

## ADDENDUM TO THE CATALOG effective August 1, 2019

Information applicable ONLY to students Receiving Educational Benefits from the Veterans Administration

### **MINIMUM ACADEMIC REQUIREMENTS APPLICABLE TO STUDENTS RECEIVING EDUCATIONAL BENEFITS FROM THE VETERANS ADMINISTRATION (G.I. BILL) ENROLLED IN TECHNICAL POST SECONDARY AND VOCATIONAL INSTITUTIONS**

#### **Admission**

Every veteran student and beneficiary needs to hand in admission documents **BEFORE** the 1st day of classes.

#### **Hours/Credit validation for previous studies**

Each Certifying Officer must ensure that the student who possesses previous studies from another institution presents an official transcript for evaluation from the institution or program of origin. The student must request credit validation in accordance to the processes established by the institution. We guarantee that by validating hours/credits for previous studies, the cost and length of the program will be reduced proportionately.

#### **Satisfactory Academic Progress**

A student that is receiving educational benefits from the Veterans Administration, must maintain a cumulative grade point average (**GPA**) **minimum of 2.00** throughout each evaluation period, to be considered that is achieving satisfactory progress and continue to receive the educational benefit.

#### **Probation Period (to receive educational benefit)**

Students that do not meet the minimum grade point average (GPA) of 2.00 at the end of the evaluation period or term will be placed on **probation of the benefit**. If the minimum grade point average (GPA) of 2.00 is not reached by the end of the term in which they have been placed on probation, the educational benefit will be suspended. In the case where a program consists of only two (2) periods or terms and the student does not achieve the minimum grade point average (GPA) of 2.00, the student will not be certified for the second period or term.

#### **Reinstating Educational Benefits**

After the educational benefit has been suspended for unsatisfactory progress, and once the next class term has passed and the student has achieved a minimum grade point average (GPA) of 2.00, the veteran student will have the educational benefit reinstated. If the student does not achieve the minimum grade point average (GPA) of 2.00 after having returned from the suspension, the educational benefit will continue to be suspended, until the period or term achieving the required GPA of 2.00.

#### **Satisfactory Attendance (to continue to receive educational benefit)**

The Veterans Administration will only pay for the total hours that constitute the program. The veteran student will be certified, by the Certifying Officer, based on the hours specified for the respective **period, term or session registered**. Therefore, the student receiving educational benefits will maintain **AT ALL TIMES** a satisfactory attendance.

**The Certifying Officer will conduct a student attendance evaluation at the end of every period, term or session. Only a 10% of JUSTIFIED absences of the total hours corresponding to the month, period, term or session will be permitted. In the case of justified absences, these will**

**have to be recovered (make-up)\_and must present a legitimate written excuse immediately upon class attendance and after the absence (in accordance to the institutional catalog list of authorized or justified absences.\*)**

In the case of unjustified absences, they must be **completely recovered during the same period, term or**

**session. The veteran student or beneficiary that exceeds 10% of JUSTIFIED OR UNJUSTIFIED**

**ABSENCES WITHOUT DULV EVIDENCING OR REPLACING THEM within the first month, period, term or**

**session, will have educational benefits suspended for the next period, term or session.**

**Also,**

**accumulating 10% of absences in any other period, term or session and failing to present evidence**

**through documentation or replacing them within the same month, period, term or session, will lead to**

**the suspension of educational benefits.**

\*Refer to the Justified or Authorized Absences section of the Institutional Catalog

### **Authorized Absence (Leave of Absence)**

The educational benefit will be suspended for the veteran student for the length of the authorized leave. The educational benefit will be reinstated once the veteran student returns to class.

### **Financial Aid Shopping Sheet**

All veteran student beneficiaries will receive the financial aid comparative sheet for financial aid, in order to help better understand the type of aid to which they may be eligible. And to more easily compare offerings from different institutions.

### **Section 103, PL 115-407**

- Our policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the Institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 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.

- Our Institution will not/must not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual 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.

NOTE: A Covered Individual is any individual who is entitled to educational assistance under

chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits. In addition, our policy may require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the Institution.
4. Require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

*End of Information applicable **ONLY** to students Receiving Educational Benefits from the Veterans Administration.*