



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 requirements and is provided for clarification.

*Please read this Addendum carefully and sign and date at the reverse 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. Test scores, projects, demonstrations etc., are used to evaluate a student's competency in each course. At the completion of each course students will receive a final grade or rating using an A-F grade or 4-0 rating scale. Each program defines competency levels that must be met for certificate eligibility, which at a minimum must not be equal to an F or zero. Students repeating courses or taking longer than the hours determined for the course to complete it run the risk of depleting financial aid 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. Bridgerland requires students attend 90% of the hours enrolled/contracted each month. The FAO pulls attendance reports immediately following the 5<sup>th</sup> 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 5<sup>th</sup>. Hours attended are divided by the hours the student is contracted/enrolled for that month. If the result is 90% or above the student is considered to have satisfactory attendance. The College considers excused absences – up to 10% - when documented with the Financial Aid Office by an official third party such as a doctor, military, or court. Excused absences, regardless of the reasons, may not exceed 10% of the hours you are contracted/enrolled for the month. A month must include a minimum of 5 school days in which a student is enrolled. If you are enrolled less 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 (regarding progress), or if you miss more than 20% (10%) of your time during the probationary period, your VA benefits will be terminated. A student who fails to maintain satisfactory progress and attendance and therefore loses eligibility 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 Bridgerland's VA Certifying Official 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 and taking a LOA is not usually advised. You should 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. Any request for a LOA must be submitted in advance and must be approved by the student's instructor, the VA Certifying Official, and Registration. A LOA may not be less than 7 calendar days or exceed 180 calendar days within a 12-month period. Only one LOA may be approved. Students must provide reasonable expectation that he or she will return to school. For the complete policy and more information, see Bridgerland policy Section 600.620 available online at [https://www.btech.edu/wp-content/uploads/policies/600\\_620\\_Leave\\_of\\_Absence.pdf](https://www.btech.edu/wp-content/uploads/policies/600_620_Leave_of_Absence.pdf)

### 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.

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 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/wp-content/uploads/600\\_690-student-transfer.pdf](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.

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Signature of Student

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Date

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Signature of the College's VA Certifying Official

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Date