

Approved By: President

Date Approved: March 20, 2020

Effective Date: March 20, 2020

1. **Summary:** This policy establishes the rights and responsibilities of students receiving veteran benefits.
2. **Rationale:** This policy is necessary to ensure consistent and equitable distribution of veteran benefits to qualified students according to federal requirements.
3. **Entities Affected:** students, Registrar (acting as the college's VA Certifying Official)
4. **Definitions:** Not applicable.
5. **Policy:** Criswell College is an approved institution for veterans training. Veterans eligible for Veterans Affairs (VA) benefits must be certified by the certifying official on-campus (Registrar's Office) to receive educational benefits. Eligible veterans must also meet Criswell College admission requirements. Course approval and certification is required each semester. Application for VA benefits should be started as soon as possible as approval of benefits can take as long as 90 days.

Admission Requirements

In addition to the admission requirements outlined in the College's Admission Policy, students receiving military benefits are required to submit the following documents:

1. CCAF and/or Joint Military Transcript;
2. DD-214;
3. all official transcripts;
4. VA Form 28-1905 (chapter 31 only);
5. Certificate of Eligibility.

Credit for Previous Training

Students receiving VA educational benefits do not have the option of having prior credit reviewed. All previous education and training must be provided to the school for review. This includes all credits from postsecondary institutions and military credits.

Educational Benefits

1. *The Montgomery GI Bill* (Chapter 30) provides benefits for veterans with at least twenty-four months of service after June 30, 1985, with an honorable discharge who elected the \$100 deduction in monthly pay for those educational benefits; also certain veterans with Chapter 34 eligibility left beyond December 31, 1989, who remained on active duty after June 30, 1985.

2. *The Montgomery GI Bill Selected Reserve* (Chapter 1606) provides educational benefits for members of the Selected Reserve. Applicants must have a six-year obligation and must remain in good standing with a Reserve unit.
3. *Post-Vietnam Era Veterans* (Chapter 32) provides educational benefits to veterans who satisfy eligibility (1) if they established a contributory fund during active duty, with the VA and Department of Defense matching the funds 2-1, or (2) by use of a test or pilot program based on Public Law 96-342, Section 901 or 903, which was offered to some veterans who entered the service between November 1980-1981. Any person presently on active duty in the Armed Forces of the United States who has served on active duty for at least 181 days may be eligible for educational benefits.
4. *Public Law 634* (Chapter 35) Title 38, U.S. Code, provides educational assistance to sons, daughters, and the spouse of a veteran who (1) died of a service-connected disability, (2) is 100% disabled as the result of a service-connected disability, or (3) while on active duty was killed in action (KIA), or had been listed for a total of more than 90 days as missing in action (MIA) or as a prisoner of war (POW).
5. *Public Law 894* (Chapter 31) Title 38, U.S. Code, provides educational benefits to veterans, who as a result of a service-connected disability require retraining or other vocational rehabilitation, may be entitled to educational assistance.
6. *Post - 9/11 GI Bill* (Chapter 33) is a new education benefit program for individuals who served on active duty on or after September 11, 2001.

All application forms can be found at: <http://www.gibill.va.gov/>. Further information on these benefits is available through the Registrar's Office, Criswell College, 4010 Gaston Ave., Dallas, Texas 75246-1537, or by calling the Department of Veterans Affairs' toll-free number, 800-827-1000.

Certification Requests

Veterans are required to request benefits in writing through the Registrar's Office each semester that they want to be certified. It is recommended that veterans register for courses as early as possible and request benefits at that time. They should submit a certification request and any additional information for a proper certification, no later than the first day of class. Chapter 31 veterans are required to have a current 28-1905 on file in the Registrar's Office. Chapter 33 veterans are required to make payment by the established deadline for any portion of their bill not covered by VA, according to their Certificate of Eligibility or Statement of Benefits obtained from VA. Chapter 30, 32, 35, and 1606 veterans must make payment for the full amount of their bill by the established deadline.

Program Length and Course Approval

All degree programs are approved for a specific number of credit hours. Eligible veterans will not be certified to the VA or paid by the VA for courses past the approved length. The VA will pay only for required courses in an approved program. Veterans will be required to pay out-of-pocket for courses not required by their program. The VA limits payment for repeated courses (see VA Certifying Official for details).

Satisfactory Progress and Standards of Progress

All veteran students receiving benefits under all VA programs must comply with the academic and conduct standards of Criswell College, as well as those of the Department of Veterans Affairs, in order to maintain satisfactory progress in the pursuit of the approved program of choice. Students who fail to maintain satisfactory progress are not permitted to continue in their program and will not be eligible to receive benefits.

The veteran student who experiences difficulty in a course should contact the instructor as early as possible in the semester. If the instructor believes that tutorial assistance will benefit the student, then recommendations will be made for suitable assistance times. Criswell College does not have paid tutors, nor is reimbursement offered to veterans who attain outside tutoring services. Receipt of veteran educational benefits typically disqualifies a student from receiving other student aid or benefits; however, the student must meet the qualifications of the other programs.

6. Procedure:

- a. **Implementation:** The Registrar is responsible for maintaining procedures by which this policy is implemented.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy will be posted on the College's website. A summary of and excerpts from the policy will be published in the College's *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 2.0	Policy number: 2.004
Related policies: Admission Policy	

Policy History

Version 1.0	Not Available
Version 2.0	March 20, 2020