



Angelo State University
Operating Policy and Procedure

OP 64.02: Veterans' Education Benefits and Work-Study Program

DATE: April 28, 2017

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to outline policies concerning Veterans Affairs (VA) Education Benefits and the employment of students through the Department of Veterans Affairs Work-Study Allowance Program.

REVIEW: This OP will be reviewed in April every three years, or as needed, by the director of affiliated military and veteran services with recommended revisions forwarded through the vice president for student affairs and enrollment management to the president by May 1

POLICY/PROCEDURE

1. FEDERAL VA EDUCATION BENEFITS

The Angelo State University (ASU) Veterans Educational and Transitional Services (VETS) Center will certify students using Veterans Affairs (VA) Federal Education Benefits. These benefits include:

- a. Chapter 30: Montgomery GI Bill – Active Duty Educational Assistance Program
- b. Chapter 31: Vocational Rehabilitation
- c. Chapter 33: Post-9/11 Veterans Educational Assistance Act of 2008
- d. Chapter 35: Dependent's Educational Assistance Program
- e. Chapter 1606: Montgomery GI Bill – Selected Reserve Educational Assistance Program
- f. Chapter 33T – Transfer of Post 9/11 Entitlement

ASU will follow the regulations outlined by the Department of Veterans Affairs. Students qualify by meeting the rules for eligibility as outlined by the VA. All correspondence from the VETS Center will be sent using the students' ASU email address.

Deadline for Certifying Benefits

The VA requires all certifications no later than 30 days prior to the beginning of each term. Students receiving VA Benefits should request these benefits be certified to the Department of Veterans Affairs by submitting a Request for Certification of Enrollment form after registering

for classes each semester. Receipt of this form prior to the start of the semester in which courses are taken begins this process and should be submitted as follows:

- a. 30 calendar days prior to the start of the fall semester,
- b. 30 calendar days prior to the start of the spring semester,
- c. 30 calendar days prior to the start of the summer semester(s).

Meeting these deadlines guarantees the student's enrollment will be certified to the Department of Veterans Affairs before classes begin and should prevent the student from having to make arrangements for payment until their file is processed. Additional documentation may be required for students establishing their eligibility for the first time and should also be submitted by the deadline. Students using a benefit that pays their tuition and fees directly to the institution, who have not submitted their request by the priority deadline, may need to make arrangements for their bill to be paid by other methods until their file has been processed. At that time, the student will receive reimbursement for their tuition and fees at the eligible rate.

Reestablishing Eligibility

Students returning to ASU after an absence of enrollment of one year or more will be asked to provide a new certificate of eligibility.

Changes to Course Schedule

Because changes to a student's class schedule may affect benefit eligibility, students are strongly encouraged to consult with the VETS Center prior to making changes to their schedule. Prompt notification ensures timely reporting to the VA.

2. HAZLEWOOD BENEFITS

Students wishing to utilize Hazelwood benefits should request these benefits be used by submitting the Texas Hazlewood Act Exemption Application and all necessary supporting documentation to the Student Accounts Office as follows:

- a. 30 calendar days prior to the start of the fall semester,
- b. 30 calendar days prior to the start of the spring semester,
- c. 30 calendar days prior to the start of the summer semester(s).
- d. Applications should be submitted no later than the 12th class day (Fall or Spring) or 4th class day (Summer I or Summer II) of the semester.
- e. Benefits cannot be applied to a semester after the last day of the semester or term the student is registered.

Meeting these deadlines ensures the enrollment for eligible courses will be guaranteed by the deadline. Students establishing eligibility for the first time may be asked to provide additional

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documentation to guarantee their enrollment. This documentation should also be submitted by the deadline. Students using this benefit to pay their tuition and fees, who have not submitted their request by the priority deadline, may need to make arrangements for their bill to be paid by other methods until their file has been processed. At that time, the student will receive reimbursement for their eligible tuition and fees.

An Application for Continued Enrollment is required for each semester a student wishes to attend after the initial application is received and approved as long as the student is continuously enrolled (excluding summer semesters). Students who are not continuously enrolled must complete a new Hazlewood Act Exemption Application to reestablish eligibility.

Continuation awards per academic semester will be based on Satisfactory Academic Progress http://www.angelo.edu/services/financial_aid/sap.php.

3. VA WORK-STUDY PROGRAM

The Department of Veterans Affairs Work-Study Allowance Program offers an additional allowance to students in return for performing VA-related activities. It serves as a supplemental VA education benefit. The VETS Center will employ students at a pay rate determined by this program. Students will meet eligibility requirements for employment per the rules set forth by Veterans Affairs and Angelo State University.