

# Military and Veterans' Information

## Military and Veterans Resource Center

The University of West Florida (UWF) recognizes Active Duty, Reservists, National Guard, Veterans, military-affiliated students, and their families who may face additional challenges in pursuit of a university-level education. The Military and Veterans Resource Center (MVRC) was established to assist our military and veteran communities to ensure they are afforded all the opportunities to obtain their education. Our primary goal is to be a "One-Stop Shop" providing assistance in reaching education goals.

MVRC has a dedicated staff to assist our community in transitioning from the military environment to campus life. Resources are also available to provide mentoring, counseling, and tutoring. MVRC provides assistance in navigating GI Bill®/DEA benefits, 3rd party military funding (TA, MyCAA, SF-182, and EDD), UWF policies, procedures, and campus support services.

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 nonacademic experiences will be considered for college credits. For further information, contact the [Office of Undergraduate Admissions](#) or [Graduate School Admissions](#).

## UWF VetSuccess on Campus

The VetSuccess on Campus (VSOC) program is a collaborative effort between the U.S. Department of Veterans Affairs (VA) and UWF. The program aims 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 at [mvrcc@uwf.edu](mailto:mvrcc@uwf.edu) or 850-474-2550 with any questions.

## Academic Progress

University academic standing is discussed in the [Academic Policies](#) section of the Catalog. Students receiving VA education benefits must meet requirements, consistent with UWF's academic policies.

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

## Undergraduate VA Academic Probation

Students using VA education benefits will be placed on Academic Probation by the MVRC Mentor Coordinator upon the completion of the semester if their UWF cumulative GPA falls below 2.0

Students placed on Academic Probation are notified by the Mentor Coordinator to assist with academic improvement as they are at risk of losing their VA education benefits.

## Undergraduate VA Academic Suspension

Students using VA education benefits with two consecutive semesters of UWF cumulative GPAs below 2.0 will be placed on VA Academic Suspension. VA Academic Suspension will place a hold on the student's VA education benefits until the following action is completed:

- The student acknowledges and signs the Student/MVRC Agreement For Suspension and completes the prescribed plan provided by the MVRC Mentor Coordinator.

## Undergraduate VA Termination

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of their training objective. If a student using VA education benefits (except for Chapter 31) UWF cumulative GPA remains below 2.0 for three consecutive semesters the MVRC is required to notify the VA of unsatisfactory progress. This will result in the VA discontinuing payment of remaining education benefits until the student's GPA rises above 2.0\*.

\* 2.5 for those programs requiring a minimum cumulative GPA of 2.5.

## 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 CFR 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 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:

1. 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.
2. Students who are veterans of the U. S. Armed Services are recalled to active duty during the semester in which they are enrolled.
3. 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

The Dean of Students processes medical withdrawals. 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 ([mvrcc@uwf.edu](mailto:mvrcc@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.) Medical withdrawals with an approved date of withdrawal on or after the last day of the term/semester will not be reported to VA.

## Military Tuition Assistance (TA) Regular Withdrawals

As participants in the Department of Defense Voluntary Education Partnership Memorandum of Understanding, the University of West Florida must 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 their voucher amount for the withdrawn course. The university must 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 will bill 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. Once the military service receives the tuition reimbursement, it will trigger a recoupment action with the student for the remainder (less the amount refunded by UWF) of the tuition originally funded. The service typically places a hold on your account until that balance 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. For clarification or questions, contact the MVRC TA ([mvrcta@uwf.edu](mailto:mvrcta@uwf.edu) or 850-474-2550).

**Official Withdraw Date** – The official withdrawal date is when the student officially withdraws from all classes.

**Unofficial Withdraw Date** – Students who stop attending and receive NF grades, or a combination of NF, W, and I (Incomplete) grades, are considered to have unofficially withdrawn. The midpoint of the payment period becomes the withdrawal date.

**Non-Attendance** – If an instructor reports that a student did not begin attendance in a class, even if he or she officially withdrew from the class, then their federal aid will be reviewed to determine eligibility.

## Enrollment & Registration

### VA Educational Objective

Students using VA education benefits must be pursuing an approved bachelor's or graduate-level degree, or enrolled in an approved certificate program. Required courses must be reflected in the student's degree audit before the courses can be certified for VA benefits.

It is the student's responsibility to ensure they are enrolled in the required course in their degree audit. Failure to do so may result in delays in certification.

### 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/official.html>
- Air Force: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/>

## Transfer Credit

### Age of Credit

Undergraduate credits that are more than ten years old may be reviewed and reevaluated for credit toward current degree requirements at UWF. Specific programs and teacher education programs may have more stringent requirements. Refer to the Graduate Catalog "[Transfer of Credit](#)" for specific information on graduate transfer credits.

## Reporting Requirements for VA Certification

Certification of courses to the VA is not automatic. Request for certification must be submitted each semester by the student via the VA Enrollment Certification Form (ECF) found in MyUWF ([my.uwf.edu](http://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 that 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 or the University.

## Change of Address and Contact Information

All students must report a change of address and change of contact information to UWF. Students can update their information via the Contact and Privacy Information app in MyUWF ([my.uwf.edu](http://my.uwf.edu)). Students using VA education benefits (except Chapter 31) must also contact the VA at 1-888-442-4551 if there are any changes to their address or contact information (telephone or email). Chapter 31 students must log on to [va.gov](http://va.gov) to update their information.

## 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](mailto:mvrca@uwf.edu) or 850-474-2550).

## Registration & Attendance

### Priority Registration

All military personnel and veterans in a degree-seeking program, and dependents/spouses actively using VA Benefits who are registered with the Military and Veterans Resource Center, will be given priority registration to begin on the first day of advanced registration. Students can check their Priority Registration via their [MyUWF](#) account.

### Class Registration

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

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](mailto:mvrc@uwf.edu) or 850-474-2550), in addition to submitting a new ECF that reflects the changes.

### 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.

### 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, Part of Term 9, and Part of Term 20. 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](mailto:mvrc@uwf.edu) or 850-474-2550).

Terms	Fall	Spring	Summer
	2024	2025	2025
1	08/19-12/07	01/08-05/03	05/12-08/08
2	08/19-10/12	01/08-03/01	05/12-06/24
3	10/14-12/07	03/03-05/03	06/25-08/08
4	N/A	N/A	06/16-08/08
10	N/A	N/A	05/12-07/04
90	N/A	N/A	06/23-08/08
91	08/19-11/10	01/08-04/06	N/A
92	09/16-12/07	02/03-05/03	N/A
96	N/A	N/A	05/12-06/29

### VA Students

Undergraduate students receiving VA Educational Benefits will have training time or rate of pursuit certified to the VA according to the length of the term session. The University of West Florida offers one standard term and multiple non-standard parts of a term, many of which are accelerated. Undergraduate full-time for the standard term (Term 1) is 12 credit hours for the Fall and Spring and 9 credit hours for the Summer semester. The UWF catalog describes full-time based on the total number of hours enrolled within a semester, which meets lenders' certification requirements, 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). School Certifying Officials must report the beginning and end dates of each 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 (i.e., all terms except term 1).

It is important to know that the VA pays education benefits that are earned one day at a time. Consequently, a monthly benefits check reflects the sum of benefits earned each day within the month. The benefits earned each day depend 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 the VA.

The training time that UWF certifies to the VA is based upon the University classification of enrollment policy applied to a standard term. 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. The table below shows the UWF "equivalent credit hours" based on the total number of weeks in a term. (Rounding is in accordance with VA guidelines).

### Undergraduate Students

Undergraduate students receiving VA Educational Benefits enrolled in a (non-standard) part-of-term in a semester will have their training time determined by the Veterans Affairs Administration according to the Undergraduate Training Time chart listed below.

### Undergraduate Training Time Chart

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	2	1	N/A	N/A
3	2	N/A	1	N/A
4	3	2	N/A	N/A
5	4	3	2	<2
6	4	3	2	<2
7	5	4	3	<3
8	6	4	3	<3
9	6	4.5	3	<3
10	7	5	4	<4
11	8	6	4	<4
12	8	6	4	<4
13	9	7	5	<5
14	10	7	6	<5
15	12	9	6	<5
16	12	9	6	<6
17	12	9	6	<6
18	12	9	6	<6
19	12	9	6	<6
20	14	10	7	<7

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

## 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](http://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, a 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](mailto:mvrc@uwf.edu) or 850-474-2550).

### VA Yellow Ribbon Program

The Yellow Ribbon GI Enhancement Program (Yellow Ribbon Program) is a provision of the Post 9/11 Veterans Education Assistance Act of 2008. This program allows an institution of higher learning to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The Yellow Ribbon program at UWF covers the out-of-state tuition fees for individuals eligible for the maximum benefit rate (100%) of the Post 9/11 GI Bill® (Chapter 33) residing outside the state of Florida and are considered non-Florida residents for tuition purposes. Yellow Ribbon will be granted to the first 250 qualified students on a first-come, first-serve basis.

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

Established in s. 1009.26 (13), F.S., 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.

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](http://my.uwf.edu)) before the end of the semester they are enrolled. Veterans must upload a copy of their DD-214 or Certificate of Eligibility. Eligible dependents must upload a most recent copy of their Certificate of Eligibility (must not be older than one year) along with completing their VA Enrollment Certification form (ECF). Documentation of their Florida residence must also be provided.

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.

### Chapter 35 Survivors and Dependents Out of State Waiver

Students utilizing Chapter 35 Survivors and Dependents benefits who reside in the state of Florida qualify for a waiver of out-of-state fees. Students eligible for the waiver must submit the "Veteran Dependent

O/S Waiver Form" online via MyUWF ([my.uwf.edu](http://my.uwf.edu)) before the end of the semester they are enrolled.

### Veterans Using Chapter 31

Students using Chapter 31 benefits will receive in-state tuition if residing in the state of Florida. Notify MVRC if your residency is listed as a Non-Florida Resident ([mvrc@uwf.edu](mailto:mvrc@uwf.edu) or 850-474-2550).

### Section 1018 of Public Law 116-315

Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 is in effect June 15, 2021. The provision mandates adherence to the requirements of the Principles of Excellence, currently in Executive Order 13607.

UWF will make available to the student through the UWF Personal College Financing Plan the following information:

1. Costs covered by benefits.
2. Financial aid the student may qualify to receive
3. Expected student-loan debt after graduation
4. Additional information to use to compare aid packages at different institutions.

Log into your MyUWF account and search for your Personal College Financing Plan under the Financial Aid tab

Our website has additional information on your [Personal College Financing Plan](#).

### Free Application for Federal Student Aid (FAFSA)

Students using VA education benefits (Chapters 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 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 (not to exceed \$30,000) of additional Post-9/11 (Chapter 33) VA education benefits to eligible students training in the high-demand fields of Science, Technology, Engineering, and Math (STEM) STEM Program List Revision 508. Approved applicants for the scholarship will receive a Certificate Of Eligibility (COE) with the additional benefits. The student will provide a copy of the new COE to MVRC and submit a VA Enrollment Certification Form (ECF) to have courses certified under the STEM Scholarship. Monthly verification of attendance with the Department of Veteran Affairs is required. For eligibility requirements, visit the VA site Edith Nourse Rogers STEM Scholarship | Veterans Affairs, or contact the MVRC at [mvrc@uwf.edu](mailto: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;
- 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,"
- 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 assigned an NC grade, a debt from VA for the course tuition and fees, plus corresponding monthly housing stipend will be accessed to the student.

Students using VA education benefits may opt out of the NC Policy. Contact the Military & Veterans Resource Center (MVRC) at 850-474-2550 or by email at [mvrca@uwf.edu](mailto:mvrca@uwf.edu) and ask to be connected to the Mentor Coordinator. A hold will be placed on the student's account and the final grade will be posted. The grade will not be converted to an NC grade.

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 the 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

The 85/15 Ratio Requirement prohibits paying Department of Veterans Affairs (VA) benefits to students enrolling in a program when more than 85% of the students enrolled in that program have any portion of their tuition, fees, or other charges paid for them by the school or VA.

If the ratio of Supported Students to Non-Supported Students exceeds 85% at the time a new VA beneficiary student enters or reenters (such as after a break in enrollment), the student cannot be certified to receive benefits in the program. The MVRC monitors the 85/15 ratio to ensure compliance

## Tuition Information for Military, Uniformed Services and Civilian

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

Military, Uniformed Services and Civilian TA submit an approved Tuition Assistance (TA) Vouchers to the MVRC ([mvrca@uwf.edu](mailto:mvrca@uwf.edu)) before the end of regular registration (the day before classes begin). 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.
- VOUCHERS WITH INCORRECT DATES OR COURSE INFORMATION CAN NOT BE PROCESSED per military service policy.

Military TA vouchers can be submitted by:

- Email: [mvrca@uwf.edu](mailto: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

## Tuition Costs

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.

In certain circumstances, military TA can be combined with VA education benefits. For more details, contact the MVRC ([mvrcta@uwf.edu](mailto:mvrcta@uwf.edu)).

## Active Duty Residency

Full-time active-duty military and Uniformed Service members 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 service members 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.
- Non-Florida Resident tuition will be charged unless proof is provided before the end of the enrolled semester.

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

### Florida National Guard EDD

National Guard Members submit approved Education Duty for Dollars (EDD) Vouchers to the MVRC ([mvrcta@uwf.edu](mailto:mvrcta@uwf.edu)) before the end of regular registration (the day before classes begin). 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.
- VOUCHERS WITH INCORRECT DATES OR COURSE INFORMATION CAN NOT BE PROCESSED per military service policy.

EDD vouchers can be submitted by:

- Email: [mvrcta@uwf.edu](mailto: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 MyCAA Scholarship

The MyCAA Scholarship will fund up to \$4,000 for approved programs and is available to eligible spouses of active duty service members.

- Spouses submit an approved MyCAA Voucher to the MVRC ([mvrcta@uwf.edu](mailto:mvrcta@uwf.edu)) before the end of regular registration (the day before classes begin).

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

MyCAA Vouchers can be submitted by:

- Email: [mvrcta@uwf.edu](mailto: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

## Residency & Tuition Costs

Full-time Active-Duty military, Uniformed Service members and their dependents who are listed in the military DEERS system assigned to military units within the state of Florida are granted temporary residency for tuition purposes. A copy of orders for the service member and DEERS verification for dependents will be required.

## DoD and Civilian Tuition Assistance (TA) Information

### DoD Civilian TA, Civilian Acquisition TA, and Palace Acquire TA

Submit completed and approved Civilian Acquisition (ACQ), Palace Acquire (PAQ), and Civilian ACQ Tuition Assistance (TA) Vouchers to the MVRC ([mvrcta@uwf.edu](mailto: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](#) (p. 2) students), submit a request to the MVRC ([mvrcta@uwf.edu](mailto:mvrcta@uwf.edu)) requesting a tuition deferment to allow time for the military.
- VOUCHERS WITH INCORRECT DATES OR COURSE INFORMATION CAN NOT BE PROCESSED per military service policy.

TA vouchers can be submitted by:

- Email: [mvrcta@uwf.edu](mailto: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

## Residency & Tuition Costs

Non-Florida Resident tuition will be charged unless proof of Florida residency is provided before the end of the enrolled semester.

## VA Tuition Deferment

Students using Chapter 33 (Post 9/11) and Chapter 31 Veteran Readiness and Employment (VR&E) benefits will be issued a 90-day tuition deferment in accordance with Public Law 115-407 section 103. The 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

of a payment to be provided by the student' VA education benefits under chapter 31 or 33.

Students must provide proof of eligibility and submit a VA Enrollment Certification Form (ECF) to receive a tuition deferment.

Submit a VA Enrollment Certification Form (ECF) via MyUWF ([my.uwf.edu](http://my.uwf.edu)) and provide proof of VA education benefits with a Certificate of Eligibility (COE) or one of the following VA application forms (1990, TEB +1990e, 5490).

Students rated at less than 100% eligibility for Chapter 33 (Post 9/11) benefits will receive a different deferment date for the remaining portion of the tuition. Contact MVRC for additional information.

Veterans and other eligible degree-seeking students receiving VA education benefits on active duty and under Chapters 30, 33, 35, 1606, and, U.S.C., are eligible for one deferment each academic semester. 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 with a COE on file.

A deferment extension may be issued if there is a delay in the receipt of benefits. The deferment extension must be requested by email to [mvrca@uwf.edu](mailto:mvrca@uwf.edu) prior to the original deferment due date. A deferment will not be issued for a date after the last day of the term.

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

Terms	Fall	Spring	Summer
1	11/17/2024	04/06/2025	06/12/2025
2	09/18/2024	02/05/2025	06/12/2025
3	11/13/2024	04/02/2025	07/27/2025
4	N/A	N/A	07/17/2025
10	N/A	N/A	06/12/2025
90	N/A	N/A	07/24/2025
91	09/18/2024	02/05/2025	N/A
92	10/16/2024	03/05/2025	N/A
96	N/A	N/A	06/12/2025

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

Veterans and other eligible degree-seeking students receiving VA education benefits under Chapters 30, 33, 35, 1606, and, U.S.C., may request a tuition deferment via their VA Enrollment Certification Form (ECF) found in MyUWF ([my.uwf.edu](http://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.

### Purple Heart/Military Honor Waiver

The Purple Heart Waiver covers the cost of tuition and fees toward a degree or certificate program up to 110% of the required hours for the program of study. An eligible student enrolled in an associate degree, baccalaureate degree, or career and technical certificate program at a Florida College System institution would qualify. The Purple Heart Waiver provides a tuition and fee waiver for Florida military veterans who received a Purple Heart OR combat decoration that is "superior in precedence." Purple Heart, Bronze Star (must be "V" designation or device), Distinguished Flying Cross, Legion of Merit (must be "V" designation or device), Silver Star, Air Force Cross, Distinguished Service Cross, and Medal of Honor. To apply for the waiver, go to MyUWF ([my.uwf.edu](http://my.uwf.edu)) to fill out the Military Honor Waiver.