

# Veteran Affairs Policies & Guidelines

## Previous education/training evaluation

The U.S. Department of Veterans Affairs (VA) requires that all previous education and training be evaluated for possible credit. Students are responsible for providing the SWTJC Registrar's Office with *official* transcripts from all schools previously attended. (This includes civilian colleges and universities, CLEP exams, and military transcripts)

## Enrollment certification

Enrollment will not be certified to the VA until all necessary documentation has been received at the SWTJC Veterans Affairs Office.

## Declaring a major

All veterans receiving VA benefits are required to declare an SWTJC major.

- Veterans are allowed to take courses required under their selected SWTJC degree plan, approved electives, and prerequisite courses. Courses used as approved electives or as substitutes for required courses must be approved (in writing) by the department of your major and documentation furnished to the SWTJC Veterans Affairs Office.
- The VA will not pay veterans for repeating coursework previously passed at SWTJC or other institutions. (Grades of "D" may transfer and be applied to your SWTJC degree program.)

## Payment of Benefits

The VA pays on a *post-payment system*, which means the veteran will be paid for the month after it has passed. Payment is made by the VA Regional Office. The first payment may take up to six to eight weeks after the term begins. Checks are mailed directly to the veteran's address or by direct deposit if applicable.

## Withdrawing from courses

Withdrawal from courses may result in overpayments and repayment of any money received for the courses from which you withdraw. Consult with the SWTJC Veterans Affairs Office *before* withdrawing from courses. You must notify the Veterans Affairs Office *after* any course changes.

## **Developmental education**

The VA will pay for developmental education courses only if the veteran has taken a Texas Success Initiative assessment and the resulting scores indicate a need for developmental education.