



University of Dallas Policy 5.1

VETERANS AFFAIRS POLICY

- 1.0 **Purpose** – To facilitate the use by students of educational assistance available through the Department of Veterans Affairs.
- 2.0 **Scope** – This policy applies to all students seeking to use or using educational assistance available through the Department of Veterans Affairs and specifically applies to any individual entitled to receive educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill Benefits.
- 3.0 **Definitions** -
 - 3.1 **Covered Individual** – A “covered individual,” for purposes of this policy, 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.
- 4.0 **Veterans Affairs Coordinator** – The University has designated the Veterans Affairs Coordinator as the person responsible for coordinating efforts to facilitate the use by students of educational benefits available through the Department of Veterans Affairs.

Sandy Morgan
Veterans Affairs School Certification Officer
Cardinal Farrell Hall, First Floor
Email: smorgan@udallas.edu or veterans@udallas.edu
Office: (972) 721-5250
Webpage: udallas.edu/veterans

- 5.0 **Registration to Use Benefits** – A student who wants to use educational benefits available through the Department of Veterans Affairs must first register with the Veterans Affairs Coordinator. The student must submit the following:
 - 5.1 A current certificate of eligibility for entitlement to receive the applicable educational assistance (or equivalent proof). The certificate of eligibility must be submitted before the University will certify any courses.
 - 5.2 A copy of all DD-214s that the student has received.
 - 5.3 If the student is on active duty, a copy of the student’s current military identification card.

- 5.4 A copy of all post-secondary educational transcripts for the student, including the student's joint services transcript. The student's post-secondary educational transcripts must be submitted within six months of the start of the first term that the student requests certification of courses.
- 6.0 **Certifying Courses** – A student who wants to request that specific courses be certified so as to receive educational benefits available through the Department of Veterans Affairs must submit a written request to the Veterans Affairs Coordinator after registering for the specific courses.
- 6.1 The written request should be submitted online, through the UD Certification Request Portal: udallas.edu/vacert-request
- 6.2 The student's request generally should be submitted before the start of the term or semester. Late certifications may result in delay of payment of benefits, including housing benefits.
- 6.3 The student should not request certification of courses that the student is not already registered to take.
- 6.4 If the student changes his or her registration in any way (adding, removing, or changing courses), it is the student's obligation to notify the Veterans Affairs Coordinator.
- 6.5 The University cannot certify any courses that do not meet the student's specific degree program requirements, nor programs that are not included in the University's approved list on [WEAMS](#). The University also cannot certify any courses for which the student has already earned a passing grade.
- 6.6 It is the student's responsibility to know when his or her educational benefits are exhausted.
- 7.0 **Enrollment** - Any Covered Individual may attend or participate, on an equal basis with other individuals, in the course of education of the University during the period beginning on the date on which the Covered Individual provides to the University a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of: (1) the date on which payment from the Department of Veterans Affairs is made to the University, and (2) ninety (90) days from the date the University certified tuition and fees following the receipt of the certificate of eligibility.
- 8.0 **Fees and Penalties** – No Covered Individual will be required to pay any penalty to the University, 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, because of the Covered Individual's inability to meet his or her financial obligations to the University due

to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.

- 8.1 The University may require payment, and impose appropriate fees, holds, or restrictions, for a Covered Individual's failure to meet his or her financial obligations as to any amounts that are not covered by the Department of Veterans Affairs.
- 8.2 The University may require payment, and impose appropriate fees, holds, or restrictions, when an otherwise Covered Individual has not requested that the specific courses be certified (see Section 6.0 of this policy).

Principle Owner:	Provost and Vice President for Academic Affairs
Related Documents:	
Dates of UPC Review:	
Dates of General Counsel Approval:	
Adoption History:	Adopted 07.31.19