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TITLE: Veterans Affairs

EFFECTIVE DATE: October 1, 2014

LAST REVISION: October 8, 2014

Policy No. 5.556

Policy Statement

Purpose

To provide procedures for implementing and processing the Veteran's Administration Educational Assistance program at Baton Rouge Community College.

Scope/Background

Veteran's Administration Education Assistance Program eligibility/enrollment requirements and the admission and academic requirements of the college must be met in order for a veteran to be eligible to attend Baton Rouge Community College and receive Veterans Administration benefits and services through the Baton Rouge Community College.

Applicability

This policy and its procedures applies to all campuses and sites and to operating units and faculty/staff members providing educational or other services to veterans attending Baton Rouge Community College.

Terms/Definitions

- Veteran refers to any person eligible to participate in the Veterans Administration Educational Assistance program: i.e., service personnel; spouses and orphans of service men and women who died on active duty or who died of a service-connected disability. It also includes the spouses and children of veterans listed for more than 90 days as: missing in action, captured in the line of duty by a hostile force or forcibly detained or interned in the line of duty and reservists of all branches of the service eligible veteran educational assistance programs.
- Certificate of Eligibility refers to a document provided to the student from Veterans Administration that outlines the students claim number, type of benefit, percentage of benefit, if applicable and eligibility expiration date.

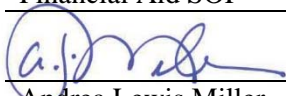
Procedures/Responsibilities for Veterans Affairs

1. Adhere to all Veterans Administration Regulations under Chapter 30,31,32,33,34,35 Title 38, U.S. C.; Section 903, Public Law 96-342; or Chapter 1606, Title 10, U.S.C.



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- 2. Assist veterans in applying for educational assistance benefits by preparing necessary enrollment certifications and submitting required forms and documentation to the Veterans Administration Regional Office of any discrepancies
- 3. Work closely with veterans, counselors, and faculty to ensure that veterans are meeting Veterans administration attendance and academic standards and notify the Veterans Regional Office of any discrepancies.
- 4. Maintain documentation on all veteran inquiries, problems, etc., as well as any action taken by Baton Rouge Community College
- 5. Maintain case folders on veterans currently enrolled or who have interrupted or terminated enrollment at Baton Rouge Community College. Case folders include:
 - a. Copies of Intent to Use Veterans Benefits form
 - b. Copies of Certificates of Eligibility
 - c. Copies of student class schedule

Source of Policy: BRCC Office of Financial Aid
 Related Policy: Financial Aid SOP
 Approved by: 
 Chancellor Andrea Lewis Miller

Responsible Administrator: Director of Financial Aid
 LCTCS Policy Reference: _____
 LCTCS Guideline Reference: _____
 Date: 10/08/14