

# Policies and Procedures for Administering Veteran's Aid under the Principles of Excellence

## Principles of Excellence

Educational institutions participating in the Principles of Excellence program agree to the following guidelines:

1. Provide students with a personalized form covering the total cost of an education program.
  2. Provide educational plans for all military and Veteran education beneficiaries.
  3. End fraudulent and aggressive recruiting techniques and misrepresentations.
  4. Accommodate Service members and Reservists absent due to service requirements.
  5. Designate a point of contact to provide academic and financial advice.
  6. Ensure accreditation of all new programs prior to enrolling students.
  7. Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.
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1. The University of Alabama in Huntsville provides a Financial Aid Shopping Sheet based on the DOE template from July 2013 and is available to currently enrolled University of Alabama in Huntsville students through our Online Student Services system. It is useful to students who have been awarded financial aid.
  2. The University emails all identified prospective students information regarding the availability of federal and state financial aid and VA benefits. Upon receipt of admission application, additional information is provided detailing the steps to apply for financial aid or VA benefits at the University to those applicants who declare their intent to utilize those benefits. Similar information is posted on the University's Financial Aid webpage.
  3. The University does not, and has never, conducted fraudulent or aggressive recruiting on or off military installations or in any other venue, nor do we misrepresent ourselves, our programs, or our mission. We do not pay incentive compensation to anyone for recruiting actions. We meet all State authorization requirements consistent with those issued by the Department of Education.
  4. The University's accrediting agency, Southern Association of Colleges and Schools, does not approve new degree programs. Substantive changes to existing degree programs are approved by the Southern Association of Colleges and Schools Commission on Colleges.

5. Active duty service members and reservists are allowed to continue under their established degree requirements (catalog year requirements).
6. At a December 2012 Department of Education conference, the Director of Education Services at the Department of Veterans Affairs confirmed that institutions agreeing to comply with Executive Order (EO) 13607 will not have to follow ED's Return to Title IV refund policy. The reason for this change of guidance is that an Executive Order only allows agencies to conduct activities to the extent permitted under the law. Current statutory language does not permit the return of VA funds in the manner described in the Exec Order.
  - a. The Department of Defense Memorandum of Understanding (with which the University of Alabama in Huntsville complies) includes such refund guidance for institutions who participate in Tuition Assistance programs for active service members.
7. Each student who applies and is accepted for admission as degree-seeking is provided an official Evaluation of Transfer Credit normally within 20-25 business days of their admission. The evaluation includes all course requirements for their chosen degree, credits transferred in, how those credits are applied to the degree plan, and the expected timeline to complete their degree. Evaluations are updated periodically as needed.
8. The University's Office of Student Financial Services is the designated Point of Contact for matters associated with the Principles of Excellence. Students will be referred to other University offices as needed for specific issues.