

INSTITUTIONAL POLICY FOR VETERANS AND THEIR BENEFICIARIES

1. In a communication of July 21, 1999, the Accrediting Agency requested that the institutions develop an amendment to the Satisfactory Progress Policy for veterans and their beneficiaries, according to established criteria in the Federal Code of Title 38 of the Veterans Administration, specifically, based on the requirements of Section 21.4253(d)(1)(i) and of 21.4254(b)(1). Such communication included a copy of the federal code sections mentioned above. It was also requested that, to comply with the requirements of the Office of Veterans Affairs, a paragraph be included indicating that veterans and their beneficiaries should complete their studies in a regular time frame.
2. Those students that extend beyond the established time frame to complete their studies cannot continue receiving Veterans benefits. Yet, if he/she is a recipient of a Pell Grant this will not affect his/her benefits from the Pell Grant and therefore can adhere to an additional 50%-time frame that is stipulated in the regulations of Title IV.
3. Minimum academic requirements for students who are receiving educational benefits from the Veterans Administration:
 - a. Admission: every student must submit all admission documents required before the first day of classes.
 - b. Validation of hours/credits for previous studies: If the student had studied at another educational institution or has received military education/training, he must provide a transcript of credits from all the institutions in which he has previously studied, and he must provide a military transcript so that these are evaluated and validated during the admission process and before being certified to the VA. It is not optional if the student wishes to have any course validated; To receive VA benefits, it is mandatory to provide official credit transcripts and military transcripts. The student interested in receiving Veterans benefits may not decline or reject validation. It is guaranteed that by validating hours/credits for previous studies, the cost of the program will be reduced.
 - c. Probation Period: Students that are not able to achieve a minimum general average of 2.00 at the end of the first evaluative period or term, will automatically be placed on probation from his or her benefits from the Veterans Program. If the student is enrolled in a two-term program, the student will lose his/her benefits for the second term. On programs of three terms or more, the student will be placed on probation if he or she is not at the last term and will maintain benefits from the veterans' program. If the minimum general average of 2.00 is not achieved at the end of the term, and in which he or she has been placed on probation, the benefits will be suspended.
 - d. Benefit Reinstallation: After the benefits have been suspended for noncompliance with satisfactory progress, and once the next term of classes has passed, if a minimum of 2.00 of accumulative average has been reached in this new term, the benefits will be granted to the student of the Veterans Program. Once he or she returns from the first suspension, if the student does not reach the minimum of 2.00, the benefits will be suspended for one year.

- e. Attendance: The Veterans Administration will pay for the entire number of hours in the program. So, any student that is receiving educational benefits must maintain a satisfactory attendance. An evaluation of the attendance will be made at the end of each term.
- f. The student must meet 90% attendance for each certificate term. In the 10% of the allowed absences the student must present justification and evidence of make-up work. The beneficiary of the Veterans Program that exceeds the 10% of absences in the first term, will suffer an immediate suspension of the benefits.
- g. Authorized absence: The educational benefit will be suspended if the beneficiary student of the Veterans Program is absent with authorization. The benefits will be resumed once the student has returned to class.
- h. Readmission- When the military student receives an activation order from the U.S. Armed Forces Reserves in PR or the National Guard, he/she must present evidence of the order to the Registrar's Office. Liceo de Arte y Tecnología will readmit the student into the next class start of the program after he/she provides notice of his/her intent to reenroll, unless he/she requests a later date, or unusual circumstances require the Institution to admit him/her later.
Liceo de Arte y Tecnología will admit the student with the same academic status, which means:
 - To the same program to which the student was admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless he/she chooses a different program.
 - With the same number of credit hours previously completed, unless the student is readmitted to a different program to which the completed credit hours are not transferable.

4. Educational assistance under Chapter 31 or 33:

Our Policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- a. The date on which payment from the VA is made to the Institution.
- b. 90 days after the date the Institution certified tuition and fees following the receipt of the certificate of eligibility.

Our Policy ensures that the educational institution will not impose any penalty including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.