



Veteran Services: Policies and Student Responsibilities

Name: _____ **(Last 4 digits of) Student ID:** _____

- A. Any student using VA Benefits who have prior college experience and/or Military Transcripts must submit official transcripts for evaluation for transfer credit. The VA requires Thomas Nelson to evaluate all prior college and military experience to ensure students do not receive VA benefits for courses previously completed. This evaluation should be completed within the first two semesters and any time a student changes their majors. Students who receive VA benefits here for classes previously completed with a grade that will count towards graduation will be required to pay back to the VA the benefits received for taking unnecessary classes.
- B. VA Education Benefits will only cover classes that fall within the declared Program of Study or Major. If a class is taken outside of the curriculum, the student is responsible for the tuition and fees associated with that class. If it is found that a class was not required after the student has completed the course or during the semester enrolled in the course, the VA Certification will be adjusted, and the student will be responsible for any overpayment placed by the VA.
- C. The student is responsible for informing Thomas Nelson Veteran Services of any changes to his/her enrollment or Program of Study. Enrollment changes must be submitted to the VA, and the student will be responsible for any debts or overpayments created by the enrollment change.
- D. For students using Chapter 33 Post 9-11 or FRY Scholarship: If the student has a change of enrollment which results in an overpayment of benefits associated with tuition and fee charges, the student will receive an automated notification from VA indicating the tuition and fee debt amount to be collected. However, VA will not collect the debt(s) from the student. Rather, VA will collect this amount from the school. In turn, the school may require you to pay any outstanding balance for tuition and fees. VA will no longer manage your tuition and fee debts; the school will hold these debts. The student will have to go through the school if he/she owes money for dropping a class or withdrawing enrollment and the school may reach out to you for the debt. It is important that the student work with the school to resolve any issues. Students are still responsible for repaying any debts associated with the monthly housing allowance and the books and supplies stipend to VA.
- E. In the event a student receives all Fs during a semester, this must be reported to the VA with the student's last date of attendance reported by the instructor. The reporting of F grades will result in the school incurring a debt from the VA for tuition and fees that we will have to collect from the student. The VA may place a debt on the student for BAH and Books.
- F. The VA allows recipients to continue to use VA Benefits for courses to be repeated only if a student has failed the course, withdrawn from the course, or a higher grade is required to progress to the next level course as outlined in the College Catalog. For most Thomas Nelson classes, a grade of D is considered passing even though it will not be transferrable to another college or university. Students who are enrolling in a third attempt must meet with the designated official at the campus in which he/she attends to petition for approval to enroll in a course for a third attempt. Once the official has approved the third attempt and the Veteran Services Office has been notified, the course can be certified for VA purposes. Note: A student must have at least a 2.0 GPA to be able to petition for a third attempt to be reviewed.

- G. Any student using Chapter 33 Post 9-11 VA Benefits must be aware that if receiving any funding to offset Tuition and Fees (ie: COMA Grant, PTAP, Employer Tuition Assistance, MYCAA, and certain Scholarships) these funds will be deducted from the Tuition and Fees submitted to the VA. The VA will only pay Tuition and Fees less the supplemental funding. Note: Federal Financial Aid does not affect what is submitted to the VA.
- H. Students using Chapter 33 Post 9-11 or Veteran Readiness & Employment Benefits will have a Service Indicator, also known as a Hold, placed on their accounts upon enrolling and submitting the Certification Request for VA Education Benefits Form to the Veteran Services Office. This hold prevents the school from administratively dropping a student due to non-payment of tuition and fees. In addition, the hold will prevent a student from making any changes to his/her enrollment without first notifying the Veteran Services Office. In the event the student is waiting for the withdrawal date to approach, the student must contact Veteran Services before close of business on the final date of withdrawal.
- I. Students using Chapter 30, Chapter 1606, or Chapter 35 must have a method of payment in place to cover Tuition and Fees before the enrollment certification can be submitted to the VA. This is due to the VA paying the student a monthly stipend and not submitting payment directly to Thomas Nelson. Once an acceptable method of payment has been established a Service Indicator, also known as a Hold, will be placed on his/her account. The hold will prevent a student from making any changes to his/her enrollment without first notifying the Veteran Services Office. In the event the student is waiting for the withdrawal date to approach, the student must contact Veteran Services before close of business on the final date of withdrawal.
- J. VA pays benefits per each term certified and prorates payments for any month with partial attendance days (typically the first and last month of the term).
- K. For students using Chapter 33 benefits: It is important to review the Certificate of Eligibility (COE) the VA mails to you upon processing your enrollment certification. This COE will outline your expected monthly housing allowance amounts and book stipend. It is the student's responsibility to ensure he/she is receiving the BAH expected. The BAH Calculation Tool provided at www.tncc.edu/military/veterans is available to assist students with determining estimated housing percentages based on enrollment and term dates.
- L. Any student using Chapter 33 Post 9-11 Benefits who are not 100% eligible, are to be aware that payment for the remaining percentage or balance must be paid before being able to enroll in a future semester.

I have read and understand the above statements concerning VA Education Benefits and Thomas Nelson Community College requirements. In the event of any questions or concerns, I will promptly contact the Thomas Nelson Veteran Services Office at 757-825-3442 or va@tncc.edu.

Student Signature:

Date: