

Approved By: President

Date Approved: July 23, 2025

Effective Date: July 23, 2025

1. **Summary:** This policy establishes the rights and responsibilities of students receiving veteran education benefits.
2. **Rationale:** This policy is necessary to ensure consistent and equitable distribution of veterans benefits to qualified students according to federal requirements.
3. **Entities Affected:** students, College employees who have been designated by the U.S. Department of Veterans Affairs as VA Certifying Officials, Registrar's Office, Financial Aid Office, Admissions Office

4. **Definitions:**

academic program: an integrated course of study that culminates in the awarding of a specific degree. For the purposes of this policy, *academic program* is the equivalent of *course of education* discussed in Isakson and Roe.

GI Bill® is a registered trademark of the United States Department of Veterans Affairs (VA). The absence of the registration symbol® does not constitute a waiver of VA's trademark rights in that phrase.

Isakson and Roe: abbreviated form of *Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020* (Public Law 116-315)

5. **Policy:** Criswell College is an approved institution for veteran training. Veterans eligible for Veterans Affairs (VA) benefits must be certified by a VA Certifying Official on campus to receive educational benefits. Eligible veterans must also meet Criswell College admission requirements. Application for VA benefits should be started as soon as possible as approval of benefits can take as long as 90 days. Course approval and certification is required each semester.

a. **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:

- Community College of the Air Force Transcript and/or Joint Services Transcript;
- DD-214;
- all official transcripts; and
- Certificate of Eligibility.

b. **Credit for Previous Education and Training**

Students receiving VA educational benefits must provide records for all previous education and training (including all credits from postsecondary institutions and military credits) for review.

c. Educational Benefits

- *The Montgomery GI Bill® Active Duty* (Chapter 30) provides education benefits for veterans who served at least 2 years on active-duty, who entered active duty after June 30, 1985, who received an honorable discharge, and who elected the \$100 deduction in monthly pay for those educational benefits. Certain veterans may also qualify for Chapter 30 benefits if they have *Vietnam Era GI Bill®* (Chapter 34) eligibility left beyond December 31, 1989.
- *The Montgomery GI Bill® Selected Reserve* (Chapter 1606) provides educational benefits for members of Army, Navy, Air Force, Marine Corps or Coast Guard Reserves, Army National Guard, or Air National Guard. Applicants must have a six-year service obligation and must remain in good standing with a Reserve unit.
- *Veterans' Education Assistance Program* (VEAP – Chapter 32) provides educational benefits to veterans who first entered active duty between January 1, 1977 and June 30, 1985, and who elected to make contributions from their military pay which the Department of Defense matched on a \$2 to \$1 basis.
- *Dependents Education Assistance* (DEA – Chapter 35) provides educational assistance to a child or spouse of a veteran who (1) has died, (2) is captured or missing, or (3) is permanently and totally disabled due to a service-related disability.
- *Veteran Readiness and Employment* (VR&E – Chapter 31) provides educational benefits to veterans who have a disability that was caused—or made worse—by active-duty service and that limits their ability to work or prevents them from working.
- *Post - 9/11 GI Bill®* (Chapter 33) provides educational benefits to veterans who served on active duty after September 10, 2001. Eligible veterans may also transfer some or all Chapter 33 benefits to a spouse or child.

Specific eligibility requirements and application forms for these programs may 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.

d. Institutional Information Provided

In compliance with Isakson and Roe (Section 1018), the College provides individuals covered by VA education benefits programs the following information prior to their enrollment in an academic program at the College:

- A shopping sheet which contains estimated costs to complete a specified program, available information on success rates and job placement, information relating to federal aid sources not administered by VA for which they may qualify, and other important information that would assist the individual in making an informed decision regarding enrollment in a specified academic program.

(If there is a change in this information, the College provides an updated personalized shopping sheet within 15 days after tuition and fees are determined for an academic year.)

- The requirements for graduation and a graduation timeline.
- The name, title, and contact information of the College employee designated to serve as the point of contact for covered individuals and their families needing assistance with respect to academic, financial, and disability counseling, as well as other information regarding completion of their academic program.

Enrolled covered individuals will be informed by the Director of Financial Aid of the potential eligibility of other federal financial aid prior to packaging or arranging student loans or alternative financing during the registration process. Receipt of veteran educational benefits may render a student ineligible to receive other student aid or benefits.

In order to prohibit automatic renewal of a covered individual in a course and/or program, each covered individual approves his or her enrollment in a course by completing the registration process.

e. 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 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.

f. Program Length and Course Approval

All degree programs are approved for a specific number of credit hours. Eligible veterans will not be certified to VA or paid by 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).

g. Satisfactory Progress and Standards of Progress

All veteran students receiving benefits under any VA program 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 obtain outside tutoring services.

h. Impact of Service in the Armed Forces while Enrolled

In compliance with Isakson and Roe (Section 1018), the College will accommodate the short absences of enrolled members of the Armed Forces, including reserve components and National Guard, for their service in the Armed Forces.

As with all students, members of the Armed Forces, including reserve components and National Guard, who are temporarily unavailable or must suspend enrollment by reason of their service in the Armed Forces for less than three consecutive semesters (excluding summer and winter terms), may continue their studies upon their return by registering for courses.

Members of the Armed Forces, including reserve components and National Guard, who are temporarily unavailable or must suspend enrollment by reason of their service in the Armed Forces for three or more consecutive semesters (excluding summer and winter terms) may continue their studies upon their return without reapplying for admission. If significant changes have been made to the program curriculum in which they are enrolled, these students may be required to fulfill the requirements of the new curriculum as found in the *Academic Catalog* in effect upon their return.

6. Procedure:

- a. Implementation:** The College’s Primary VA Certifying School Official 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 and a summary of and extracts from the policy will be published in the College’s *Academic Catalog*.
- d. Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 5.0

Policy number: 2.004

Related policies: Admission Policy

Policy History

Version 1.0	Not available
Version 2.0	March 20, 2020
Version 3.0	May 2, 2022
Version 4.0	September 20, 2023
Version 5.0	July 23, 2025