



State Approving Agency for Veterans Education
700 Foothill Blvd
Salt Lake City, UT 84108
Phone (801) 584-1973 • Fax (801) 584-1964

Veteran or Eligible Student Enrollment Addendum

Institution: **Bridgerland Technical College**
1301 North 600 West
Logan, UT 84321

STUDENT NAME AND ID#

Programs at the above named institution are approved by the *Utah State Approving Agency for Veterans Education (SAA)* for eligible students to receive education benefits from the U.S. Department of Veterans Affairs. Students who enroll to receive these benefits are required to abide by the policies and rules of the school and by the rules and regulations set forth herein by the SAA and the U.S. Department of Veterans Affairs. **In instances where the policies stated herein vary with those of the institution, students who wish to remain eligible for education benefits from the U.S. Department of Veterans Affairs must maintain the higher of the standards set forth.** Text in orange denotes the College's requirements and/or information provided for explanation and understanding.

Please read this Addendum carefully and sign and date at the reverse last page (item #6) of the form.

1 & 2. Satisfactory Progress & Attendance

You must make satisfactory progress toward completion of the program in which you are enrolled to continue receiving veterans' benefits. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate within the approved length of the program. The satisfactory progress standard is at least 70% (or the higher rate set by the institution). The College's standard is a 1.5 standard which is equivalent to 67%, therefore the 70% VA standard is the higher standard. Students must maintain this rate every month of enrollment (or a higher rate if required by the student's program). Student progress hours associated with the program's competency completion will be assigned by the student's instructor by the end of every month. The Financial Aid Office (FAO) pulls program progress reports immediately following the 5th of the month after the month of the report. Students must work with their instructor to resolve any reporting errors prior to the 5th. The total hours the student has completed is divided by the total scheduled hours to that point. If the result is 70% or higher, the student is considered to have satisfactory progress. Students repeating courses or taking longer than the hours determined for the course to complete it run the risk of depleting their education benefit funds and being responsible for educational expenses and charges not covered by this benefit in order to complete the program.

Good attendance is critical to successful completion of the program. You must maintain at least an 80% attendance rate (**or the higher rate set by the institution**) to continue receiving VA benefits. Students enrolled in programs whose standard exceeds 80% required attendance must adhere to the higher standard. The FAO pulls attendance reports immediately following the 5th of the month after the month of the report. Students must work with their instructor to resolve any errors (including clock-in, clock-out errors) prior to the 5th. Hours attended during the month are divided by the hours the student is contracted/enrolled for that month. If the result is 80% or above (or higher if the program standard is higher) the student is considered to have satisfactory attendance. A month must include a minimum of 5 school days in which a student is enrolled. If you are enrolled fewer than 5 school days during a calendar month, that month's enrollment will be combined with the following month and considered a month. A student's enrollment will be terminated on the tenth day of consecutive absence.

Students must maintain both progress and attendance standards every month. If your progress or attendance is not satisfactory in any measured portion of the program (monthly), you will (may) be notified as to such and placed on Probation for 30 days (the following month), at which time your progress and attendance will again be evaluated. If satisfactory improvement is not made by the end of this probationary period—your progress is below the 70% required standard, or if you miss more than 20% of your time during the probationary period (or you are not meeting the higher standard of progress and attendance if a higher standard is required by your program), your VA benefits will be terminated.

A student who fails to maintain satisfactory progress or attendance for two consecutive months and therefore has their benefits terminated, may reestablish eligibility by maintaining two consecutive months of satisfactory attendance and



progress following the time the eligibility was lost. By so doing, the student demonstrates that the reasons for not maintaining the policy have been removed. A student's enrollment may be certified for the two consecutive months, following the second consecutive month of maintaining progress and attendance. Any month following termination that is not meeting standard may never be certified. It is the responsibility of the student to notify the College's VA Certifying Official in the FAO once eligibility has been reestablished.

The College's Academic Probation rules and Performance Improvement Plan as described in college policy may be implemented—however, this does not replace the policies and procedures set forth in this Addendum. Students must also maintain appropriate student conduct. *For the College's complete progress, attendance, and conduct policy, of which all students must adhere, see Academic Rights and Responsibilities Section 600.616 available online https://www.btech.edu/wp-content/uploads/policies/600_616_academic_rights_responsibilities.pdf*

3. Leave of Absence

If excess absences are expected, students receiving VA educational benefits may take a school approved Leave of Absence (LOA). This will interrupt VA educational benefits during the leave. Taking a LOA is not usually advised; visit with the College's VA certifying official before submitting a LOA request so the you know exactly how this will affect your benefit. The Leave of Absence will be reported to the VA as a termination. When you return from the leave, the school may re-certify you for benefits, giving you credit for all hours completed prior to the leave. The length and frequency of an LOA may be limited. Expectation of return must be documented.

For the complete policy, including where to access and how to submit an LOA request, see college policy Section 600.620 available online at https://www.btech.edu/wp-content/uploads/policies/600_620_Leave_of_Absence.pdf

Provisions

Any student who cannot attend school due to military service of more than 30 consecutive days may be readmitted with the same academic status as he or she had when last attending the college. The student must notify the school of his or her military service and intention to return to school as far in advance as possible. Extended absences may best be handled by submitting an official LOA request. However, provisions may be granted for military service requirements beyond the allowances of the LOA Policy.

Regulatory Citation: Consumer Information Disclosure-Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members

4. Program Completion

Your VA educational benefits expire on the earliest of **either** the date your enrollment reaches the total hours approved for your program, **or** on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the school's VA Certifying Official as soon as possible so that the VA can be informed within 30 days. It is the responsibility of the student to notify the College's VA Certifying Official of any enrollment changes. Certified beginning and ending dates are determined based on your scheduled hours of enrollment and the program hours the VA has approved. Your benefits will expire once you have been enrolled the hours approved for your program even when satisfactory progress is maintained throughout enrollment, **OR** your benefits will expire on the date you complete or terminate your enrollment in the program - whichever comes first.

For more information see Bridgerland's list of Programs Approved for Veterans Education Benefits, and The Veterans Checklist; both are available online at <https://btech.edu/students/financial-aid/va-benefits/>

5. Prior Credit

If you have completed any previous college level courses or have relevant work experience, documentation and transcripts must be submitted to the institution for review to ensure all proper credit is awarded. This is not optional; VA will not pay for duplication of training. You will receive a Prior Training Questionnaire once all required transcripts and documents are submitted. This will assist the school in determining your prior credit hours.

See The Veterans Checklist available online at <https://btech.edu/students/financial-aid/va-benefits/> for more information/clarification. Prior Credit hours are synonymous with the College's definition of a Transfer Hour. For more information on Transfer Hours see Bridgerland policy Section 600.690 Student Transfer located online at <https://btech.edu/wp-content/uploads/600.690-student-transfer.pdf>

6. I have read this **Enrollment Addendum** and understand that I am required to comply with all policies and rules of the school, as well as those of the Utah SAA and the U.S. Department of Veterans Affairs.

Signature of Student

Date

Signature of the College's VA Certifying Official

Date

*The information on this Addendum is current at the time of publication and is subject to error and change without notice.
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