

<u>Key Forms</u>	<ul style="list-style-type: none"> • DD Form 214—Certificate of Release or Discharge from Active Duty • VAF 22-1990—Application for VA Educational Benefits • VAF 22-1993a – Certificate of Eligibility • VAF 22-1995—Request for Change of Program or Place of Training • VAF 22-5490 -- Dependents' Application for VA Education Benefits • VAF 22-5494 -- Dependents' Request for Change of Program or Place of Training
Academic Probation	<p>Student falls below an acceptable GPA and/or number of credits being taken. There may be a requirement for the student to meet with their academic advisory to establish a plan for improvement. The policy must include the conditions for continued enrollment for a student that is on probation.</p> <ul style="list-style-type: none"> - <u>Probation is reported via Right Now Web</u> (See page 13 of the SCO Handbook) - <i>Generally</i>, students can be certified for 2 terms while on probation
Academic Suspension	<p>A student on academic probation who does not raise their GPA to an acceptable level after one term may be put on academic suspension. The policy must be clear, and include the method by which the student is notified of the suspension, (usually a letter), the conditions for reinstatement, and should also define their right to appeal.</p>
Advance Payment	<p>Chowan does not participate in Advance Payment.</p>
<u>Drop/Add</u>	<p>The period during which a student can drop a course without academic penalty. For VA purposes cannot exceed 30 days. If the drop occurs within drop/add VA pays through LDA.</p>
Dual Major	<p>Dual majors pursued under an academic policy that defines the dual major's requirements can be certified if both majors are approved. Only courses required to complete the dual major can be certified. During VA site visits, or during compliance surveys, if VA reviews a case for a student who is pursuing dual majors, we should ensure the student is not enrolled in courses outside either major and that the courses are approved.</p>
<u>Eligible Person</u>	<p>A child, spouse, or surviving spouse of a Veteran who served on active duty and who died of service-connected disability, or who has a total disability permanent in nature resulting from a service-connected disability, or who died from any cause while a total and permanent service-connected disability was in existence. Also includes a child or a spouse of a person who is on active duty as a member of the Armed Forces and who now is, and, for a period of more than 90 days, has been, listed by the Secretary concerned as missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.</p>
<u>Entitlement</u>	<p>The number of months the student will be eligible for VA education benefits. This may be expressed in number of months and days the student will be eligible for full-time benefits, or the equivalent in part-time training but may also be expressed in a dollar amount. Entitlement varies depending on the program the individual qualifies for but will not exceed 48 months under any combination of laws.</p>
Family Educational Rights & Privacy Act of 1974 (FERPA)	<p>FERPA gives students access to their education records, an opportunity to seek to have records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records <i>after that student is 18 years old</i>. The law only applies to educational agencies and institutions that receive funding under a program administered by the DoE.</p>
<u>Fees</u>	<p>Any mandatory charges (except tuition, room and board) charged to <u>all</u> students in that program including, but not limited to:</p> <ul style="list-style-type: none"> – Orientation/registration Fees (as long as they are attached to a term) – Lab fees & Technology fees – Student Service fee – Kit or supplies fees that are <i>required</i> to be purchased from the school <p>The following fees are never certifiable</p> <ul style="list-style-type: none"> – Pre-admission/Application fees – Sales taxes – Late registration – Food/lodging fees – Add/drop fee, Penalty fees (late registration, Course add/drop fees or overload fees etc) <p>NOTE: If the fee is not paid to the school it is not certifiable</p>
<u>Non-Punitive Grade</u>	<ul style="list-style-type: none"> • <u>Punitive grade:</u> Grade included in the computation of the student's GPA, and has an effect on their ability to meet graduation requirements. • <u>Non-punitive:</u> Grade that does not affect GPA and for which VA education benefits CANNOT be used. Such grades include incomplete, audited, and non-credit courses.

Pass/Fail	Not certifiable if grade does not count toward degree completion (see non-punitive grades)
<u>Punitive Grade</u>	<ul style="list-style-type: none"> • <u>Punitive grade</u>: Grade included in the computation of the student's GPA, and has an effect on their ability to meet graduation requirements. • <u>Non-punitive</u>: Grade that does not affect GPA and for which VA education benefits CANNOT be used. Such grades include incomplete, audited, and non-credit courses.
Standards of Progress	In order to continue receiving benefits from the VA, veterans and others eligible must make satisfactory progress toward an approved objective.
Term	Any regularly established division of the ordinary school year under which a school operates. Most commonly refers to periods of time that are not the traditional semester or quarter; for example an 8-week accelerated term.
<u>Transfer of Entitlement</u>	Benefits transferred by a CH33 eligible person to their <u>children and/or spouse</u> while in the Armed Forces. Transferor can only transfer a total of 36 months to all dependents
Veteran	A person who has served in the US Armed Forces or any other person eligible to receive veterans' education benefits such as active duty military personnel, reservists, guardsmen, spouses, widows and dependents.
<u>WAVE</u>	Web Automated Verification of Enrollment (WAVE) is an Internet program used by Chapter 30, 1606, and 1607 <u>students</u> to verify their enrollment. Verification is required monthly. Students can also use WAVE to change their address and direct deposit information.
<u>Yellow Ribbon Program</u>	An enhancement to the Post 9/11 GI Bill program. In cases where tuition and fees are not totally covered by the entitlement, an institution may enter an agreement with the VA under which they contribute a portion of the tuition and fees not covered, up to, but not exceeding the total cost of tuition and fees. The VA will match the institution's contribution. <ul style="list-style-type: none"> - Only use Yellow Ribbon if T&F exceeds the maximum