

Veteran or Eligible Student Enrollment Addendum

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

STUDENT COPY

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.

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) pull program progress reports immediately following the 5th of each month. 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 at 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 course completion 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 the attendance rate set by the institution to continue receiving VA benefits. Students must maintain the minimum attendance requirement of their program of study. 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 the minimum requirement or above, 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. Ten consecutive absences may result in automatic termination.

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 time than is considered satisfactory during the probationary period (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 and attendance 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.

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 you know how this will affect your benefit. The Leave of Absence will be reported to 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://btech.edu/about-us/policies-2/>

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 they had when last attending the college. The student must notify the school of their 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 contracted 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 on the date you complete or terminate your enrollment in the program - whichever comes first.

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 Bridgerland'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/about-us/policies-2/>

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