

Veterans Education Benefits Processing & Records Management Requirements

Authority: Title 38 United States Code, Title 38 Code of Federal Regulations and North Carolina State Law

Requirements	Reference/Authority
<p>1 Record Keeping Requirements Records are required by regulation to support the management and processing of VA Education Benefits. Records required for all veteran/eligible students are shown on the "Compliance Survey Documentation Requirements" list. Annual certification of conformance to this record keeping process is required. Records must be maintained for a period of three (3) years from the last date of attendance.</p>	<p>CFR 21.4253 CFR 21.4254 DVA "School Certifying Official Handbook"</p>
<p>2 Records of Previous Education and Training This institution is required to obtain the following records for degree, certificate, and diploma programs for veteran students:</p> <ol style="list-style-type: none"> 1) First Year Students – Official high school transcripts, or high school diploma, from all secondary schools attended <ol style="list-style-type: none"> a. Students with High School Equivalency – Official transcripts, or high school diploma, from all high schools attended and, a copy of the GED or AHS certificate. b. Home-Schooled Students - Items specific to State DOE requirements or, copy of GED/AHSD certificate. 2) Transfer Admission – Official high school transcript, or high school diploma, and official transcripts from all colleges attended 3) Re-Admission of Former Students - Must provide official transcripts if they have attended another institution during the interim 4) Completed Associates or Bachelors Degree – Official transcripts from all colleges attended 	<p>CFR 21.4253 (d)(3) CFR 21.4254 (c)(4)</p>
<p>3 Prior Credit Evaluation For accredited and non-accredited institutions, school officials may process VA Enrollment Certifications for students who have met the school's admissions requirements without a prior credit evaluation, subject to the following:</p> <ul style="list-style-type: none"> • Collect documentation for prior education and training in accordance with published school admission policies, • Perform a prior credit evaluation for the program the student is enrolled by the end of the second (2nd) term, • Record prior credit evaluations in the students' records, and • Ensure the evaluations are available for NC SAA / DVA inspections. 	<p>CFR 21.4253 (d)(3) CFR 21.4254 (c)(4)</p>
<p>4 Clock-Hour Programs</p> <ol style="list-style-type: none"> a. The programs and courses approved in Clock Hours will be measured in Clock Hours. All documentation and reporting to DVA will be in Clock Hours. (<i>Reference, 38 CFR, 21.4270, 21.4272.</i>) b. Attendance records for students receiving VA education benefits must be maintained to meet the reporting and record keeping requirements for DVA. When the average weekly rate of attendance changes the entitlement for DVA education benefits previously reported, school officials will accomplish a review to determine the student's ability to continue and report changes in accordance with requirements. 	<p>DVA "School Certifying Official Handbook" - Non-College Degree Institutions, p.47</p>
<p>5 Prerequisite Courses</p> <ol style="list-style-type: none"> a. Prerequisite courses as an integral part of a program: Approved where it has been determined by transcript evaluation, and/or appropriate testing that prerequisites are unsatisfied or necessary according to your stated academic policy. Student files must document the need for the pursuit of the prerequisites. b. Prerequisites for Graduate Programs: Approved as shown in the catalog where it has been determined by academic evaluation that prerequisites are a necessary part of a graduate program. 	<p>DVA "School Certifying Official Handbook" - Courses... for Next Level of Training, p.40</p>
<p>6 Continuing Education Courses Continuing Education courses are excluded. Requests for approval of programs or courses which are delivered under Continuing Education Departments may be approved. For approval, programs/courses must conform to 38 CFR 21.4254.</p>	<p>38 CFR 21.4254</p>

7	<p>Repeating Courses Repeating Courses previously passed is excluded. Courses may be repeated and certified to DVA when an institution has an academic requirement for a specified grade-level in a course and the student has not attained that grade.</p>	"School Certifying Official Handbook" - Repeating Courses, p.40
8	<p>Standards of Progress/Conduct & Attendance</p> <p>a. Students may not be continued in enrolled status beyond two consecutive terms while below the level of continuous achievement necessary to graduate.</p> <p>b. Published attendance policies must be administered and enforced. Students who violate the policy or who are not physically present for thirty consecutive days will be reported in accordance with VA requirements.</p>	38 CFR 21.4277 "School Certifying Official Handbook" - Unsatisfactory Progress, p. 65
9	<p>Non-Accredited Institution As a non-accredited institution:</p> <ol style="list-style-type: none"> 1) The school is required to keep complete records of all advertising, sales, and enrollment materials used during the most immediate twelve months which shall be available for inspection. You are constrained from using advertising, sales, or enrollment practices which are erroneous, deceptive, or misleading by actual statement, omission or intimation. 2) A copy of the approved catalog must be given each student, with any approved supplements and addenda, upon enrollment. 3) A pro rata refund policy as required by Title 38 United States Code [Section 3676 (c) (13)] must be administered in the event a person fails to enter, withdraws, or is discontinued from your institution. No more than \$10.00 of the registration fee may be retained. The balance must be pro-rated. 4) This approval may not be extended to a new ownership or a change of location. 5) Instructors and Administrative not listed in the current catalog must complete an NCSAA "Instructor and Administrator Information Form". These completed are an integral part of the Program Approval. Forms can be provided by the NCSAA. 	38 U.S.C. §3676
10	<p>Truck Driver Training Approved training for DVA students is limited to the number of hours required for a North Carolina Commercial Drivers License, currently 160 clock hours. Indicated training times for DVA students must clearly reflect and support the approved course length, with a start date, end date, and rate of pursuit which clearly demonstrate compliance with your institution policies and procedures as stated in your current catalog. Additionally, the acquisition of the high school transcript is waived for those vocational programs not requiring high school completion for admission and where there are no other prerequisites. However, proof of high school completion or ability to benefit is required.</p> <p>For the application of prior credit, agreement exists with the North Carolina Department of Motor Vehicles that in the case of veteran/eligible students, the institution will obtain a record of prior education and training received in other truck driver training schools, evaluate it and have their conclusions confirmed by a Department of Motor Vehicles official. Credit will be considered appropriate where the prior training is substantially the equivalent to that required by North Carolina law. Further, Department of Motor Vehicles consented to the schools publishing in their catalogs that credit, properly confirmed, may be granted.</p>	Ref: "Standards of Progress..." & "Clock Hour Programs" above
11	<p>On-Military Base (OMB) Enrollments are restricted to active duty military personnel, their dependents, and eligible DOD employees of the base. Veterans, previously enrolled as active duty military, may continue to completion so long as they remain continuously enrolled. This is also applicable to dependents who enrolled prior to the separation from the military of their eligible parent or spouse.</p>	
12	<p>DVA School Official Training This approval acknowledges your intent to accept and participate in staff development opportunities as made available by the State Approving Agency or in conjunction with the Department of Veterans Affairs.</p>	