Policy Title:	Veteran's Education Benefits
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PURPOSE OF POLICY

To ensure accurate eligibility and processing of all participating Veterans Education benefits, in accordance with the Department of Veterans Affairs and State Approving Agencies.

FUNCTIONAL UNITS

☒ Academics (AC)	☒ Financial Aid (FA)	☒ Operations (OP)
☒ Admissions (AD)	☐ Human Resources (HR)	☒ Registrar/Student Records (RG)
☐ Career Services (CS)	☐ Information Technology (IT)	☐ Safety and Facilities (SF)
☒ Finance (FN)	☐ Marketing (MK)	☐ Student Services (SS)

POLICY STATEMENT

SAE Institute must adhere to the regulatory requirements issued by the Department of Veterans Affairs in the administration of all participating education benefits. This policy does not encompass all requirements or expectations of SAE Institute. It serves as a supplemental document to the requirements set forth in applicable federal and state regulations.

The following resources should be used in conjunction with this policy.
SCO Handbook Online
US Department of Veterans Affairs
VA Resources for Schools

PROCEDURE

SCHOOL RESPONSIBILITY

Who to Contact

State Approving Agency (SAA):

- Program revisions; new/suspended/cancelled programs
- Updated catalogs and related publications
- School address updates; including branch and extension locations
- Changes in accreditation status
- Change of ownership

Education Liaison Representative (**ELR**):

- Updating Certifying Officials; VA Form 22-8794
- Questions about reporting student enrollment and related changes
- 85/15 reporting matters
- Clarification of approval issues, WEAMS 22-1998 reports

SCO Hotline:

- Status of Tuition and Fee payments or Yellow Ribbon payments
- Explanation of school debt creation for individual students
- Hardship cases
- Technical assistance for Enrollment Manager (EM)

School Certifying Official (SCO)

Designation of a new SCO is made by filing VA Form 22-8794 and must include all SCO names, since the new form supersedes the previous one. Effective December 5, 2023, VA suggests a ratio of (1) SCO full-time employee for every 125 GI Bill students and/or dependents enrolled in the educational institution. All SCOs must comply with Annual Training Requirements. Details of the current requirements can be found here. SCO Annual Training Requirements SCOs are also expected to keep up-to-date on VA rules and benefits.

Reporting Responsibilities

SCOs must submit initial enrollment information, via Enrollment Manager, within thirty (30) days of the beginning of each term. Changes to enrollment (including graduation) must be reported within 30 days of the change.

Two Certification Requirement

Effective August 1, 1021 schools must submit an initial certification for each chapter 33 student, and a subsequent enrollment certification after the last day a student can withdraw from the course after the add/drop period. The second submission must be received no later

than 30 days after the school's add/drop period or 60 days from the first day of the enrollment period, whichever occurs first. Refer to the SCO Handbook for proper methods to meet this requirement.

85/15 Rule

The 85/15 Ratio Requirement prohibits paying Department of Veterans Affairs (VA) benefits to students enrolling in a program when more than 85% of the students enrolled in that program are having any portion of their tuition, fees, or other charges paid for them by the school or VA.
If the ratio of Supported Students to Non-Supported Students exceeds 85% at the time a new VA beneficiary student enters or reenters (such as after a break in enrollment), the student cannot be certified to receive benefits in the program." SCO Handbook (On-line), Revision 6.8

85/15 calculations must be completed using VA Form 22-10215 and submitted to the Education Liaison Representative (ELR) based on the timeline provided in the SCO Handbook (Online).

An exemption of the 85/15 reporting requirements may be requested if the total number of VA beneficiaries enrolled in approved program is less than or equal to 35% of the total program enrollment.

A 35% Exemption does not mean the school does not have to comply with the 85/15 Ratio Requirement. An ETI with a 35% Exemption must still:

- Report to the ELR of jurisdiction when the overall population of VA beneficiaries exceeds 35% of the total enrollment.
- Monitor each approved program for compliance with the 85% Ratio Requirement.
- Provide 85/15 calculations at the request of a VA official or an SAA official

Annual Reporting Fees

VA pays an annual reporting fee to schools. This fee is intended to help defray the cost of processing VA certifications. The annual reporting fee is based on the number of VA eligible individuals, including chapter 31 (Veteran Readiness), certified by the school during the calendar year. The reporting fee is paid as soon as possible after the end of the calendar year.

SAE Institute utilizes the Annual Reporting Fee as an offset to the institution's costs for certifications and supporting programs for Veterans, pursuant to Public Law 111-377 (Section 204).

Student File Maintenance

VA student files are to be maintained for at least three years following the student's last day of attendance. Files a kept separately and must be made available for inspection by eligible authority. File content requirements are:

- Copies of all VA paperwork
- School transcript/grade reports
- Add/Drop course documentation
- Tuition and fee charge
- Previous school transcripts and evaluations

- Enrollment Agreement
- Degree Audit
- Satisfactory Academic Progress documentation
- Disciplinary Action and/or complaint documentation
- Yellow Ribbon calculations (if applicable)
- Other necessary documentation

Veterans Benefits and Transition Act of 2018

SAE Institute allows an individual to attend their enrolled program of study if all enrollment requirements are met and the individual provides the school with a "Certificate of Eligibility (COE)." A "certificate of eligibility" is any documentation provided by VA that serves as verification of an individual's eligibility to benefits under chapter 31 or chapter 33.

Prior Credit

Students are required to provide transcripts for any higher education institution previously attended (including military education and training). SAE Institute must evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and shorten the program certified accordingly. A student cannot be certified for equivalent coursework completed if benefits were received for that coursework.

Schools should make every effort to obtain transcripts to comply with the requirement to evaluate and grant credit where appropriate. However, if a transcript cannot be obtained, you may continue to certify enrollment as long as the student has matriculated.

Shopping Sheet

Schools must provide a covered individual (a student using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.) with a personalized shopping sheet that contains:

- Estimated total cost of the course that includes tuition, fees, books, supplies and any other additional costs.
- Estimated cost of living expenses.
- Amount of costs above that are covered by VA Education Benefits.
- Other types of Federal financial aid, not administered by VA that is offered by the institution, that the individual may be qualified to receive.
- Estimated amount of student loan debt the individual would have upon graduation.
- Information regarding graduation rates.
- Information regarding job-placement rates for graduates, if available.
- Information regarding the acceptance of transfer credits including military credits.
- Any additional requirements including training, experience, or examinations that are required to obtain a license, certification or approval for which the course of education prepares the individual.
- Other information to facilitate comparison by the individual about aid packages offered by different educational institutions.

Personalized shopping sheets must be provided within 15 days after tuition and fees are determined for the academic year if there is a change.

Military Leave

Members of the Armed Forces, including reserve component and National Guard may experience absences from their educational program for reason of their military service. If the student will be absent from all enrolled courses for more than 14 calendar days they will be required to withdraw from the program, pursuant to the SAE Institute attendance and withdrawal policies. Proof of military service should be provided to the institution.

If the student desires to return to the program they will meet with the campus Academic Department to complete the necessary documents. Upon re-entry approval, the student will meet with the Financial Services department to ensure the student is not penalized or prevented from re-entry based on their financial standing with the institution.

Prepared by _____ | Policy number and Policy Name | USC 3 A POL | Approval by _____.
Date_____