Board of Governors
CU-BA-NEW
Veterans and Veteran’s Dependents
Management of Tuition and Other Fees

PURPOSE
This policy has been established to provide guidance and direction for the collection and refund of tuition and fees for veterans and veteran’s dependents in conjunction with Board Policy CU-BA-19, Assessment, Collection, and Refund of Tuition and Other Fees.

SCOPE
This policy is applicable to all eligible veterans and their dependents who are eligible for education benefits.

POLICY
It is the policy of Concord University to make special provision for the collection, payment, and refund of educational benefits for veterans and their dependents consistent with federal and state law, rules, and regulations. Except as noted herein, veteran and veteran dependent student accounts will be handled as per CU-BA-19, Assessment, Collection, and Refund of Tuition and Other Fees.

DEFINITIONS
Veterans
Veterans are any former members of the United States Uniformed Services regardless of branch, including but not limited to those veterans eligible for VA educational benefits.

Veteran Dependent
Any dependent of a veteran who is eligible for educational benefits under federal or state law or regulation.

VA Students
Any students using U.S. Department of Veterans Affairs (VA) education benefits, to include all VA education benefit chapters: 30, 31, 33, 35, 1606, and 1607.

Tuition and Other Fees
Tuition and Other Fees assessed to VA students will be accurate and not more than the charges to non-VA students in the same program.

Financial Review
The VA may conduct an audit of financial records to establish that:

- Tuition and fees paid for VA students under chapter 31 or chapter 33 are accurate and not more than those paid by non-VA students in the same program.
- Any discount or payment plan which is available to non-VA students is also available to VA students
- Tuition and other fee refunds are handled in accordance with Board Policy, CU-BA-19 and CU-BA-NEW and were given to VA students who discontinued courses.
• School procedures for care and delivery of advance payment checks meet requirements of the law
• Procedures for delivery of other education assistance checks, mailed to a school address do not violate power-of-attorney restrictions

SPECIAL PROVISIONS
Board policy CU-BA-19, Assessment, Collection, and Refund of Tuition and Other Fees, provides for the assessment, collection, and refund of tuition and other fees for all students. Notwithstanding any Board policy to the contrary, including but not limited to CU-BA-19, the following special provisions apply for any students using U.S. Department of Veterans Affairs (VA) education benefits.

While payment to the institution is pending from the VA the University will not:
• Prevent the student’s enrollment;
• Assess a late penalty fee to the student;
• Require the student secure alternative or additional funding;
• Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, such students may be required to:
• Produce the VA’s Certificate of Eligibility by the first day of class;
• Provide written request to be certified;
• Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Withdrawal

VA Student Official Withdrawal
Students must complete the University withdrawal MACH form or contact the Center for Academic and Career Development to officially withdraw from the University.

If a VA student officially withdraws, the date the student withdrew, i.e., form submission date, is the effective date of withdrawal.

Unofficial Withdrawal
If a VA student completes the term with all “F” and/or non-punitive grades, the report the actual last date of attendance for each course and, if required terminate the student for unsatisfactory progress. If a veteran or veteran dependent student is administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance must be determined and reported to the VA.

For a VA student, one of the following methods is used to determine the last date of attendance:
• Attendance records
• Grading reports
• Last date on which examination or other papers filed
• Last date of activity in the instructor’s records.

Procedure for Return of Tuition and Other Fees to the VA
Unlike other financial aid refunds as addressed in CU-BA-19, the university must wait to make refund payment to the VA until a collection notice from the VA Debt Management Center (DMS). The university has five options for remitting funds to the VA for excess or unearned tuition and other fees or Yellow Ribbon payments. These options include payment by check; major credit card, debit card or electronic funds transfer; Western Union; return of uncashed Treasury check; or, electronic funds transfer (EFT) via Automated Clearing House (ACH).
The university will make timely remittance of funds upon receipt of the debt notice to prevent billing to the VA student.

NOTIFICATION
The University shall electronically post this policy for public access.

IMPLEMENTATION
The Office of Student Accounts shall have primary responsibility for implementation of this policy in concert with the Director of Financial Aid and Veterans Certifying Official.

PROCEDURE
The Business Manager in conjunction with the Director of Financial Aid and Veteran’s Certifying Official may develop administrative processes, procedures, or forms for administering this policy in a compliant manner.

AMENDMENTS
This Policy may be amended to change names, links to information, and contact information without resorting to the rulemaking process.

Federal and State laws, rules and regulations change. Any portion of this policy and process document may be modified in practice to ensure the due process rights of the individuals involved are provided and to conform with any current Federal and State law, rules and regulations. Subject to the institution’s rulemaking policy, the institution will change this policy to conform to the most current laws and regulations within a reasonable time of discovering the change.

REFERENCE / AUTHORITY
US Department of Education Federal Student Aid Handbook
West Virginia Code § 18B-10-1, et seq.
West Virginia Code § 18C-5-1, et seq.
West Virginia HEPC Legislative Rule, 133 CSR 32
Educational Benefits for Veterans under Titles 38, 32 and 10 US code (Chapters 30, 31, 32, 33, 35, 1606, and 1607.

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.”

AUTHORITY FOR INTERPRETATION
The final authority for implementation of this policy rests with the Vice President of Business and Finance / CFO.

APPROVAL
Intent to Plan Approved by the CU Board of Governors:
Approval by the Board of Governors:
Effective Date: Upon approval by the Board of Governors