

UNIVERSITY OF NORTH TEXAS

Office of the Registrar
Student Veteran Services – Benefits
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VETERANS INFORMATION PACKET

Welcome to the University of North Texas. The Student Veterans Services office is located in Sage Hall, Suite 236. Our job is to assist students when applying for VA Educational Benefits. We ensure all necessary documents are completed and forwarded to the Department of Veterans Affairs (DVA) and certify enrollment in degree credited hours.

This information packet is provided by the UNT Student Veteran Services Office to address some of the common questions Veterans ask. Although we strive to keep this information current, DVA's regulations do change periodically. In the event of conflicting information, the DVA's regulations will supersede this document.

Since you are ultimately responsible for the receipt of your VA Educational Benefits, it is very important that you fully understand your duties and responsibilities as a Veteran Student at the University of North Texas. The UNT Student Veteran Services office acts as a liaison between the student and the DVA and operates under the DVA's federal regulations. The DVA has the ultimate authority in determining your eligibility for VA Educational Benefits. If you have any questions, please feel free to call us for assistance and/or information.

GENERAL INFORMATION FOR STUDENTS RECEIVING
VA EDUCATIONAL BENEFITS

CERTIFICATION

Certification is the formal process of notifying the DVA of a student's enrollment for payment of benefits. You **must** submit to the UNT Student Veteran Services Office a completed UNT Veteran Enrollment Certification Form each semester. 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 which is the DVA.

Post 9/11 students are required to submit a Certificate of Eligibility (new students), an updated award letter or eBenefits Education Enrollment Status Statement (transfer and continuing students) each semester.

A student may request certification for the 3WK, 5WK1, 5WK2, 10WK, 8WK and SUMM terms together. This process will reduce the likelihood of checks/funds not being sent on time. 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.

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 5 week 1 session which begins in June.)

Student Verification of Enrollment

Students receiving Chapter 30, 1606, and 1607 must verify their enrollment monthly with the DVA. You may use the Web Automated Verification of Enrollment (WAVE) which is located on the 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.

DEGREE PLANS

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

DVA 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 Student Veteran Services Office.

All VA Educational Benefits recipients must submit a degree plan to the UNT Student Veteran Services Office. 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 DVA 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 Student Veteran Services-Certifying Official 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 22-5490. A new degree plan must also be submitted for future certification.

ADDS, DROPS, AND WITHDRAWAL

Changes in your enrollments may affect your VA Educational benefits. Since we are required to report any changes in enrollments to the DVA, you must notify the UNT Student Veteran Services office immediately if you add, drop, or withdraw from any classes. You will receive an email from the DVA 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 (W, I, or NP) grade. It is the student's responsibility to verify information certified to the DVA and repay any overpayment. It is recommended that students who change their schedule contact Student Veteran Services as soon as possible to discuss the implications of the schedule change.

ACTIVE DUTY OR BELOW ½ TIME ENROLLMENT STATUS

If you are on active duty or your enrollment status is below ½ time*, you are eligible for **Tuition and Fees Only. Your certification will be for one semester only.** You must certify through the UNT Student Veteran Services office for future enrollment periods.

*Note: Students using Ch. 33 Post 9/11 GI Bill must be at **MORE than ½ time enrollment** to receive the housing stipend. Post 9/11 GI Bill students that are enrolled at exactly ½ time or less will **NOT** receive housing.

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.

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 to the UNT Student Veteran Services office which we will keep on file for compliance purposes.

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

DVA regulations require UNT to report to the DVA 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). DVA regulations require UNT to report to the DVA 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.

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 (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 Student Veteran Services office will prepare a Parent Institution Letter 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, we will not be able to provide the letter.

If UNT is the supplemental institution, we must receive a Parent Institution Letter 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 DVA for the hours enrolled at UNT. We will also submit any changes in enrollments to the DVA as they occur.

Unsatisfactory Progress, Conduct and Attendance

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

If you are placed on probation at UNT, your probation status must be reported to the DVA.

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 VA 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.

CREDIT FOR SERVICE TRAINING

You may obtain a "Guide for Military Students" from the UNT Student Veteran Services office or the Office of Admissions.

This document will provide information and addresses for each section of the Armed Services.

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 is eligible for VA Educational Benefits if testing shows a need for the course. You must have either failing TASP scores in each respective field (Math, Reading, English) or Placement Score from the appropriate academic department in order to receive VA Educational Benefits for the respective remedial course(s). If you have any doubts, please ask 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.

REPEAT OR DUPLICATION COURSES

If a student fails a course or receives an unsatisfactory grade (i.e. did not make the grade required by the academic department for degree credit), he or she may 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 Post 9/11 GI Bill students.

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.

BENEFIT PAYMENT

Monthly benefit payments (or Monthly Housing Allowance 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 15th, the student is certified for 15 days and is entitled to 15/30ths of the full monthly benefit.

Example: Jan, May, Aug, Dec the semester ends during the middle of the month therefore the monthly benefit is prorated to the actual number of days UNT is in classes.

THE DVA WILL NOT PAY FOR:

- ❖ 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

STUDENT HOUR LOAD REQUIREMENTS

UNDERGRADUATE**

Semester	Full Time	$\frac{3}{4}$ Time	$\frac{1}{2}$ Time*	Less Than $\frac{1}{2}$ Time (Tuition Only)
Fall / Spring	12 or more	9 - 11	6 - 8	Less than 6
3WK	2	--	1	--
5WK 1	4	3	2	1
5WK 2	4	3	2	1
8WK	6	4 - 5	3	2
10WK	7	5 - 6	4	3
SUMM	9	7 - 8	5 - 6	3 - 4

GRADUATE

Semester	Full time	$\frac{3}{4}$ Time	$\frac{1}{2}$ time*	Less Than $\frac{1}{2}$ Time (Tuition Only)
Fall / Spring	9	6 - 8	5	Less than 5
3WK	2	--	1	
5WK 1	3	--	2	1
5WK 2	3	--	2	1
8WK	4	3	2	1
10WK	5	--	3	1-2
SUMM	9	6 - 8	5	1 - 4

***Note:** Students using Ch. 33 Post 9/11 GI Bill benefits must be at **MORE than $\frac{1}{2}$ time** in order to receive the housing stipend. If you are exactly $\frac{1}{2}$ time or less, you will **NOT** receive a housing stipend.

****Note:** In order to receive full housing stipend, students using Ch. 33 Post 9/11 GI Bill benefits must be enrolled in at least ONE course during the enrollment period that is considered to be "in-residence training". For terms beginning on or after August 15, 2019, if you are required to participate in classroom training during the semester, as well as online training, you will be paid a housing allowance in the same manner as if you were doing all classroom training for the duration of that class. If you are unsure whether your class can be certified as "in-residence", please contact Student Veteran Services and speak with a school certifying official.

To continue receiving VA Educational Benefits, the DVA requires a student:

- 1) Maintain satisfactory progress, and
- 2) Claim benefits only for courses which lead toward the degree that he or she is working toward.

If you have any questions concerning your VA Educational Benefits please contact:

University of North Texas	Department of Veteran Affairs
Student Veteran Services Benefits	Muskogee Regional Office
1155 Union Circle # 311400	P.O. Box 8888
Denton, TX 76203-1400	Muskogee, OK 74402
Sage Hall, Suite 236	
940-369-8021	1-888-442-4551 (TOLL FREE)

STUDENT ACTIONS THAT MAY RESULT IN AN OVERPAYMENT OF VA BENEFITS

Enrolling in Unauthorized Courses--- Be certain to enroll only for courses authorized on your degree/educational plan.

Withdrawing from a Course--- You will owe a debt for all payments relating to the dropped course going back to the start of the semester unless mitigating circumstances are granted by the VA. Even with mitigating circumstances, you will still owe back some of the payment totals. See below for more information on mitigating circumstances.

Receiving a Grade Which Does Not Count Toward Your Graduation Requirements--- You will have to establish that you received the grade due to circumstances beyond your control. Grades that do not count toward graduation are "W", "I", and "NP".

Failure to Have an Incomplete Grade Changed--- You have one academic year to have an "I" grade changed to a punitive grade. If you graduate without have an "I" grade that was certified to the VA changed to a punitive grade, you will be responsible for repayment of that course (including tuition/fees, book stipend, and housing stipend as applicable) to the VA.

EXPLANATION OF MITIGATING CIRCUMSTANCES

According to the law, the DVA must collect all benefits paid to a student for a course which the grade assigned is not used in computing the requirements for graduation; 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 show the DVA 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, or 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.

NOTE: You will normally be required to submit evidence to support your reasons before they can be accepted by the DVA.

DVA ACTIONS ONCE AN OVERPAYMENT IS CREATED

- ❖ Add interest, charges, and collection fee to your debt.
- ❖ Withhold future benefits and apply them to your debt.
- ❖ Turn your debt over to a private collection agency.
- ❖ File suit in federal court to collect your debt.
- ❖ Withhold approval of your VA home loan guarantee.
- ❖ Collect the debt from your federal income tax refund.

EXCESSIVE HOURS

Texas Education Code § 54.014 specifies that resident undergraduate students who 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. Please refer to www.unt.edu/tuition for current tuition and fee information.

1. 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.
2. 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 transcript;
- Courses dropped with a grade of "W", "WF", "Q" or equivalent;
- 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

Degree plan hours include the total number of hours required for a student to complete his or her 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.

Please note that the requirements regarding the hours used to calculate a student's eligibility for [\\$1,000 Tuition Rebate](#) vary significantly from the requirements determining excessive hours.

Viewing Excessive Hour Status

Students can view their excessive hour status on the For Students page at my.unt.edu . Detailed instructions for viewing the Excess Hours link at essc.unt.edu/eis/docs/Excess.pdf

Repeated Course Tuition - Undergraduate Students Only

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 DVA, the DVA will NOT pay the repeated course fee.

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.

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 my.unt.edu . Detailed instructions for

viewing the Repeated Courses link are available at
<http://essc.unt.edu/eis/docs/repeathours.pdf>.

VA STUDENT HOUR LOAD REQUIREMENTS

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