certification will be submitted.

3. I understand that I will receive VA educational benefits only for courses that meet graduation requirements for the degree I am pursuing.

4. I understand I will not receive benefits for courses repeated if I have already made a passing grade, unless degree completion requires a grade of “C” or better in such courses. I also understand I will not receive VA educational benefits for excessive elective hours.

5. I understand that I am to notify the VA School Certifying Official of:
   a.) any changes to class schedule,
   b.) withdrawal from classes, or
   c.) change of major or program
   d.) change of address.

6. I understand satisfactory attendance, conduct, and progress as defined by the University must be maintained in order to continue receiving VA educational benefits. Failure to attend classes may result in loss of educational benefits.

7. I understand that some chapters require monthly self-verification of enrollment on the GI bill Website, www.gibill.gov in order for payment to be processed.

8. I agree to accept liability and assume responsibility for any overpayments of VA educational benefits, particularly when overpayment may result from my failure to officially notify the VA School Certifying Official at Carson-Newman of changes to my enrollment status.

9. I understand that the information provided herein will be used to process my VA educational benefits.

10. I certify that all information contained herein is complete and correct and that I will notify the School Certifying Official of any change in address, phone number or enrollment status (see #6).

(Please sign and complete the attached page. Return the form to the university Registrar)
By signing this form, you agree to conditions as outlined in the VA Educational Benefits Recipient Statement of Understanding:
VA EDUCATIONAL BENEFITS RECIPIENT STATEMENT OF UNDERSTANDING

NAME__________________  SS#________________________________

My signature below indicates that I am aware of and understand the policies and procedures for receiving VA educational benefits:

SIGNATURE ___________________________ Date __________________

Local Phone # __________________________ and/or Cell # __________________

I am a ____ new student  ____ returning student   Email: __________________________

I plan to enroll:  ______ full time (12+ hours)  ______ 3/4 time (9-11 hours)

______ ½ time (6 hours)  ______ less than ½ time

Indicate semesters of anticipated enrollment:  _____SUMMER 15 _____ FALL 15  _____ SPRING 16

_____SUMMER 16 _____ FALL 16  _____SPRING 17

Major__________________________  Seeking Teacher Licensure? _____________

New Students must complete information below. (Returning students must report change of major and/or address-- please complete below only to indicate changes):

Address_________________________________________________________________________________

City ____________________________________  State ___________  Zip _______________

If you are a new student, please complete the information below:

VA Chapter:  _____ 30 (Active Duty)  _____ 31 (Voc Rehab)  _____ 35 (Dependent)

_____ 1606 (Reserve or Guard)  _____ 1607  _____ 33 (post 9-11)

Are you eligible to participate in the New GI BILL, Yellow Ribbon Program? _____________

(If yes, you must provide the SCO a copy of your documents indicating 100% eligibility.)

I *have _______ have not __________ previously received VA educational benefits.

*Please indicate term, year and previous institution attended if you did not attend Carson-Newman University

_________________________________________________________ term(s) and year(s)_________________

Did you receive VA Educational benefits at the above listed institution? ____________________