



OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

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## UNIVERSITY OPERATING PROCEDURE

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**Title:** Tuition Billing for Members of Qualifying Federal Service, the Vermont National Guard, Veterans, and Their Families

### Overview

If you or your family are members of the Foreign Service, U.S. Armed Forces, the intelligence community (collectively "Qualifying Federal Service"), or the Vermont National Guard, you may qualify for in-state tuition at the University of Vermont (UVM). Veterans and some of their family members can also qualify. Even if you're not considered a Vermont resident under UVM's [residency policy](#), UVM will charge you the in-state tuition rate once you submit the right documents, following the rules set by the federal government and Vermont laws. A review will be done each term to determine whether you are eligible to qualify for the in-state rate.

### 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 qualifying federal services, their spouses and dependent children to qualify for billing of tuition at the in-state rate:

1. A member of qualifying federal services who is on active duty for a period of more than 30 days and whose domicile or permanent duty station is in Vermont, or their spouse or dependent children, will be charged tuition at the in-state rate.
2. The member of qualifying federal services or their 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 domicile or permanent duty station of the member to a location outside of the State of Vermont.
3. For purposes of this Rule the following definitions apply:

- a. "Qualifying Federal Service" includes:
  - a. "Armed Forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.
  - b. "Foreign Service" means a member of the Foreign Service (as defined in section 103 of the Foreign Service Act of 1980 (22 U.S.C. 3903))
  - c. "Intelligence Community" means an officer or employee of an element of the intelligence community (as such term is defined in section 3 of the National Security Act of 1947 (50 U.S.C. 3003)).
- b. "Active duty" means full-time duty in the Foreign Service, intelligence community or 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 (Veteran Readiness and Employment); who lives in Vermont; or
5. is anyone using Chapter 35 (Dependent's Educational Assistance act) who lives in Vermont; 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 – VA.gov, or a VAF 28-1905 (or Tungsten Purchase Order 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. go 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 their 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 16 V.S.A. § 2857 the Vermont National Guard Tuition Benefit Program (VNGTBP), a member of the Vermont National Guard who meets the eligibility requirements as set forth by The Vermont State Legislature [<https://legislature.vermont.gov/statutes/section/16/087/02857>] and administered by VSAC and the VT National Guard, will qualify for tuition at the in-state rate for up to full-time attendance.

Service Members must work with their Education Service Officer, chain of command, and VSAC to complete all requirements for eligibility.

### Department of Defense Tuition Assistance (TA)

In compliance with the Department of Defense Memoranda of Understanding (DoD MOU) the following additional rules and regulations apply to Service Members using Department of Defense (DoD) Tuition Assistance (TA):

1. Service Members eligible for TA must seek approval from their Education Service Officer, military counselor, or service, prior to enrollment at UVM;
2. Service members eligible for TA must contact their Dean's Office before enrolling to learn how their transfer credit will apply to their individual degree program;

3. Per DoD MOU, paragraph 3.i.(1), UVM will promptly readmit with the same academic status a Service member who was previously admitted to the institution but who did not attend, or did not continue to attend, because of service in the uniformed service;
4. Per DoD MOU, paragraph 3.h.(3), Before offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for private student loans, provide Service members access to an institutional financial aid advisor who will make available appropriate loan counseling, including: Disclosing the educational institution's student loan Cohort Default Rate (CDR), the percentage of its students who borrow, and how its CDR compares to the national average. If the educational institution's CDR is greater than the national average CDR, it must disclose that information and provide the student with loan repayment data. CDR will be reviewed and published annually on the webpage [uvm.edu/veterans](http://uvm.edu/veterans) Service Member Benefits page. The CDR will be disclosed and how it compares to the national average. This information will be gathered by the Office of Institutional Research, and published to the webpage by Student Veteran Services staff during the annual DoD MOU review at the same time tuition rates are updated on DoDMOU.com;
5. In compliance with the DoD MOU Page 6 (3): Any UVM faculty or staff member may not engage in high-pressure recruitment tactics for the purpose of securing Service member enrollments. High-pressure tactics are defined as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, or engage in same-day recruitment and registration. Solicited contacts, messages to emails or phone numbers provided voluntarily for the purpose of engaging with UVM, are excluded from this prohibition.

#### 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.

#### Eligibility for Military or Veterans Affairs Tuition Benefits at UVM

1. A student seeking eligibility for tuition billing at the in-state rate while using the Higher Education Opportunity Act must submit the following, as applicable, and all relevant supporting documentation:
  - a. [UVM's HEOA Education Benefits Application](#);
2. A student seeking eligibility for tuition billing at the in-state rate while using VA Education Benefits must submit the following, as applicable, and all relevant supporting documentation:
  - a. A Request for Enrollment Certification in the myUVM Portal Veterans tab indicating intent to use V.A. Benefits for a given term, or;
  - b. V.A. form 28-1905 or Tungsten Purchase Order demonstrating current entitlement to the Chapter 31 Veteran Readiness and Employment education benefit;
3. A student seeking eligibility for tuition billing at the in-state rate while using the Vermont National Guard Tuition Benefit Program must submit the following, as applicable, and all relevant supporting documentation:
  - a. A valid letter of eligibility from VSAC for the Vermont National Guard Tuition Benefit Program; or be included on the roster sent by VSAC to UVM indicating program eligibility.
4. 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.

5. Additional documents and/or verification may be requested.
6. The student's failure to produce information requested may adversely affect the eligibility decision.
7. 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](#)
- [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
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