

INFORMATION FOR VETERANS AND SERVICE MEMBERS

VETERANS BENEFICIARY

1. The student visits the Admissions Office, receives orientation regarding the program of interest. Then, the student visits the offices of Financial Aid and Finance. Once the student is oriented by these offices, is referred to the office of the Veteran Student Certifying Officer.
2. The Certifying Officer is responsible for completing the Veterans Beneficiary Accountability Sheet and explaining the institutional policies and criteria established by the Veterans Educational Services Approving Agency.
3. Once the prospective student completes the FAFSA and the file at the Financial Aid office, and the FAFSA response is received, the prospective student will be emailed the College Financing Plan document.
4. A veteran student or beneficiary interested in enrolling in a program must ensure with the Certifying Officer that it is officially approved in order to receive the benefit.
5. The Veterans Administration will only pay for courses taken during the time established for each program. The student must complete the program in the corresponding time; otherwise, it will be reported for not having successfully completed.
6. The students must take courses that are only included in their program of study, to receive benefits. Only courses that are part of the program in which the student is registered will be certified. For example, if the student enrolls in 12 credits, but only 9 are from the program of study, the certifying officer will certify 9 credits and the student will not receive full- time payment.
7. If the student wants to change program, he/she must first contact the Certifying Officer to receive information about the procedure and documents necessary for this action.
8. The student must always comply with 90% attendance for each certified academic term.
9. The student will have a margin of absence of 10% for justified reasons. The student must present justification and evidence of every absence reposition.
10. Study benefits must be terminated if the student violates attendance standards and exceeds 10% absences or if the student does not meet the 2.00 GPA in the academic term.
11. If the student had studied at another educational institution, he/she must provide an official transcript from all the institutions in which have previously studied so that they may be evaluated and validated, during the admission process and before VA is certified. It is not optional if the student wishes to have a course validated. To receive VA benefits, it is mandatory to provide the official transcripts. The student interested in receiving Veterans benefits may not decline or refuse validation.
12. The students must inform the Certifying Official of any changes in their program. If the student withdraws, does not attend classes or drop out of one or more courses, must inform immediately. The Veterans Administration must be informed, which was the last

day of attendance on the course, so that the Certifying Official can report within the stipulated time and according to federal regulations (30 DAYS). The following information must be reported to the Veterans Administration: increase or reduction

in number of credits due to official withdrawals, administrative withdrawals; grades assigned for absences from courses, etc. Failure to do so will mean that the Certifying Official will not be able to make the necessary adjustments on time, as required by federal regulations, which in turn may directly affect the payment of the student's benefits, including incurring of debts with the Veterans Administration. Once the student incurs a debt, and does not pay for it, is fully responsible for future consequences.

13. Whenever an overpayment occurs in a student's account, either because the student dropped out of a course, stopped attending, etc. the Veterans Administration can take the following actions:
 - Add interest charges and debt collection expenses.
 - Withhold future benefits to apply to debt.
 - Refer the debt to a private collection agency.
 - File a lawsuit in federal court to collect the debt.
 - Retain approval of the guarantee of a Veterans loan.
 - Negatively damages the student's credit history.
 - Use a guaranteed source of available collection, such as withholding a certain amount of the student's salary from a federal/state agency, or the Veterans compensation.
 - Refer the debt to the Treasury Department, if it is considered that is a delinquent debt, because the student does not respond to payment requests.
 - Collect the federal income tax refund debt.
14. To avoid receiving the benefit, the student must immediately notify any change in the mailing address so that any correspondence from Veterans may be received without problems.
15. Processing the documents by the Veterans Officer may take time, therefore documents must be submitted as soon as possible in order not to affect the benefit payment.
16. If the student is a beneficiary of CHAPTER 31, must verify with the Certifying Officer that the authorization (VA Form 28-1905) is on file.

MILITARY TUITION ASSISTANCE (TA)

The Tuition Assistance program provides financial assistance for voluntary education programs in support of the soldier's professional and personal self-development goals. TA is available for courses offered in the classroom or remotely. Courses must be offered by institutions that are registered with GoArmyEd and are accredited by agencies recognized by the US Department of Education.

If an eligible Service Member decide to use Tuition Assistance (TA), the institution will enroll him or her only after the TA is approved by the student's ESO, Military Counselor or Military Service. If the student does not have authorization at the time of enrollment, the staff of the Liceo de Arte y Tecnologia will refer him or her to their ESO or Military Service. The eligible Service Member will fill out the application at: www.goarmyed.com

This military benefit is for active soldiers, members of the military reserve and the National Guard. This benefit provides the contribution of up to a maximum of \$250.00 per credit to

the student and up to a maximum of 16 credits per fiscal year. It can be requested or renewed from 60 days before the start of classes up to 10 days before, to provide the necessary time to complete the approval process by the program administration. Courses must be approved with a grade of “C” or more.

TUITION ASSISTANCE FUNDS RETURN POLICY (TA)

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, **Liceo de Arte y Tecnología** will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

Unearned TA Policy:

Liceo de Arte y Tecnología has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch.

To determine the percentage (%) that will be applied to the student's account, the days attended until the date of withdrawal are identified and divided by the total calendar days of the term. (The Withdrawal Calculation Spreadsheet will be used).

The percentage determined shall be multiplied by the amount received from TA and the amount to be returned to the Department of Defense shall be established, if any.

16-week Course Withdraw submitted

During the 1st and 2nd week	100% refund	
During the 3rd - 4th week	75% refund	
During the 5th - 8th week	50% refund	
During the 9th - 10th week	40% refund	(60% of the period completed)
During the 11th - 16th week	0% refund	

The return of unearned funds will occur within 30 calendar days from the date of determination of the withdrawal.

TUITION AND FEES

Program	Length in Months	Credits	Total Tuition Cost	Fees	Total Program Cost
Drawing with AutoCad	16	72	16,800.00	341.00	\$17,141.00
Electricity with Renewable Energy	16	60	14,700.00	411.00	\$15,111.00
Automotive Mechanics and Technology	16	60	14,700.00	411.00	\$15,111.00
Refrigeration and Air Conditioning	16	60	14,700.00	411.00	\$15,111.00
Graphic Design	16	60	14,700.00	221.00	\$14,921.00
Digital Cinematography	16	72	16,800.00	341.00	\$17,141.00
Audio Engineering and Music Production	16	72	16,800.00	651.00	\$17,451.00
Cosmetology	12	54	12,600.00	401.00	\$13,001.00
Barbering	12	54	12,600.00	401.00	\$13,001.00
Nail Technician	8	36	8,400.00	301.00	\$ 8,701.00
Pet Grooming with Dog Training	8	36	8,400.00	301.00	\$ 8,701.00

TUITION PER SEMESTER

Program	Cost per Semester	Cost per Semester Credit Hour
Drawing with AutoCad	4,200.00	233.33
Electricity with Renewable Energy	4,200.00	233.33
Automotive Mechanics and Technology	4,200.00	233.33
Refrigeration and Air Conditioning	4,200.00	233.33
Graphic Design	4,200.00	233.33
Digital Cinematography	4,200.00	233.33
Audio Engineering and Music Production	4,200.00	233.33
Cosmetology	4,200.00	233.33
Barbering	4,200.00	233.33
Nail Technician	4,200.00	233.33
Pet Grooming with Dog Training	4,200.00	233.33

INSTITUTION FEES AND OTHER EXPENSES

Concept Fee	Cost	Frequency
Enrollment	30.00	One time
Schedule copy	3.00	Per Ourrence
Official Transcript	3.00	Per Ourrence
Materials	250.00-350.00	Per year, depends on the program
Cap and Gown	45.00	One Time
Books	30-200.00	Per year, depends on the program