

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

VA EDUCATIONAL BENEFITS

Number 03.04.02

Division Student Affairs Enrollment Management

Date August 29, 2014

Purpose To ensure effective administration of veteran's education assistance benefits and processing of enrollment verification for eligible recipients.

Policy Staff will comply with applicable regulatory guidelines, ensure proper documentation of applications and process enrollment verifications timely and accurately

Procedures Staff will provide effective means for communication of student responsibilities, procedures, deadlines and expectations. Applications and associated documentation will be received and processed accordingly. Students will be informed in a timely manner of incomplete or incorrect applications, as well as application status. Staff will ensure that student schedules are maintained intact pending receipt of funds for approved applicants in coordination with the Bursar. Staff will reconcile receipt of funds with internal accounting weekly and ensure that ineligible funds are returned to VA and accounted for timely.

Review The Director will review weekly.

Approval



Chief University Counsel



Provost and Executive Vice President for Academic Affairs



Vice President for Student Affairs

APPROVED:



President