

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**

  
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Chief University Counsel

  
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Provost and Executive Vice President for Academic Affairs

  
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Vice President for Student Affairs

**APPROVED:**

  
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President