

# UNIVERSITY OF NORTH TEXAS®

## VETERANS INFORMATION PACKET

**Office of the Registrar**  
Student Veteran Services Office – Benefits  
Sage Hall, Suite 236

1155 Union Circle #311400  
Denton, TX 76203-1400

Phone: 940-565-2111 (Option #1)  
Electronically via [Scrappy Says](#)

### INTRODUCTION

Welcome to the University of North Texas! The UNT Student Veterans Services Office is located in Sage Hall, Suite 236. Our office is staffed by three different departments, located in a one-stop-shop to better assist our veteran students as well as their dependents while attending UNT. Our staff includes UNT Certifying Officials (Registrar's Office), Hazlewood Specialists (Student Financial Services), as well as Student Affairs representatives (Student Affairs).

This information packet is written specifically for students who are using federal VA Educational Benefits through the Department of Veteran Affairs (VA). The purpose of this information packet is to address common questions about using VA Educational Benefits at UNT. VA's regulations change periodically. In the event of conflicting information, VA's regulations will supersede this document.

Since you are ultimately responsible for the receipt of your VA Educational Benefits, it is important you fully understand your duties and responsibilities as a recipient of VA educational benefits while enrolled at UNT.

The UNT Certifying Officials' job is to certify a student's enrollment to VA pursuant to using their GI Bill® Educational Benefits. The UNT Certifying Officials verify that the classes a student is enrolled in apply toward their degree and then report that enrollment to VA. The UNT Certifying Officials ensure all necessary documents are completed prior to reporting enrollment.

The UNT Certifying Officials act as a liaison between the student and the VA, and they practice procedures following VA's federal regulations. VA has the ultimate authority in determining your eligibility for VA Educational Benefits. If you have any questions, please feel free to call our office for assistance and/or information.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

### **VA CONTACT INFORMATION**

If you have any questions concerning your VA Educational Benefits, contact VA directly.

Department of Veteran Affairs  
Muskogee Regional Office  
P.O. Box 8888  
Muskogee, OK 74402

1-888-442-4551 (TOLL FREE)  
Submit question electronic via Ask VA.

### **CERTIFICATION OVERVIEW**

Certification is the formal process of reporting a student's enrollment to the VA for payment of benefits. **Each semester you want to use your VA Educational Benefits**, you must submit the UNT VA Enrollment Certification Request form. This form is used to record a student's request that they elect to use VA educational benefits and are enrolled at UNT each semester. This form gives UNT permission to release your personal information to an agency outside of UNT, specifically VA in this case.

Chapter 33 Post-9/11 GI Bill® students are required to submit a Certificate of Eligibility (COE) (new students), an updated Award Letter (AL), or an eBenefits Education Enrollment Status Statement (statement of benefits; transfer and continuing students) each semester.

If you are a continuing student using VA Educational Benefits, not on active duty, and enrolled at least ½-Time or greater, UNT may report your enrollment in a future term as early as 60 days from when classes begin. However, you must be pre-registered for the future semester (i.e., you request to certify your Spring classes mid-November, or about 60 days before Spring classes begin).

UNT will accept requests to certify enrollment for a future term as soon as a student registers for classes in that term. We recommend submitting your request form as soon as you register for classes to allow us more processing time AND mitigate delays in payment.

**Please allow UNT 30-45 days to certify your enrollment to VA. UNT processes requests in the order received. Please allow VA 30-45 days to process the certification paperwork from UNT and issue payment.**

As the recipient of VA Educational Benefits, it is your responsibility EACH SEMESTER you plan to use your VA Educational Benefits to (1) enroll in courses/hours that are eligible to be certified

to VA, (2) submit your request for certification in a timely manner, and (3) ensure that you have included ALL necessary documentation to complete your request.

The UNT Certifying Officials and their Student Workers will work diligently with you to ensure your request form is complete and checking whether your classes are authorized for VA Educational Payments, but it is ultimately the student's responsibility to complete these tasks prior to requesting certification. Failure to comply may result in processing delays.

### **CERTIFYING SUMMER ENROLLMENT**

A student may request certification for the 3W, 5W1, 5W2, 10W, 8W1, 8W2, and SUM Summer sessions together. This process will reduce the likelihood of checks/funds not being sent on time during the Summer. However, an overpayment can occur for students who are enrolled in less hours than certified (dropped classes) or who do not enroll and attend for subsequent semesters.

Students are responsible for repaying VA for monthly stipends they are not entitled. Chapter 33 Post-9/11 GI Bill® students must pay UNT for any tuition and fees VA is not expected to cover in response to dropping classes or withdrawing from a session.

If you are a continuing student, not on active duty, and enrolled at least half-time, you may re-certify as much as 60 days before the certified term begins but you must be pre-registered for the future term. (i.e., you may re-certify in April for Summer 5WK1 session which begins in June). We still recommend requesting certification as soon as you register for classes to mitigate payment delays.

### **CERTIFYING CONCURRENT ENROLLMENT**

If you are enrolled at two or more schools in the same semester, you may apply as a concurrent student and receive benefits for the total hours combined. Be sure to consult the General Catalog for UNT requirements.

If UNT is the parent institution (e.g., you are seeking a degree from UNT), we must have a copy of your paid tuition and fee receipt with the course listing (course name and number) of the classes you are enrolled in at the supplemental school. The UNT Certifying Officials will prepare a Parent Institution Letter (PIL) stating which courses will transfer and apply toward your degree plan at UNT. If your courses will not transfer back to meet degree requirements for your UNT degree, the UNT Certifying Officials will not be able to provide the letter. We recommend consulting with your advisor on which classes will transfer back and apply toward your UNT degree.

During terms in which you are suspended and not eligible to enroll at UNT, we are not able to provide parent institution letters (PILs) to other schools.

If UNT is the supplemental institution, we must receive a PIL from your parent institution indicating the specific classes you are taking at UNT will transfer back and apply toward your degree at the parent school. Once we receive this letter and your normal UNT certification documentation, we will send an enrollment certification to the VA for the hours enrolled at UNT. We will also submit any changes in enrollments to the VA as they occur.

### **Student Verification of Enrollment**

Students receiving Chapter 30, 1606, and 1607 must verify their enrollment monthly with the VA. You may use the Web Automated Verification of Enrollment (WAVE) which is located on the [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) website. Click the Verify School Attendance link (usually found on the right side). Alternatively, you may use the Interactive Voice Response (IVR) telephone line at 1-877-VA-ECERT. The earliest students can verify their enrollment is the last calendar day of each month.

Student receiving Chapter 33 Post-9/11 GI Bill® must verify their enrollment monthly with VA. Students may complete this verification through text message, email, or calling VA at 1-888-442-4551. VA will contact students using the information VA has on file for the student. Contact VA to update your contact information. Visit VA's [website](#) for more information.

**CERTIFICATION PROCESS AT UNT**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>Timing</b>	Early registration and onward for given semester. Initiated by Student.	Within 30-45 days of student submitting certification request to UNT Certifying Officials.	Within 30-45 days of UNT certifying enrollment to VA.	Ongoing. Maintenance period.
<b>Parties Involved</b>	Student UNT Certifying Officials VA Benefits Student Workers	UNT Certifying Officials VA Benefits Student Workers <i>Student (as needed)</i> <i>Academic Advisors (as needed)</i>	UNT Certifying Officials VA Regional Processing Office	Student UNT Certifying Officials VA Benefits Student Workers VA Regional Processing Office
<b>Actions</b>	Student refers to degree plan and/or meets with academic advisor to determine which classes the student should enroll for upcoming semester.	UNT Certifying Officials and Student Workers review packet for questions and gaps in documentation.  Includes reviewing student's (1) schedule, (2) degree plan, and (3) supplemental documentation as needed.	VA receives enrollment certification from UNT for processing.	Students report any changes to their schedule (i.e., adding classes, dropping classes, withdrawing, etc) to the UNT Certifying Officials.  Chapters 1606, 30, and 33 verify directly with VA if enrollment has changed monthly.
	Student registers for classes.	UNT Certifying Officials and Student Workers contact student for missing documents or unauthorized classes via phone or UNT Student Email address.  Student's academic advisor may be contacted regarding classes.	VA prepares to issue payments to student based on payment schedule (e.g., VA pays in monthly arrears).	UNT Certifying Officials report changes in enrollment to VA. Includes changes in cost of classes for Chapter 33 Post-9/11 GI Bill® students.  Chapter 33 Post-9/11 GI Bill® students monitor myUNT accounts to review and pay balance VA is NOT expected to cover due to a dropped class, session withdrawal, unauthorized classes, etc.
	Students complete "UNT VA Enrollment Certification Request" form electronically, remotely, or in-person. Submits complete request packet via Secure Document Upload, fax, or in-person.	UNT Certifying Officials certify a student's enrollment to VA.  Students should receive automated email from VA system.		VA Regional Processing Office processes updates and issues debts to students as appropriate.

## **DEGREE PLANS AND ELIGIBLE HOURS**

### **DEGREE PLANS**

A degree plan is an official document prepared in the office of your academic advisor or academic dean. It lists all required courses for you to earn a particular degree.

VA regulations require that a student receiving VA Educational Benefits select a degree objective with a major and make satisfactory progress toward the completion of the degree. The veteran is responsible for obtaining a degree plan from the academic advisor within the college of his/her major and submitting a copy to the UNT Certifying Officials.

All VA Educational Benefits recipients must submit a degree plan to the UNT Certifying Officials. VA Educational Benefits will not be awarded for any further enrollment after the completion of two terms (summer terms are considered one term in aggregate) unless we have received your degree plan.

According to VA regulations, UNT can only certify enrollments for courses required and listed on the degree plan. Therefore, **students are advised to keep a copy of this document and refer to it prior to registration or meet with their advisor to ensure their classes are degree-applicable.** There are limited exceptions to this regulation as in some cases of remedial classes and some prerequisites. If you have any doubts, please ask the UNT Certifying Officials to verify if you will be eligible to receive VA Educational Benefits for a class not listed on your degree plan.

### **CHANGE OF MAJOR/PROGRAM**

If you change your major or program of study, you must complete a Request for Change of Program or Place of Training VA Form 22-1995 or 22-5495. UNT must have a copy of the form on file for compliance. A new degree plan must also be submitted for future certification.

### **CHANGE FROM UNDERGRADUATE TO GRADUATE STATUS**

To receive VA Educational Benefits as a graduate student, you must provide the UNT Student Veteran Services office a copy of your acceptance letter into a graduate degree program (without provisions). Additionally, you must submit a completed Request for Change of Program or Place of Training form (VA Form 22-1995 or 22-5495) to the UNT Student Veteran Services office, which we will keep on file for compliance purposes.

### **APPROVED EDUCATION PROGRAMS**

In order for UNT to report your enrollment to VA, VA must have approved of the education program. You are able to access the list of Approved UNT programs through Web Enabled

Approval Management System (WEAMS). If you have questions about approved programs, please ask to speak with a UNT Certifying Official.

## **UNAUTHORIZED COURSES**

VA Educational Benefits are available only for classes included on your degree plan. There are limited exceptions to this regulation as in cases of remedial classes and some prerequisites. A remedial course is not required in a student's degree plan, but it is eligible for VA Educational Benefits if testing demonstrates a need for the course. You must have either failing Texas Success Initiative (TSI) scores in each respective field (Reading, Writing, and Math) or Placement Score from the appropriate academic department in order to receive VA Educational Benefits for the respective remedial course(s).

For students using Chapter 33 Post-9/11 GI Bill® benefits who are enrolled in unauthorized courses, VA is not expected to pay for the tuition and fees associated with the class. Students are liable to pay for the unauthorized course. Check your myUNT around census date to review the anticipated VA payment for your other classes as well as you expected payment for any unauthorized courses.

If you have any doubts on whether a class is eligible to be reported to VA, please ask the UNT Certifying Officials located in the UNT Student Veteran Services Office to verify if you will be eligible to receive VA Educational Benefits for a class not listed on your degree plan. We recommend meeting with your academic advisor prior to registration to avoid unauthorized courses.

## **REPEAT OR DUPLICATE COURSES**

If a student fails a course or receives an unsatisfactory grade (i.e., did not receive a high enough grade as required by the academic department for degree credit), the student may repeat/duplicate the course and receive VA Educational Benefits for the same course as needed.

Courses that are successfully completed may not be certified for VA purposes if they are repeated. VA will not pay benefits to repeat courses to enhance a student's GPA. Therefore all other duplications cannot be certified. On a student's third attempt at UNT in the same course, they will be charged a Repeated Course Fee (\$75.00 per credit hour). This fee is NOT covered by the VA for Chapter 33 Post-9/11 GI Bill® students.

## **CREDIT FOR SERVICE TRAINING**

If you would like to have your Joint Services Transcript (JST) evaluated for credit toward your degree plan, you must provide a copy to your academic advisor for evaluation. The UNT Certifying Officials are not able to determine whether or how your service training can be applied to your degree.

## **VA BENEFIT PAYMENTS**

### **BENEFIT PAYMENT**

Monthly benefit payments (or the Monthly Housing Allowance (MHA) for Post 9/11-Chapter 33) are made directly to the students. The payment is made to the student for the number of days the student is certified for the month. If a student is certified for the whole month, the full monthly benefit is paid. If the student is only certified for part of the month the benefit is prorated as follows:

VA uses a 30-day month. Divide the monthly rate by 30 to get the daily rate. If a student is certified from the 1st through the 15<sup>th</sup> of a month, the student is certified for 15 days and is entitled to  $\frac{1}{2}$  of the full monthly benefit.

For example, Spring 2022 started January 18, 2022. Using the standard VA 30-day month, the student was only enrolled for 13 days. If a Chapter 35 student was enrolled full-time during January, the student would likely receive about \$562.67 (\$1,298 full-time monthly rate / 30 days = 43.2667 per day. 18 days X 43.2667 = \$562.4671 monthly stipend payment). Please note the amount paid is ultimately determined by VA. UNT Certifying Officials are only able to estimate payment amounts.

Students should be mindful of January, May, August, and December as students will only receive a pro-rated amount of their monthly stipends since the semesters begin/end approximately mid-month. VA will only pay the monthly stipends for the actual days of enrollment.

### **ACCELERATED OR EXTENDED CLASSES**

Any class that meets for a period of time less than the current semester term is an accelerated class. Any class that meets for a period of time greater than the current semester term is an extended class. These classes will affect your VA Educational Benefits. For further information, please contact the Student Veteran Services Office. To determine how accelerated or extended classes will impact your enrollment status, refer to the section on Student Credit Hour Load Requirements.

### **ACTIVE DUTY OR ENROLLED BELOW $\frac{1}{2}$ TIME ENROLLMENT STATUS**

If you are on active duty or your enrollment status is below  $\frac{1}{2}$  time\*, you are eligible for Tuition and Fees Only. Your certification will be for one semester only. You must certify through the UNT Certifying Officials for future enrollment periods.

***\*Note: Students using Chapter 33 Post-9/11 GI Bill® must be at MORE than  $\frac{1}{2}$  time enrollment to receive the housing stipend. Post-9/11 GI Bill students that are enrolled at exactly  $\frac{1}{2}$  time or less will NOT receive housing.***



## PAYMENT FOR BREAKS

Effective August 1, 2011, there will be no break pay. VA does not pay for the period of time in between semesters when a student is not enrolled in courses.

## DELAYS IN PAYMENT

To mitigate delays in receiving your VA Educational Benefit, we highly recommend that students (1) refer to their degree plans and/or meet with their Academic Advisor prior to registering for classes and (2) register for classes AND submit their request certify enrollment to VA as early as possible. The request to certify enrollment should be complete and accompanied by any additional documentation.

**Please allow UNT 30-45 days to certify your enrollment to VA. UNT processes requests in the order received, and we receive a massive influx of requests to certify classes in the weeks leading into the new semester. Please allow VA 30-45 days to process the certification issue payment. VA experiences an influx of certifications to process at the beginning of each semester.**

The UNT Certifying Officials will work diligently to certify your enrollment to VA as early as possible and contact you if any additional information/documentation is needed.

## STUDENT CREDIT HOUR LOAD REQUIREMENTS

The following tables are provided as a tool to facilitate your enrollment decisions and using your VA Educational Benefits in a given semester/session. If sessions overlap, VA will take that into consideration for your enrollment status. VA holds final determination on your enrollment status. Please contact the UNT Certifying Officials if you have any questions or concerns.

### UNDERGRADUATE STUDENTS\*

Semester/Session	Full-Time	¾ Time	½ Time**	Less than ½ Time
REG (16WK) (Spring/Fall Only)	≥ 12	9 - 11	6 - 8	< 6
SUM (13WK) (Summer Only)	9	7 - 8	5 - 6	3 - 4
3WK (Spring and Summer only)	2	--	1	--
5WK (Summer only)	4	3	2	1
8WK	6	4 - 5	3	2
10WK (Summer only)	7	5 - 6	4	3

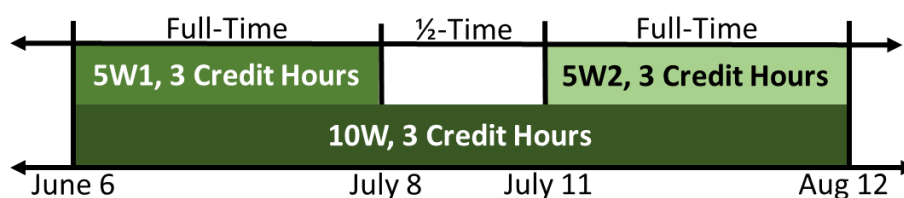
## GRADUATE STUDENTS\*

Semester/Session	Full-Time	$\frac{3}{4}$ Time	$\frac{1}{2}$ Time**	Less than $\frac{1}{2}$ Time
REG (16WK) (Spring/Fall Only)	9	6 - 8	5	< 5
SUM (13WK) (Summer Only)	9	6 - 8	5	1 - 4
3WK (Spring and Summer only)	2	--	1	--
5WK (Summer only)	3	--	2	1
8WK	4	3	2	1
10WK (Summer only)	5	--	3	1 - 2

**\* Note:** In order to receive the full housing stipend, students using Chapter 33 Post-9/11 GI Bill® must be enrolled in at least ONE class that qualifies as “in-residence” training during the enrollment period. For terms beginning on or after August 15, 2019, if students are required to participate in classroom training during the semester as well as online training, students will be paid a housing stipend in the same manner as if they were doing all classroom training. If you are unsure whether your classes can be certified as “in-residence” training, please contact the UNT Student Veteran Service Office and speak with a UNT Certifying Official.

**\*\* Note:** Students using Chapter 33 Post-9/11 GI Bill® GI Bill® benefits must be enrolled GREATER than  $\frac{1}{2}$ -Time to receive the housing stipend. If you are enrolled exactly  $\frac{1}{2}$ -Time or less, you will NOT receive a housing stipend. For example, in the Regular 16WK sessions, (e.g., Spring 2022, 01/18/2022 – 05/13/2022), undergraduate students must be enrolled in 7 credit hours or more to receive a housing stipend. Graduate students must be enrolled in at least 5 credit hours.

## OVERLAPPING SESSIONS EXAMPLE



**Example:** An undergraduate student enrolls in Summer 2022 10W for 3 credit hours, 5W1 for 3 credit hours, and 5W2 for 3 credit hours.

- 10W and 5W1 classes start June 06. For the 5W1 window (June 06 to July 08), the student is enrolled in 6 credit hours total, which VA would consider full-time.
- Since the student is only enrolled in 10W for 3 credit hours July 09 and 10, VA views the student as enrolled  $\frac{1}{2}$  time for that weekend only.
- 5W2 begins July 11. For the 5W2 window (July 11 to August 12), the student is enrolled in 6 credit hours total, which VA would consider full-time.

## **CHAPTER 33 POST-9/11 GI BILL® TUITION AND FEE PAYMENTS**

Students utilizing Chapter 33 Post-9/11 GI Bill® are eligible to have VA pay a percentage of their tuition and fees. Effective August 1, 2021, educational institutions may not report a Chapter 33 student's tuition and fees until AFTER the institution's add-drop period (i.e., UNT may report the information after the Census Date for a given term).

UNT will NOT drop students using Chapter 33 Post-9/11 GI Bill® from classes for non-payment as long as (1) you have requested to have your hours certified to VA for the given semester and (2) provided documentation showing your remaining entitlement (updated Certificate of Eligibility, Award Letter, Statement of Benefits). We will hold your class schedules through payment deadlines.

**Please note, we must have an updated Certificate of Eligibility, Award Letter, or Statement of Benefits on file to hold your classes for a given semester. Students using Chapter 33 benefits are expected to provide this documentation EVERY SEMESTER when they submit a request to have their classes certified to VA.**

We are not able to prevent automatic messages from UNT regarding payment deadlines. As long as you see "VA Benefits" hold on your myUNT account, your classes will be held. Please note that the "VA Benefits" hold on your myUNT account will NOT prevent you from enrolling in future semesters.

### **ANTICIPATED VA CHAPTER 33 PAYMENT**

To (1) mitigate financial penalties and facilitate students paying any balance VA is not expected to pay and (2) allow Chapter 33 students to receive refunds for pending financial aid, the UNT Certifying Officials post "Anticipated VA Chapter 33 Payments" to student accounts. The amount posted reflects what UNT anticipates VA will pay. It is NOT the actual VA payment. **The anticipated amount will be posted after the Census Date.**

VA will send UNT tuition and fee payments within 30 days of reporting the amount. If VA sends UNT more than anticipated, the full VA payment may be posted pending review of the student's enrollment activity. If VA sends UNT less than anticipated, the UNT Certifying Officials will conduct research to determine the reason. You will be responsible for paying UNT any remaining balance. We highly recommend students check their charges through their myUNT.

### **Manual Adjustments**

Under certain circumstances, the UNT Certifying Officials will manually adjust the Anticipated VA Payment amount posted to your account. These adjustments are made to alert students as early as possible what UNT expects VA to pay. Reasons for these adjustments include the following:

- Student is exhausting Chapter 33 benefit mid-semester.

- Student is enrolled in non-eligible hours.
- Student dropped a class/withdrew from a session.

The UNT Certifying Officials utilize a student's updated Certificate of Eligibility, Award Letter, and Statement of Benefits to determine if a student will exhaust their benefit. We refer to your degree plan and Academic Advisors to determine whether the hours enrolled are eligible to be certified to VA. We monitor your enrollment activity to report any changes in enrollment to VA. It is your responsibility to check your UNT Account through myUNT and pay any balance of the charges VA is not expected to pay. We make every attempt to notify you of changes to your UNT account.

If you have any questions regarding the Anticipated VA Chapter 33 Payment OR the amount of the actual VA Payment received by UNT, please contact the UNT Certifying Officials.

### **TUITION AND FEE CHARGES NOT COVERED BY VA**

VA will not pay for the following types of tuition and fees:

- Repeating/duplication of certain courses.
- Courses which will not count toward your degree objective.
- Remedial courses (unless testing shows a need for the course).
- Refresher courses.
- Application Fees.
- Orientation Fees.
- Penalty fees (e.g., late registration, late course changes, returned checks, repeated course fee).
- Add/drop course fees.
- Parking fees and/or tickets.
- Fees for any food or lodging expenses, meal ticket fees.
- Overload fees for course loads that require special permission.
- Transportation/transit system fees that are not required of every student.
- Out of State Tuition and Fees.
- Excessive Hour Charges/Fees.

If you have any questions regarding your UNT account, please contact the UNT Certifying Officials.

## **OVERPAYMENT OF BENEFITS**

In the event your enrollment changes, VA may determine you received an overpayment for your VA Educational Benefits. This occurs when your enrollment status changes. For example, if you were enrolled full-time and dropped a class, you may not be considered enrolled full-time anymore. This section explores common reasons overpayments occur and how to reconcile overpayments with VA and UNT.

### **ADDS, DROPS, AND WITHDRAWALS**

Changes in your enrollments may affect your VA Educational benefits. Since we are required to report any changes in enrollments to the VA, you must notify the UNT Certifying Officials immediately if you add, drop, or withdraw from any classes. You will receive an automatic email from the VA when our office reports any change in your enrollment.

Students may be required to pay back portions of the benefits received, if they drop a course, withdraw, or in some other way receive a non-punitive (e.g., W, I, or NP) grade. It is the student's responsibility to verify information certified to the VA and repay any overpayment. It is recommended that students who change their schedule contact Student Veteran Services - Benefits as soon as possible to discuss the implications of the schedule change.

For VA students utilizing Chapter 33 Post-9/11 GI Bill®, VA is not expected to pay any portion of tuition and fees for dropped classes. Effective January 5, 2021, educational institutions are liable to return any VA payments (e.g., tuition and fees) made directly to the school. If you drop a class or withdrawal, you must pay the balance on your UNT account to UNT. The Certifying Officials will email you through your UNT Student Email when your UNT account has been updated.

### **GRADES OF 'I', 'W', AND 'NP'**

VA regulations require UNT to report to the VA grades of "I" not removed within one year, Thesis and Dissertation hours excluded. Unless mitigating circumstances can be proved, this reduces the number of hours included in the enrollment certification and places the student in a position of overpayment. (See the General Catalog for "I" removal procedure). VA regulations require UNT to report to the VA non-punitive grades ("W" or "NP"). This reduces the number of hours included in the enrollment certification and places the student in a position of overpayment, likely resulting in debt owed to the VA.

For VA students utilizing Chapter 33 Post-9/11 GI Bill®, this will result in owing UNT for any tuition and fees VA is not expected to cover as a result.

### **MITIGATING CIRCUMSTANCES**

VA must recollect all benefits paid to a student for a course which the grade assigned is not used in computing the requirements for graduation (e.g., "W," "I" if it stays post-graduation,

“NP, etc). This includes a course from which the student withdraws *unless* there are mitigating circumstances.

This means that if you drop a course, unless you can demonstrate to VA that there are mitigating circumstances, you may be required to return all the money paid to you for pursuit of that course from the start of the term, not merely from the date you dropped the course.

Examples of acceptable mitigating circumstances are prolonged illness, severe illness, death in your immediate family, and unscheduled changes in your employment or work schedule.

Examples of unacceptable mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor, and too many courses attempted.

*Please note that you will normally be required to submit evidence to support your reasons before they can be accepted by the VA.*

The UNT Certifying Officials cannot advise on whether VA will grant mitigating circumstances.

**VA will determine if there is sufficient evidence to grant mitigating circumstances.**

#### **VA PROCESS FOR RECONCILING OVERPAYMENTS**

If VA determines they overpaid you VA Educational benefits, VA will notify you of the amount due for the given enrollment period as well as how to pay back the benefit. For any benefits paid directly to you, you must return the funds directly with VA. VA will notify you of the consequences for not paying back the overpayment.

For VA students utilizing Chapter 33 Post-9/11 GI Bill®, UNT will return any overpayments for tuition and fees to VA. You will then be responsible for paying UNT directly for any balance on your UNT account.

#### **REPEATED COURSE TUITION - UNDERGRADUATE STUDENTS ONLY**

##### **REPEATED HOURS FOR TAKEN COURSE**

Repeated hours are defined as hours for a course that is the same or substantially similar to a course that the student has previously taken for two or more times at the same institution. Previously taken courses from which the student withdraws before the official census date shall not count as an attempted course.

## **REPEATED COURSE TUITION**

Undergraduate students classified as Texas residents or who pay Texas resident tuition rate who attempt certain courses more than twice at the University of North Texas are subject to an additional tuition rate of \$75.00 per semester credit hour for the repeated course. This additional charge will be billed after the beginning of each semester. Even if the repeated course is one that can be certified to the VA, VA will NOT pay the repeated course fee.

## **EXEMPTED COURSES**

Courses that are exempted from Repeated Course Tuition include:

- Hours for special topics and seminar classes.
- Hours for courses that involve different or more advanced content each time they are taken, including but not limited to: - individual music lessons - theater practicum - music performance - ensembles - studio art.

## **VIEWING REPEATED COURSES**

Students can view their repeated courses affecting tuition on the For Students page at <https://my.unt.edu>. Detailed instructions for viewing the Repeated Courses link are available at <https://registrar.unt.edu/sites/default/files/repeathours.pdf>.

## **EXCESSIVE HOURS**

Please refer to <https://registrar.unt.edu/regISTRATION/excessive-hours> for more in-depth information on the topic.

## **BACKGROUND**

Texas Education Code § 54.014 specifies that Texas residents who (1) are undergraduate students and (2) initially enrolled Fall 1999 and later may be subject to a higher tuition rate for attempting excessive hours at any public institution of higher education while classified as a resident student for tuition purposes. Beginning with Fall 2007, UNT undergraduate students who are classified as Texas Residents and those who pay in-state tuition rates will be subject to an additional excessive hour tuition rate. For specific information on the additional charges and any requests to appeal, please contact Student Financial Services (SFS) and refer to the information at <https://sfs.unt.edu/excessive-hours-and-repeat-course-fees>.

Undergraduate students who enrolled initially in the Fall 1999 semester or subsequent semesters cannot exceed more than 45 hours of the number of hours required for completion of the degree plan in which they are enrolled. Any hours beyond 45 are considered excessive and will result in additional tuition charges.

Undergraduate students who enrolled initially in the Fall 2006 semester or subsequent semesters cannot exceed more than 30 hours of the number of hours required for completion of the degree plan in which they are enrolled. Any hours beyond 30 are considered excessive and will result in additional tuition charges.

Courses that count towards the excessive hour calculation are those attempted at any Texas public institution of higher education. This includes:

- Hours earned in courses in which a grade is earned on the student's transcript.
- Courses dropped with a grade of "W," "WF," "Q," or equivalents.
- Hours excluded from the student record resulting from Fresh Start.

The following types of credit hours do not count toward the limit:

- Credit hours earned after a baccalaureate degree.
- Credit hours earned through examination, (AP or CLEP).
- Credit from remedial and developmental courses.
- Credit hours taken at a private institution or an out-of-state institution.
- Credit earned prior to high school graduation.

Degree plan hours include the total number of hours required for a student to complete their degree plan. Students with excessive hours are encouraged to contact their academic advisor to review to review their degree plan and insure that it is complete, accurate, and to verify the hours required for completion.

## **VIEWING EXCESSIVE HOUR STATUS**

Students can view their excessive hour status on the For Students page at <https://my.unt.edu>. Detailed instructions for viewing the Excess Hours link at <https://registrar.unt.edu/eis/students>.

## **CHAPTER 33 POST-9/11 GI BILL® TUITION PAYMENTS**

VA will not cover additional charges related to excessive hours. Students are liable for any and all charges to their UNT account related to excessive hours.

Please reference <https://sfs.unt.edu/excessive-hours-and-repeat-course-fees> for updated rates associated with excessive hours.

## **UNSATISFACTORY PROGRESS, CONDUCT, AND ATTENDANCE**

To continue receiving VA Educational Benefits, the VA requires a student (1) maintain satisfactory progress in their educational program and (2) claim benefits only for courses which lead toward the degree the student is working toward.



Educational assistance benefits to Veterans and other eligible persons must be discontinued when the student ceases to make satisfactory progress toward completion of his or her degree plan. Benefits can be resumed if the student reenrolls in the same institution and in the same program.

### **ACADEMIC PROBATION**

*As of January 31, 2020, UNT no longer has to report to VA whether a student is under a probation status.*

### **ACADEMIC SUSPENSION**

If you are placed on suspension at UNT, your VA enrollment certification will be terminated effective the last date of the semester in which the suspension occurred. Your grade report will indicate whether or not you have been suspended from attending classes.

A suspended student may attend UNT during summer terms to achieve the minimum standards as prescribed in your Academic catalog to re-enter UNT. A student who re-enters UNT after having been suspended will be on academic probation. Please verify with the UNT Certifying Official if you may be certified for these courses.

During terms in which you are suspended and not eligible to enroll at UNT, we are not able to provide parent institution letters to other schools.

### **CHECK LIST – REQUESTING CERTIFICATION**

The following check list is a general reference for students to ensure they are submitting all necessary the documentation the UNT Certifying Officials need on file to certify your enrollment to VA each semester. There are two versions of the request form.

**If UNT has NEVER certified your enrollment to VA**, complete the “Initial” version of our request form. If attending UNT is the first time you have been in college OR you are a transfer student, you fall into this category.

**If UNT previously certified your enrollment to VA**, complete the “Recertification” version of our request form.

### **Required Documents for Initial Certification**

#### **Post-9/11 GI Bill® Chapter 33**

- ☐ UNT Request to Certify
- ☐ Certificate of Eligibility
- ☐ DD-214
- ☐ Transfer Student? VA Form 22-1995

#### **Post-9/11 GI Bill® Chapter 33 Transfer of Entitlement (Dependents)**

- ☐ UNT Request to Certify
- ☐ Certificate of Eligibility
- ☐ Transfer Student? VA Form 22-1995

#### **Montgomery GI Bill® Chapter 30 or 1606**

- ☐ UNT Request to Certify
- ☐ DD-214
- ☐ Notice of Basic Eligibility (NOBE) for Chapter 1606
- ☐ Certificate of Eligibility
- ☐ Transfer Student? VA Form 22-1995

#### **Dependents' Educational Assistance (DEA) Chapter 35**

- ☐ UNT Request to Certify
- ☐ Certificate of Eligibility
- ☐ Transfer Student? VA Form 22-5495

#### **Veteran Readiness and Employment (VR&E or Voc Rehab) Chapter 31**

- ☐ UNT Request to Certify
- ☐ VA Form 22-1905 from Case Manager

### **Required Documents for Recertification**

#### **Post-9/11 GI Bill® Chapter 33**

- ☐ UNT Request to Certify
- ☐ Updated Award Letter or eBenefits Statement of Benefits
- ☐ Changed major? VA Form 22-1995

#### **Post-9/11 GI Bill® Chapter 33 Transfer of Entitlement (Dependents)**

- ☐ UNT Request to Certify
- ☐ Changed major? VA Form 22-1995

#### **Montgomery GI Bill® Chapter 30 or 1606**

- ☐ UNT Request to Certify
- ☐ Changed major? VA Form 22-1995

#### **Dependents' Educational Assistance (DEA) Chapter 35**

- ☐ UNT Request to Certify
- ☐ Changed major? VA Form 22-5495

#### **Veteran Readiness and Employment (VR&E or Voc Rehab) Chapter 31**

- ☐ UNT Request to Certify
- ☐ VA Form 22-1905 from Case Manager