

Military and Veterans' Information

Military and Veterans Resource Center

The University of West Florida recognizes that Active Duty, Reservists, National Guard, Veterans, and military-affiliated students and their families face formidable barriers in the pursuit of a college degree. As part of the University's continuing commitment to educational opportunities for these students, in the fall of 2011, UWF opened a center dedicated to supporting all veterans and military-affiliated students, including spouses and dependents. This center is the Military and Veterans Resource Center (MVRC) (uwf.edu/mvrc) located in building 38, room 147 on the Pensacola Main Campus. The primary goal of the MVRC is to help 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®/DEA benefits, 3rd party military funding such as TA, MyCAA, SF-182, and EDD, the university process, support service, mentoring and tutoring, etc. Contact the MVRC (mvrc@uwf.edu or 850-474-2550) with any questions.

Many departments have agreed to offer degrees through a system tailored to the specific needs of Active Duty military personnel and Veterans. Previous college credit, work experience, service schools, and other forms of nonacademic experiences will be considered for college credits. For further information, contact the Office of Undergraduate Admissions (uwf.edu/admissions), or Graduate School Admissions (uwf.edu/graduate).

UWF VetSuccess on Campus

The VetSuccess on Campus (VSOC) 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 servicemembers, military veterans and eligible dependents make a smooth transition to university life and successfully complete their educational goals. Our VetSuccess Coordinator can assist students with all things related to VA. Contact the MVRC (mvrc@uwf.edu or 850-474-2550) with any questions.

Academic Progress

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

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

Graduate VA Academic Probation

For students using VA education benefits, a student will be placed on probation by the VA Certifying Official upon completion of the semester, during which the UWF 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 VA educational benefits eligibility.

Graduate VA Academic Suspension

For students using VA education benefits, a student with two (2) consecutive semesters of UWF cumulative GPAs below a 3.0 will be placed on VA Academic Suspension. VA Academic Suspension will place a hold on the student's VA educational benefits until the following action is completed:

- The student enrolls in the MVRC Mentoring Program and completes the prescribed plan provided by the MVRC Mentor Coordinator.

Graduate VA Termination

For students using VA education benefits (other than Chapter 31), the student's VA education benefits will be terminated if the student's UWF cumulative GPA remains less than 3.0 for three (3) consecutive semesters. The MVRC will notify the VA of unsatisfactory progress, which will result in the VA disallowing the use of any remaining education benefit until the student's UWF cumulative GPA rises above 3.0.

Withdrawals

Active/Reserve and National Guard Military Duty or DoD Civilians

Per the DoD MOU Voluntary Education Partnership, 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 MVRC and provide a copy of military orders immediately. Transcripts of students who have adhered to this procedure and were subsequently withdrawn, awarded refunds, or given incomplete grades will be annotated with an appropriate statement indicating the action taken was due to military service. In accordance with ED 34 C.F.R. 668.18 and Chapter 3 of Volume 2 of the Federal Student Aid Handbook, service members who withdraw from a course(s) due to military service are eligible to be readmitted to their program. The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years subject to cumulative length of absence exceptions cited in Chapter 3 of Volume 2 of the Federal Student Aid handbook.

In the case of service members whose studies are temporarily interrupted due to military service for a period of less than 30 days, provisions shall be made so that they are readmitted to their program or allowed to continue their program in lieu of withdrawal.

Students who may be eligible for Military Duty Withdrawals are:

- a. Service members and DoD Civilians who are not able to complete their course(s) due to unanticipated increases in operational tempo (Command letter required) or military orders (Command letter or copy of orders required). Members of a National Guard, Air National Guard, or Military Reserve unit who receive orders to active duty for operational or training purposes during the semester in which they are enrolled.
- b. 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.
- c. 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.

Medical Withdrawal

Medical withdrawals are processed by the Dean of Students. Students who may qualify for a medical withdrawal can contact the MVRC Mentor Coordinator to assist with the Request for Medical Withdrawal and supporting documents required by Case Management in the Dean of Students Office. Contact the MVRC (mvrca@uwf.edu or 850-474-2550) with any questions. **(The last date of attendance or approved date of withdrawal is required. When the last date of attendance is not provided we will use the date listed in Banner for the withdrawal.)**

Military Tuition Assistance (TA) Regular Withdrawals

As participants in the Department of Defense Voluntary Education Partnership Memorandum of Understanding, the University of West Florida is required to calculate the Tuition Assistance (TA) earned when a military student using TA withdraws. Students who officially or unofficially withdraw from a course before completing more than 60 percent of the semester have not earned 100% of the amount of their voucher for the withdrawn course. The University is required to return the unearned portion of the TA funds to the military service that provided the TA funding. Unearned TA funds that are returned to the appropriate military branch of service will become a debt that the students owe the university. This amount will be billed to the student's account and a "hold" will be placed on the student's account preventing registration, grades, and transcripts until the debt is paid.

If a student is eligible to receive a refund from the University, the University will apply for the refund against the debt that results from unearned TA.

Military and DoD Civilian Tuition Assistance (TA) Official Withdrawal Date

Students who stop attending and receive NF grades are considered to have unofficially withdrawn. UWF will use the last date of participation to determine if the service member completed at least 60 percent of the course.

For clarification or questions, contact the MVRC TA (mvrcta@uwf.edu or 850-474-2550).

Official Withdrawal Date

The date you officially withdraw from a course. (NF grades for core classes with No Attendance policy should not be submitted.)

ADDENDUM - 11/15/2022

Enrollment & Registration

VA Educational Objective

For students using VA education benefits, to receive educational benefits from the VA, the student must be pursuing an approved bachelor's or graduate-level degree, or be enrolled in a VA-approved degree or certificate. VA will only pay benefits for classes required for graduation or for completion of an authorized certificate program. Required courses must be reflected in a student's degree audit before they can be certified for VA benefits.

Substitutions to the degree audit must be made prior to VA certification. To avoid delays in certification, it is a student's responsibility to ensure that they are only enrolling in required courses as listed in their degree audit. Failure to do so may prohibit certification of classes in future semesters or the current semester when the student isn't registered for the correct classes. Students who do not

have a degree audit must submit a Program Description Sheet (PDS) approved by the Academic Department for the program they are pursuing.

Military Transcripts

Instructions for ordering transcripts for each of the various branches of service can be found at the following locations:

- Army, Coast Guard, Marine Corps, and Navy (Active Duty, Reserve and Veterans): <https://jst.doded.mil/smart/welcome.do>
- Air Force: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/>

Reporting Requirements for VA Certification

For students using VA education benefits, certification of courses to the VA is not automatic and must be requested each semester by students via the VA Enrollment Certification Form (ECF) found in MyUWF (my.uwf.edu). It is the responsibility of each student to immediately notify the MVRC of any changes to a current ECF or to anything which may affect the student's receipt of VA education benefits. Failure to do so may result in an overpayment and subsequent indebtedness to the Federal Government.

Change of Address

All students must report address changes to UWF. For students using VA education benefits, the change must also be reported to VA. Students can update their address via the Contact and Privacy Information app in MyUWF (my.uwf.edu). Students using VA education benefits, except Chapter 35 students, can contact the VetSuccess on Campus (VSOC) Counselor at the MVRC Office to change their address with the VA. Chapter 35 students must contact the VA at 1-888-442-4551 to change their address.

Degree and Certificate Programs

All Degree and Certificate programs listed on the VA public WEAMS website for UWF are approved for VA education benefits. Check with the [VA public WEAMS Institution Search](#) or contact the UWF MVRC for further information (mvrca@uwf.edu or 850-474-2550).

Registration & Attendance

Priority Registration

All military service personnel, Veterans, and their dependents/spouses who are using VA/DEA benefits, and registered with the Military and Veterans Resource Center, will be given priority registration to begin on the first day of advance registration through the End of Drop/add. Students can apply for a time ticket to register for classes via their [MyUWF](#) account.

Class Registration

Students using VA education benefits, after registering for classes, must request VA certification via the VA Enrollment Certification Form found in MyUWF (my.uwf.edu). Students may visit or contact the MVRC for further assistance (mvrca@uwf.edu or 850-474-2550). The earlier a student registers and provides the registration information to the MVRC, the earlier certification paperwork can be forwarded to the VA.

Students in an ROTC program can be certified for courses required for their degree (including electives) and for courses required for the ROTC program.

Changes to Schedule

Any additions, drops, withdrawals, or other interruptions must be immediately reported to the UWF MVRC by the student (mvrc@uwf.edu or 850-474-2550), in addition to submitting a new ECF that reflects the changes. Students must still be enrolled in at least one course to submit an ECF.

Class Attendance

Routine class attendance is required for those receiving VA benefits. It is the student's responsibility to inform the instructor(s) concerning absences 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 MVRC. An NF grade is assigned to students who have ceased attending a class but have not officially withdrawn. NF Grades count 0 grade point hours in the GPA. If a student receiving VA benefits receives a grade of NF, the VA will be notified and benefits may be reduced accordingly. A debt could be sent to the student for payments received during the time of the class that was not attended.

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 using VA education benefits should be aware that the VA review is made on a term-by-term basis and not by semester. Taking Part of Term courses may change 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 (mvrc@uwf.edu or 850-474-2550).

Semester (Year)	Term 1	Term 2	Term 3	Term 4
Fall 2022	08/22 - 12/10	08/22 - 10/14	10/17 - 12/10	
Spring 2023	01/09 - 05/06	01/09 - 03/03	03/06 - 05/06	
Summer 2023	05/15 - 08/11	05/15 - 06/27	06/28 - 08/11	06/19 - 08/11

Graduate Non-Standard Term Enrollment Status Policy

Department of Veterans Affairs Educational Beneficiaries

This Non-Standard Term Enrollment Status Policy applies only to students receiving VA Educational Benefits (all chapters). It is not representative of the official enrollment status reported to the National Student Clearinghouse. This policy is only for purposes of reporting to the Veterans Affairs Administration.

VA Students

Standard Term Reporting

Graduate students using VA benefits are considered full-time if enrolled in 6 graduate semester hours within Term 1, a standard part of a term within the semester.

Non-Standard Term Reporting

This Non-Standard Term Enrollment Status Policy applies only to students receiving VA Educational Benefits (all chapters). It is not representative of the official enrollment status reported to the National Student Clearinghouse. This policy is only for purposes of reporting to the Veterans Affairs Administration.

Enrollment within any term other than Term 1 within a semester must be converted to a "full-time equivalency" number of semester hours using the below Training Time Chart in order to determine how many graduate enrollment hours equal full-time for that specific term. UWF is reporting the following "full-time equivalency" for the listed terms.

Term 2	3 semester hours
Term 3	3 semester hours
Term 4	4 semester hours

NOTE: The UWF catalog describes full-time based upon the total number of hours enrolled within a semester, which meets the certification requirements of lenders, insurance companies, sponsors, and the National Student Clearinghouse. To meet the requirements of VA, however, certifications are based upon the training time of each individual term (vice semester total), which is why School Certifying Officials are required to report the beginning and end dates of each individual course enrollment. When taking a course in an accelerated non-standard term, fewer credit hours may be required in order to be considered full-time by the VA.

It is important to know that VA pays education benefits that are earned one day at a time. As a consequence, a monthly benefits check reflects the sum of benefits earned each day within the month. The benefits earned each day depends upon the total training time (or rate of pursuit) the student is enrolled in for that day. VA is prohibited by law from paying for days of non-enrollment within a semester. By certifying terms (vice semester) and reporting the equivalent full-time or training time for each term certified, the VA is able to comply with federal law while accommodating the myriad of institutional enrollment models that report to VA.

The training time that UWF certifies to the VA is based upon the University classification of enrollment policy applied to a standard term, (term 1). The VA refers to the adjusted full-time credit hour for non-standard terms as "equivalent credit hours". For students subject to Chapter 33 certification, VA will calculate the rate of pursuit based upon the equivalent full-time that UWF certifies for the term and will determine the sum of training time for overlapping terms.

Standard Term Reporting *

The Training Time or Rate of Pursuit Chapter 33 that UWF certifies to the VA is based upon the University classification of enrollment policy applied to a standard term. For standard terms, the following is considered full-time for each individual Term within the Semester for reporting to the VA:

Term 1	6 semester hours
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Non-Standard Term Reporting *

Dissertation, Thesis, or Cooperative Education

Graduate and Doctoral students enrolled in a dissertation, thesis, or cooperative education are considered full-time regardless of the hours enrolled.

A Non-Standard term is any term not listed in the academic catalog as part of term 1.

For Non-Standard Terms, the below table shows the UWF "equivalent credit hours" based upon the total number of weeks in a term. (Rounding is in accordance with VA guidelines).

Graduate students receiving VA Educational Benefits enrolled in a (non-standard) part-of-term in a semester will have their training time determined and reported to VA according to the Graduate Training Time chart below.

Weeks in the Term	Full Time Equivalent Semester Hours	3/4 Time Equivalent Semester Hours	1/2 Time Equivalent Semester Hours	Less than Half Time Semester Hours
1	1	N/A	N/A	N/A
2	1	N/A	N/A	N/A
3	2	N/A	1	N/A
4	2	N/A	1	N/A
5	3	N/A	1.5	<1.5
6	3	N/A	1.5	<1.5
7	4	3	2	<2
8	4	3	2	<2
9	5	4	2.5	<2.5
10	5	4	2.5	<2.5
11+	6	5	3	<3

Graduate Enrollment Classification that the UWF Registrar reports to the National Student Clearinghouse (NSC) is based upon total graduate hours enrolled in the semester. Note that VA certifications are based on equivalent hours for each individual term, and the Registrar certifications are based upon total hours in each semester.

* Changes made to Non-Standard Term Enrollment Status Policy information effective May 27th, 2021.

ADDENDUM - 11/15/2022

Tuition, Benefits & Waivers

Veterans Benefits

The University of West Florida is approved by the Florida Department of Veterans Affairs (DVA) to educate veterans, active-duty personnel, reservists, and eligible dependents under current law. The Military and Veterans Resource Center (MVRC) (uwf.edu/mvrc) is the point of contact for students receiving benefits from the Department of Veterans Affairs (VA). The office has a professional staff of School Certifying Officials, a Mentor Coordinator, VetSuccess on Campus Counselor and Student Transition Coaches to assist in providing information about entitlements, filing claims to the VA, and certifying enrollment. The MVRC monitors the academic progress of students receiving VA educational benefits. Students who receive 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 minors, grade forgiveness, and other actions may affect educational benefits eligibility. Contact the UWF MVRC for more information (mvrc@uwf.edu or 850-474-2550).

VA Yellow Ribbon Program

The University of West Florida is an approved participating Yellow Ribbon Institution for the 2022-2023 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 those 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.

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

The C.W. "Bill" Young Veteran Tuition Waiver is a program that requires a state university, Florida College System institution, or career center to waive out-of-state fees for an honorably discharged veteran of the U.S. Armed Forces, the U.S. Reserve Forces, or the National Guard or any other student who is entitled and uses educational assistance provided by the United States Department of Veterans Affairs, and who physically resides in Florida while enrolled in the institution.

Under section 1002.34, F.S., UWF shall waive out-of-state fees for (a) Honorably discharged veterans of the United States Armed and Reserve Forces (Air Force, Army, Coast Guard, Marines, and Navy) and the National Guard (Army and Air) or any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs who physically resides in Florida while enrolled as a degree or certificate-seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program.

Students eligible for the waiver must submit the "Veteran O/S Waiver Form" or the "Veteran Dependent O/S Waiver Form" online via MYUWF (my.uwf.edu). They must upload a copy of the Department of Defense Form 214 (DD-214-veterans only), Certificate of Eligibility (Dependents only), a VA Enrollment Certification Form (Dependents only), and documentation of their Florida residence. Veteran students will remain eligible under the waiver as long as they are actively enrolled and Dependents will remain eligible under the waiver as long as they are active students using benefits. For students using Chapter 31 benefits, in-state tuition is automatically granted if living in the State of Florida, regardless of your residency classification. Please notify MVRC if your residency is listed as a Non-Florida Resident (mvrc@uwf.edu or 850-474-2550)

Chapter 35 Survivors and Dependents Out of State Waiver

Students utilizing Chapter 35 Survivors and Dependents benefits may qualify for a waiver of out-of-state fees. Please refer to Tuition Waivers for more information and the waiver form.

Veterans Using Chapter 31

In accordance with Public Law (Pub. L.) 115-251, Section 301, public institutions of higher learning (IHL) must comply with the requirement that Veterans who reside in the state and are using educational assistance under title 38 United States Code (U.S.C.) Chapter 31, will be charged the resident rate regardless of whether the Veteran meets the state's residency requirements. This includes Chapter 31 Veteran previously covered in 38 U.S.C. 3679(c). The expectation is that as soon as the Veteran can establish residency, the veteran will do so. If the IHL has other requirements to meet the standard for in-state tuition and fee rates, Chapter 31 Veterans must adhere to those requirements to qualify for in-state tuition and fee rates. Please notify MVRC if your residency is listed as a Non-Florida Resident (mvrc@uwf.edu or 850-474-2550).

Section 1018 of Public Law 116-315

In compliance with Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, below are resources and websites to gather information regarding your finances while at UWF.

You can place the information gathered on this [UWF Personal College Financing Plan](#).

For information regarding graduation rates, amount of student loan debt upon graduation, and comparisons to different educational institutions, please follow the link below:

The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education.

[NCES College Navigator Tool](#)

Using the UWF Cost Calculator

The UWF Cost Calculator is designed to help students and families estimate financial aid options for the University of West Florida. The average time to complete a full estimate is between 3-5 minutes. Please have a close estimate of your family's income and assets in order to ensure an accurate estimate of your cost of attendance.

The estimates generated by the calculator do not represent a final determination, or actual award, of financial assistance or a final net price; they are only estimates based on the price of attendance and financial aid provided to students in a given year. The estimates shall not be binding on the Department of Education or the University of West Florida.

[Use the UWF Cost Calculator](#)

Whether you want to apply your GI Bill benefits to college classes or an on-the-job training program, the GI Bill Comparison Tool will help you make the most of them.

[Veteran Affairs GI Bill Comparison Tool](#)

Start with FAFSA

The Free Application for Federal Student Aid (FAFSA) is the first step in the financial aid process. UWF's FAFSA code is 003955.

All students are encouraged to complete the FAFSA annually by their priority [Deadlines](#) in order to maximize consideration for financial aid. Even if you do not anticipate using financial aid, keep in mind that several grants and scholarships require the results of the FAFSA to determine eligibility.

Students using VA education benefits (Chapter 30, 31, 33, 35, or 1606) can also receive financial aid if approved.

[Complete the FAFSA](#)

VA STEM Scholarship

The Edith Nourse Rogers STEM Scholarship is a provision of the Harry W. Colmery Veterans Educational Assistance Act of 2017 (Forever GI Bill). The STEM Scholarship allows some eligible Veterans and dependents in high-demand fields to extend their Post-9/11 GI Bill or Fry Scholarship benefits. The provision provides up to nine months of additional Post-9/11 (Chapter 33) VA education benefits (not to exceed \$30,000) to eligible students training in the high-demand fields of Science, Technology, Engineering, and Math (STEM) [STEM Program List Revision 508](#). Veteran applicants for the scholarship will receive a certificate of eligibility (COE) with additional entitlement. To certify courses to the VA under the STEM scholarship program, a copy of the STEM COE will need to be provided to the UWF MVRC. Students will need to submit the VA Enrollment Certification Form (ECF). Students

approved for the Stem Scholarship are required to do a monthly verification of attendance with the department of Veteran Affairs. For eligibility requirements, visit the VA site [Edith Nourse Rogers STEM Scholarship | Veterans Affairs](#), or contact the MVRC at mvrc@uwf.edu, or 850-474-2550.

Courses Not Eligible for VA Education Benefits

Students using VA education benefits will receive an automated email whenever they enroll in a course that does not meet their degree requirements. The email will give them directions to contact their advisor and what they can do if the course can be used for graduation.

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

- 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" 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 VA will be notified retroactively;
- Remedial & deficiency courses;
- Distance Learning classes designed for career enhancement or continuing education.
- The Excess Hour surcharge for courses that exceed the Florida Excess Hour provision. NOTE: Courses taken by military personnel during their active duty service are exempt from the excess hour calculation. Notify the MVRC immediately if you believe those courses have been included in your excess hour calculation. This surcharge does not apply to graduate students.

No Credit (NC) Grades

For undergraduate FTIC students entering Fall 2022 or later, per [UWF REG 3.031](#), a No Credit (NC) grade will be applied to grades of "D" or "F" in any [General Education](#) course taken within one year of their first enrollment date subject to the following parameters:

- The NC grade may be applied a maximum of four (4) times.
- NC grades count in the calculation of excess hours and credits attempted.
- NC grades are not calculated in the student's GPA.
- Application of the NC grade does not exclude students from [Academic Standing](#) for Warning, Probation, Suspension, and Dismissal. Determinations of academic standing under [UWF REG 3.008](#) are based upon the original letter grade (i.e., "D" or "F") rather than the NC grade.
- NC grades are not applicable to repeated courses.
- NC grades are not applicable in cases where students are found responsible for academic misconduct.
- The Office of the Registrar will automatically apply NC grades at the end of the term. Students who desire to have their original

grade reflected on their transcript must appeal to the Office of the Registrar.

**** Passed by Faculty Senate 05/13/2022**

For students using VA Benefits: If you receive an NC grade you could receive a debt from the VA for tuition and fees and for housing funds received on any course that receives the NC grade paid for or to you by the VA.

If you would like to opt-out of the NC Policy, you can contact the Military & Veterans Resource Center (MVRC) at 850-474-2550 or by email at mvrca@uwf.edu and ask to be connected to the Mentor Coordinator. They will put a hold on your account and you will not have grades turned in to NC.

Know by opting out of the NC Policy you will receive the letter grade, and your GPA will calculate with that grade. If you opt out and would like to change your decision you can contact the Mentor Coordinator and ask for the hold to be removed.

From VA SCO Handbook:

Non-Punitive Grades - End Of Term (38 CFR 21.4203(c)): A non-punitive grade is a grade that does not count as earned credit and that does not affect progress standards for graduation.

The VA 85/15 Rule

VA created VA 85/15 calculation to ensure veterans' education benefits were not being spent under fraudulent circumstances. The 85/15 provides the VA the confidence that an education program is legitimate if at least 15% of students in the program do not receive VA education or full institution scholarships. The MVRC tracks the 85/15 for each UWF program to ensure compliance and notifies the student and institution should compliance for a particular program become an issue, subject to the VA regulation exceptions. When a program fails to meet the 85/15 requirement, it will not be approved for VA Education benefits and can affect a student's eligibility for VA certification.

Tuition Information

Military Tuition Assistance (TA) Vouchers & DoD/Service Branch Civilian TA

Army, Air Force, Coast Guard, Uniformed Service, Marine, Navy, and Civilian TA, submit completed and approved Tuition Assistance (TA) Vouchers to the MVRC (mvrca@uwf.edu) before the end of regular registration (the day before classes begin). Ensure that the dates on your TA voucher match the dates for the course(s) you are enrolled in. Funding documents (vouchers) must meet the following guidelines:

- The start and end date for each course listed on the voucher must match the actual start and end dates of the course.
 - If courses are in different terms, then the service portal used to request TA typically requires a separate voucher for each term within the semester.
 - If enrolling in courses that begin in a later term within the semester (see Part-of-Term Courses), submit a request to the MVRC (mvrca@uwf.edu) requesting a tuition deferment to allow time for the military service TA application windows to open.
- **VOUCHERS WITH INCORRECT DATES OR COURSE INFORMATION CAN NOT BE PROCESSED per military service policy.**
- As a Florida state institution, the University is subject to the tuition set by the Florida legislature for a course cost. The Course Cost

is a combination of Fees (Base Tuition and the Florida Tuition Differential) and Non-Tuition Fees.

- For Undergraduate Courses:
 - If using military TA, a waiver is applied for the non-tuition fee portion of a course cost.
- For Graduate Courses:
 - Waivers for the non-tuition portion of a course cost are not available for graduate courses.
- For Undergraduate, Graduate, and Certificate Programs:
 - Some courses are self-supporting. These are "flat rate" tuition charges and do not include non-tuition fees. The tuition-only charge is equal to 100% of the course cost.
 - Full-time active-duty military and Uniformed Service servicemembers assigned to military units within the state of Florida are granted temporary residency for the purpose of tuition thereby providing in-state tuition to the servicemember and their dependents who are listed in the military DEERS system. A copy of orders for the service member and DEERS verification for dependents will be required.
 - Full-time active duty and Uniformed Service servicemembers assigned to military units outside the state of Florida are eligible for a waiver of Florida non-resident tuition. A copy of orders and a current copy of LES that shows non-Florida residency will be required. It is strongly recommended that all financial information be redacted prior to submitting the LES.
 - Students request the waiver from within their [MyUWF](#) account using the "Active Duty Out of State Waiver" request.
 - Dependents are not eligible for the waiver.
 - For service members who are Florida residents and stationed outside the state of Florida, non-resident tuition will not be charged upon proof of residency and a copy of orders.
 - In certain circumstances, military TA can be combined with VA education benefits. For more details, contact the MVRC (mvrca@uwf.edu).

Military TA vouchers can be submitted by:

- Email: mvrca@uwf.edu
- Fax: (850) 474-2671 (Attn: Certifying Officials)
- Mail: UWF MVRC, Attn: Certifying Officials, 11000 University Parkway, Building 38, Room 147, Pensacola, FL 32514

Florida National Guard Education Duty for Dollars (EDD) and DoD MyCAA

Florida National Guard EDD

Florida National Guard EDD vouchers are a state-provided tuition that can be combined with VA education benefits and may provide for the in-state tuition and fees for a course(s). For additional information, contact the MVRC (mvrca@uwf.edu) EDD vouchers can be submitted by:

- Email: mvrca@uwf.edu
- Fax: (850) 474-2671 (Attn: Certifying Officials)
- Mail: UWF MVRC, Attn: Certifying Officials, 11000 University Parkway, Building 38, Room 147, Pensacola, FL 32514

DoD MyCAA Scholarship

Details for the MyCAA scholarship can be found on the [UWF MVRC MyCAA](#) webpage. The MyCAA Scholarship will fund up to \$4,000 for approved programs and is available to eligible spouses of active duty service members. Contact the MVRC (mvrcta@uwf.edu) for an Education Training Plan to upload to the MyCAA portal. Approved MyCAA vouchers should be submitted to the MVRC by:

- Email: mvrcta@uwf.edu
- Fax: (850) 474-2671 (Attn: Certifying Officials)
- Mail: UWF MVRC, Attn: Certifying Officials, 11000 University Parkway, Building 38, Room 147, Pensacola, FL 32514

DoD and Military Service Branch Civilian Tuition Assistance (TA) Information

DoD Civilian TA

Submit completed and approved Civilian and Civilian ACQ Tuition Assistance (TA) Vouchers to the MVRC (mvrcta@uwf.edu). Funding documents (vouchers) must meet the following guidelines:

- The start and end date for each course listed on the voucher must match the actual start and end dates of the course.
 - If courses are in different terms, then the service portal used to request TA typically requires a separate voucher for each term within the semester.
- If enrolling in courses that begin in a later term within the semester (see Part-of-Term Courses for [Graduate](#) and [Undergraduate](#) students), submit a request to the MVRC (mvrcta@uwf.edu) requesting a tuition deferment to allow time for the military service TA application windows to open.

VOUCHERS WITH INCORRECT DATES OR COURSE INFORMATION CAN NOT BE PROCESSED per military service policy.

Military TA vouchers can be submitted by:

- Email: mvrcta@uwf.edu
- Fax: (850) 474-2671 (Attn: Certifying Officials)
- Mail: UWF MVRC, Attn: Certifying Officials, 11000 University Parkway, Building 38, Room 147, Pensacola, FL 32514

VA Tuition Deferment

Chapter 33

Beginning Aug 1, 2019, VA students using Post 9/11, Chapter 33, or the Veteran Readiness and Employment (VR&E), Chapter 31 benefits ONLY will be issued a 90-day deferment in accordance with Public Law 115-407 sec. A 103. This Tuition Deferment will be granted to avoid the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement to borrow additional funds due to the delayed VA disbursement of funding. Students must provide approved VA documents (1905, TEB +1990E, 1990, 1995, or Certificate of Eligibility, (COE)) to qualify for the deferment and submit an Enrollment Certification Form. Students will be granted the deferment for each term enrolled within a semester starting on the first day of the class or when tuition and fees are submitted. If students are rated at less than 100% eligibility for their Chapter 33 Post 9/11 benefits, a different deferment will be placed for the remaining portion and will be owed at the end of that deferment. Refer below for further guidance:

VA students are provided a VA Tuition Deferment to reduce/prevent student late fees and from being dropped from classes for non-

payment. VA status is determined by individuals who have submitted a request to use VA benefits by submitting a VA Enrollment Certification Form (ECF) via MyUWF (my.uwf.edu) and provided proof of VA benefits with a COE or one of the following VA application forms (1990, TEB +1990e, 1995, 5490, 5495).

Deferred payment status for tuition and registration fees may be granted upon application by the student according to the following: 1) the University reserves the right to deny deferral status to students who have established an unfavorable credit rating, 2) 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 due to circumstances beyond the student's control, 3) veterans and other eligible degree-seeking students receiving benefits on active duty and under Chapters 30, 33, 35, 1606, and, U.S.C., are eligible for one deferment each academic semester and, 4) a 90-day deferment will be issued in term 1 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 by email to mvrca@uwf.edu prior to the deferment due date and not after the last day of the semester.

VA Deferments for Chapter 30, 1606, 35, and Chapter 33 Students Awaiting COE

Semester (Year)	Term 1	Term 2	Term 3	Term 4
Fall 2022	Nov 20	Sept 21	Nov 16	
Spring 2023	Apr 09	Feb 08	Apr 05	
Summer 2023	Jun 14	Jun 14	Jul 28	Jul 19

Tuition and fees must be paid by the last day of the 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 (ECF) found in MyUWF (my.uwf.edu). Failure to make payment by the deferment due date will result in a \$100 late payment fee (VA benefits do not cover this fee). Students who do not make a payment or request a deferment may be removed from classes for non-payment. Students who are removed due to non-payment may appeal for reinstatement and will be assessed a \$200 reinstatement fee (VA benefits do not cover this 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 student's responsibility to pay the tuition and fees owed. A student must submit a fee appeal explaining the circumstances behind the request. This is not an automatic approval.

VA Advance Payment

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