

SUBJECT: VA Educational Benefits Policies and Procedures

Federal guidelines and regulations are specific regarding eligibility to receive veterans' educational benefits. Official decisions on eligibility are made by the VA or the appropriate government office and not the Carson-Newman Office of Military & Veterans Services.

To receive educational benefits, eligible recipients must be accepted for admission to the University. The application for VA Educational Benefits must be completed and submitted to the Department of Veteran Affairs by the student recipient. The Certificate of Eligibility (COE) or Notice of Benefits Eligibility (NOBE) must be submitted to the School Certifying Official. Recipients who have received VA educational benefits at another school and plan to transfer to Carson-Newman University must also complete and submit a Change of Program or Place of Training Application (VA Form 22-1995). Official transcripts from all colleges and universities attended must also be submitted in order to determine prior credit.

All veterans, National Guard, and Army Reserve recipients must submit a copy of their DD-214 and a copy of their Joint Services Transcripts or official transcript from the *Community College of the Air Force* (CCAF) to the Office of the Registrar for evaluation of transfer credit. See "Academic Credit through the Military" in the Admissions section for more information.

The Carson-Newman University VA Educational Benefits **Recipient Statement of Understanding Agreement and Acceptance of Responsibilities** must be signed and submitted to the School Certifying Official before enrollment certifications will be processed. For additional information concerning Veterans Educational Benefits, please contact the Office of Military and Veterans Services or the School Certifying Official.

Enrollment certifications are submitted by the university's School Certifying Official after the eligible student has completed the registration process. 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. Certifications for first time Chapter 35 beneficiaries cannot be submitted until after the first day of class attendance of the first term of enrollment.

Students receiving VA Educational Benefits are responsible for notifying the School Certifying Official for any change in enrollment (drop, add, withdraw, etc.) that could affect receipt of educational benefits.

Revised, June 2022

SUBJECT: Tuition Deferment Policy

Students receiving education assistance benefits administered and provided by the United States Department of Veterans Affairs (USDVA) or under other government/military funded education assistance programs, **which are paid directly to the school**, will be eligible for deferred payment of the required tuition and fees. This includes students who are receiving benefits under **Chapters 31 and 33, Federal Tuition Assistance (FTA), and the TN Strong Act**. Approval for deferred payment is contingent upon a student beneficiary who demonstrates benefits eligibility with sufficient entitlement to cover tuition and fees and does not have an outstanding debt to the USDVA or Carson-Newman from prior semesters.

The deferred payment will be initiated with Carson-Newman's Student Accounts Office at the start of each term. The student's balance for the deferred payment will reflect all institutional, federal, and state financial awards, as well as the estimated pending aid from the USDVA or other military education benefit agencies. The student will be responsible for a one-time payment of the remaining balance or payment through an approved payment plan set up with the Student Accounts Office. You must stay in good standing with the University in order to receive deferments for future semesters.

In compliance with Section 103 of Public Law 115-407, the university will not impose penalties to students who receive benefits through Chapter 31 or 33 due to the delayed disbursement of payment by the USDVA. This means the university will not impose late fees, deny access to classes, libraries, or other institutional facilities and resources that are available to other students who have paid, or require the student to secure alternate or additional funds **as long as** the student has provided the university with the authorized documentation which qualifies them for coverage under one of these two chapters.

Students who receive education assistance benefits administered and provided by the United States Department of Veterans Affairs (USDVA) through **Chapters 35 or 1606** receive a direct payment from the USDVA to help cover the cost of their education. No money is paid to the university on behalf of the student. Students receiving benefits through chapters 35 or 1606, who have a balance after all other financial awards have been applied, are responsible for using the benefits received from the USDVA to pay their student accounts balance. The student may pay their balance either in one lump sum within the first 60 days of the term or by establishing a payment plan through the Student Accounts Office.

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SUBJECT: Standards for Progress

Eligible recipients of VA Educational Benefits must be pursuing an educational objective, which is defined at Carson-Newman as leading to an associate, bachelor, master, or doctoral degree. Recipients must be degree seeking students and designate an approved 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 or repeated courses in which a passing grade (D or above) has been earned will not be approved for certification (except for courses in which a grade of “C” or higher is required for the major). **Dropped courses** which result in either no credit or no punitive grade will adversely affect VA benefits from the beginning of the term and can create an over award/repayment situation for the student. A course for which a student received an **Incomplete grade (I)** must be graded within six weeks of the course’s final meeting or the beneficiary will be subject to retroactive adjustment in the semester’s training time, which in turn may result in an overpayment and recovery of benefits.

Satisfactory attendance, conduct and progress, as defined by the University, must be maintained in order to continue receiving benefits. VA Educational Benefit recipients who are placed on academic probation must meet academic progress standards in order to continue receiving VA educational benefits. To assure progress, the record of each student receiving VA Educational Benefits will be subject to review at the end of each semester.

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SUBJECT: Military Call to Active Duty Policy

Students will be allowed to withdraw without penalty from the university and receive 100% remission of tuition and fees (less any financial aid which the student may have received for the term) and a prorated refund of room and board charges upon presenting an original copy of their orders to the Registrar.

Alternatively, incomplete (I) grades in all classes, with no tuition and fee reimbursement, may be more appropriate when the withdrawal is near the end of the semester. Incomplete grades must be agreed to by the instructor(s) and the student and approved by the Registrar. However, if the student chooses to withdraw from only a portion of his/her classes and receive Incomplete grades in the remaining classes, s/he would receive a partial reimbursement of tuition and fees only if the number of remaining credit hours is fewer than 12. In either of these alternative cases, the student will receive a prorated refund of room and board charges and be allowed to complete the coursework according to the established policies of the university and the agreement with the instructor(s) involved.

Should the student veteran wish to re-enroll at Carson-Newman upon completion of military duty, the student veteran may apply for re-admission at no charge. The student veteran will be re-admitted as long as the student has no holds in the Student Accounts Office or a disciplinary hold from the Student Affairs Office.

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SUBJECT: Academic Credit through the Military

To award academic credit based upon military service experience, service members and veterans of the Army, Navy, Marine Corps, or Coast Guard must request and submit a Joint Services Transcript. Air Force members and veterans must submit an official transcript from the Community College of the Air Force (CCAF).

Military service members and veterans of all U.S. Armed Services, and members of the military reserve, may receive **up to 40 hours of academic credit** for military training based on recommendations of the American Council of Education. Credit is evaluated based on applicability to the declared major or degree of pursuit. If the declared major or degree changes after the service member or veteran enrolls, Carson-Newman reserves the right to re-evaluate military transfer credit and add or remove credit as it applies to the new declared major/degree. Consult the University Registrar or the Office of Military and Veterans Services for more information.

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