

Military and Veterans' Information

Military Personnel

The University of West Florida recognizes that many active duty military personnel face formidable barriers in the pursuit of a college degree. As part of the University's continuing commitment to educational opportunities for military personnel, in the fall of 2011, UWF opened a center dedicated to supporting all military and veteran-affiliated students, including spouses and dependents. This center is the Military and Veteran's Resource Center (MVRC) (<http://uwf.edu/mvrc>) located in building 38 room 147. The primary goal of the MVRC is helping military and veteran students successfully make the transition from the military environment to campus life. Transition coaches are available to assist students with GI Bill benefits, the University process, support service, counseling & tutoring, etc. A computer center is housed within the MVRC for use by veterans on coursework. Contact the MVRC at mvrc@uwf.edu or 850-474-2550.

Many departments have agreed to offer degrees through a system tailored to the specific needs of active duty military personnel. Previous college credit, work experience, service schools, and other forms of nonacademic experiences will be considered for college credits. For further information, contact the Graduate School (<http://uwf.edu/graduate>).

Veterans Benefits

The University of West Florida is approved by the Florida Department of Veterans Affairs (DVA) for the education of veterans, active duty personnel, reservists, and eligible dependents under current law. The Military and Veteran's Resource Center (MVRC) (<http://uwf.edu/militaryveterans>) is the point of contact for students receiving benefits from the DVA. The office has a professional staff augmented by veteran transition coaches to assist in providing information about entitlements, filing claims to the DVA, and certifying enrollment.

The MVRC monitors the academic progress of students receiving DVA educational benefits. Students who receive DVA benefits are subject to different academic regulations and should be aware that auditing courses, enrollment status, withdrawals, repeating courses, changing degree programs, adding majors, and other actions may affect eligibility for educational benefits. For questions contact the MVRC, mvrc@uwf.edu or 850-474-2550.

Educational Objective

To receive educational benefits from the DVA, the student must be pursuing a VA-approved degree, or be enrolled in a VA-approved certificate program at the University. VA will only pay benefits for classes required for graduation or for completion of an approved certificate program. Required courses must be identified in the student's degree audit before their course can be certified for VA benefits. Course substitutions to their degree audit must be made prior to VA certification. To avoid delays in a certification, it is a student's responsibility to ensure that certification is requested only for required courses. Failure to make this confirmation may prohibit certification of classes in future semesters. Students who do not have an on-line degree audit must submit a signed program description sheet (PDS).

Yellow Ribbon

The University of West Florida is an approved participating Yellow Ribbon Institution for the **2017 - 2018** catalog year. The Yellow Ribbon program is designed to help non-Florida residents cover the cost of their education that exceeds the in-state tuition and fees. It is only available to those individuals eligible for the maximum benefit rate (100%) of the Post 9/11 GI Bill (Chapter 33), and also who are **not eligible** for the C.W. Young Veteran Tuition Waiver. Yellow Ribbon will be granted to the first 250 qualified students on a first-come, first-served basis.

UWF VetSuccess on Campus

The VetSuccess on Campus program is a collaborative effort between the U.S. Department of Veterans Affairs (VA) and the University of West Florida (UWF). The goal of the program is to help military Veterans and eligible dependents of military Veterans make a smooth transition to university life and to successfully complete their educational goals. Our VetSuccess Coordinator can assist all students with all things related to VA.

Tuition Deferment

Deferred payment status for tuition and registration fees may be granted upon application by the student on the following grounds. The University reserves the right to deny deferral status to students who have established an unfavorable credit rating. Students receiving financial aid are ineligible for deferments.

Deferral eligibility is granted to students receiving veterans' educational assistance benefits from federal or state assistance programs if aid is delayed in transmission to the student through circumstances beyond the student's control.

Veterans and other eligible degree-seeking students receiving benefits on active duty and under Chapters 30, 32, 33, 35, 1606, and 1607, U.S.C., are eligible for one deferment each academic semester. A 90-day deferment will be issued for the spring and fall semesters and a 30-day deferment will be issued for summer and mini-terms. An additional deferment extension may be issued if there is a delay in the receipt of benefits provided the extension is requested prior to the deferment due date and not after the last day of the semester.

Semester (Year)	1 Term	2 Term	3 Term	4 Term
Fall 2017	Nov 25	Sep 26	Nov 14	
Spring 2018	Apr 3	Feb 3	Mar 27	
Summer 2018	Jun 9	Jun 12	Jul 28	Jul 12

Tuition and Fees must be paid by the last day of a semester, VA deferments DO NOT extend beyond the posted semester dates.

A veteran may request a deferment (promissory note) via their VA Enrollment Certification Form found in their MyUWF account (<https://my.uwf.edu>) or at the Military and Veteran's Resource Center (MVRC) for the amount of tuition and fees. The MVRC will submit the approved promissory note to the University Cashier prior to the fee payment deadline. Failure to make payment by the deferment due date will result in a \$100 late payment fee. Students who do not make payment or request a deferment may be deleted for non-payment. Students who are deleted for non-payment may appeal for reinstatement and will be assessed a \$200 reinstatement fee.

Any change in a VA deferment to a National Guard or other military billing status after the fee payment deadline will result in the assessment of the late payment fee of \$100.00.

A University withdrawal does not cancel the veteran's responsibility to pay the deferment. A veteran must submit a fee appeal explaining the circumstances behind the request. This is not an automatic approval.

Academic Progress

University academic standing is discussed in the Academic Policies section (<http://catalog.uwf.edu/graduate/academicpolicies/general/#academicstanding>) of the Catalog. However, students receiving veterans' benefits must meet the requirements listed below consistent with UWF's academic policies.

Students will be notified formally by U.S. mail and/or via email (UWF email account) when placed on VA Academic Probation, Suspension, and/or Termination.

VA Academic Probation

Graduate students will be placed on probation by the VA Certifying Official upon completion of the semester during which the cumulative GPA falls below 3.0.

Placing students on VA Academic Probation provides students notification of their need for immediate attention to academic improvement or [risk losing eligibility for VA educational benefits.](#)

VA Academic Suspension

A student with two consecutive semesters of cumulative GPAs below a 3.0, will be placed on VA academic suspension. VA Academic suspension will remove the students VA educational benefits until the following action is completed:

- The student must enroll in the MVRC mentoring program and follow the prescribed plan provided by the MVRC mentor.
- The student must obtain written counseling from his or her academic counselor and provide that written documentation to the MVRC.

VA Termination

A student's VA benefits will be terminated if the student's cumulative GPA remains less than a 3.0 for three consecutive semesters. The MVRC will notify the DVA of unsatisfactory progress and educational benefits will be terminated.

Advance Payment

Advance payment of DVA benefits may be available to new students and those students who were not enrolled in the previous semester. Application should be made through the Military and Veteran's Resource Center no later than 45 days before the first day of classes of the anticipated enrollment semester.

Reporting Requirements

Re-certification of benefits is not automatic and must be requested each semester. It is the responsibility of each student to keep the UWF Military and Veteran's Resource Center informed of the following. To prevent overpayment and subsequent indebtedness to the Federal Government, it is important to notify the Military and Veteran's Resource Center immediately of changes that may affect the student's eligibility for benefits.

Class Registration

After registering for classes, eligible students should request VA certification via the VA Enrollment Certification Form found in their MyUWF account (<https://my.uwf.edu>). Students who do not have a MyUWF account should print the VA Enrollment Certification Form (http://uwf.edu/militaryveterans/documents/VA_interview_enrollment_certification_form_3_12.pdf) found on the UWF MVRC website (http://uwf.edu/militaryveterans/vet_svcs.cfm). For questions, students may visit or email the UWF Military and Veteran's Resource Center (mvrc@uwf.edu) for information and help. The earlier a student registers and provides the registration information to the MVRC, the earlier certification paperwork can be forwarded to the DVA.

Changes to Schedule

Any additions, drops, withdrawals, or other interruptions must be immediately reported to the Military and Veteran's Resource Center by the student.

Class Attendance

Routine class attendance is required for those receiving DVA benefits. It is the student's responsibility to inform the instructor(s) of absence from class(es) prior to, or as soon as possible after the absence. Students must check with their respective instructor(s) regarding the attendance policy for each class. Students who are unable to attend class(es) for an extended period of time should notify the instructor(s) and the UWF MVRC. If a student receiving DVA benefits is found in violation of the policy, the DVA will be notified and benefits may be reduced accordingly.

Withdrawals:

Military Duty:

In the case of a student called to active duty military service or change of orders due to military conflict within a semester, the student must contact the Office of the Registrar and provide a copy of military orders immediately. Students should also contact the MVRC before withdrawing. Students will have the option of withdrawing with a complete refund, withdrawal with a grade of "W", or accepting incomplete grades to allow the student to complete the course at a later date. Students are asked to notify UWF of their desired option. The transcripts of students who have contacted the Office of the Registrar as stated above and are subsequently withdrawn, awarded refunds or given incomplete grades will be annotated with an appropriate statement indicating actions taken was due to military active duty service.

Students who are eligible for Military Duty Withdrawal are:

1. Students who are currently on active duty with any unit of the U.S. Armed Services who receive orders that will require them to be reassigned to a different duty station or be absent from class for an extended period of time during the semester in which they are enrolled.
2. Students who are members of a National Guard, Air National Guard, or other military reserve unit who receive orders calling them to active duty for operational or training purposes during the semester in which they are enrolled, excluding any regularly scheduled weekend and summer training duty.
3. Students who are veterans of the U. S. Armed Services and who are recalled to active duty during the semester in which they are enrolled.

- Students who enlist in any branch of the U. S. Armed Services and whose induction date falls within the semester in which they are enrolled.

Summer 05/014-08/10 05/14-06/26 06/28-08/10 06/14-08/10 2018

Medical Withdrawal:

Medical withdrawals are processed by the Dean of Students. Students who may qualify for a medical withdraw should submit the Request for Medical Withdrawal and supporting documents to the Dean of Students Office.

Change of Address

If a student's address changes, both the DVA and UWF must be notified.

Courses Not Eligible for Benefits

Courses not meeting University requirements for graduation cannot be certified to the DVA for benefits payment. Although not all inclusive, the following list reflects types of courses that will not be certified to the DVA:

- Courses not on the student's degree audit or Program Description Sheet (PDS) unless an addendum is provided before the last day of the drop/add period;
- Repeated courses that have been previously completed with a grade of "D-" or higher unless the student's program requires a higher grade; this includes courses transferred from other colleges;
- Courses taken to fulfill requirements at another institution unless a transient authorization is received;
- Courses taken on an audit or noncredit basis or courses in which the permanent grade is "non-punitive," (e.g., "W" or "V");
- Courses for which an "I" or "I*" was assigned, but not changed to a letter grade (A through F) within one year of the completion of the semester; in this case, the DVA will be notified retroactively;
- Remedial and deficiency courses offered by independent study;
- Distance Learning classes designed for career enhancement or continuing education

Certificate Programs

Not all certificate programs are certified for VA benefits. Check with the Military and Veteran's Resource Center (<http://uwf.edu/mvrc>) for further information.

Part of Term Courses

Part of Term courses are those beginning and/or ending on dates other than the regular semester dates. These are referred to as Part of Term 5, Part of Term 6, Part of Term 7, Part of Term 8 and Part of Term 9. The Part of Term designation is determined by which month in the semester the course begins; i.e. a course starting in the first month of the semester but beginning/ending on a non-standard date would be identified as Part of Term 5. Students should be aware that the Department of Veteran Affairs (DVA) review is made on a term-by-term basis and not by semester. Taking Part of Term courses may affect the student's training time or rate of pursuit for pay purposes; since this varies by benefit chapter, students should contact the MVRC to determine their training time and qualifications for full benefits.

Semester (Year)	1 Term	2 Term	3 Term	4 Term
Fall 2017	8/28-12/16	8/28-10/13	10/16-12/08	XX
Spring 2018	1/08-5/05	1/08-02/23	2/6-4/27	XX

Active Duty Military Out-of-State Waiver

According to Florida Statute Title XLVIII, K-20 Education Code, Chapter 1009.26 Educational Scholarships, Fees, and Financial Assistance, Section (14)(a): All active duty members of the Armed Forces who are residing or are stationed outside the state of Florida shall have all out of state fees waived by the university. To apply for this waiver contact the Military and Veterans Resource Center at 850-474-2550 or mvrc@uwf.edu.

Congressman C. W. "Bill" Young Veteran Tuition Waiver Program

Honorably discharge Veterans of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically reside in Florida while enrolled in the institution are eligible for a waiver of out-of-state fees. The veteran must present to the University a copy of the Department of Defense Form 214 (DD214) and documentation of residence at the beginning of each academic year. The waiver is applicable for 110 percent of the required credit hours of the degree or certificate program for with the student is enrolled.

The form to request this waiver can be found by going to this web site: <http://uwf.edu/offices/military-veteran-resource-center/scholarships--waivers/cw-young-veterans-out-of-state-fee-waiver/>.

Completed applications, along with the requested documentation must be submitted to the Cashier's office. Assistance in retrieving lost DD214s can be found by visiting the Military and Veterans Resource Center.