

What an Institution Needs to Do

NOTE: These requirements apply to any institution where the eligible veteran began attendance—even if the institution has had a change of ownership in the intervening time. These provisions supersede any State law or other matter that reduces, limits, or eliminates any right or benefit provided under these provisions.

✓ **Develop or revise your institution’s admissions policies and procedures** related to readmissions of veterans to assure consistency with new HEAO requirements. An institution may not deny readmission on the basis of the military service of the student. (In most cases, the student must apply for readmission within 5 years of completion of military service) These policies and procedures must provide that:

- The eligible veteran is promptly readmitted—meaning that—with some limited exceptions—he/she is admitted to the next class or classes beginning after he/she has indicated the intent to re-enroll
- The eligible veteran is admitted with the same academic status—meaning the same program (or most similar one, if same program does not exist), same enrollment status, same number of credits, and same satisfactory academic status.
- During the first academic year, the veteran is to be assessed the same tuition and fee charges as were in effect during the academic year he/she left the program. (Veterans or other servicemember education benefits may be taken into account.) [34 CFR § 668.18(a)]

✓ **Develop procedures for addressing institutional determinations that a student is not prepared to be readmitted with the same academic status.** These procedures must include reasonable efforts by the institution to help the student become prepared—including the provision of refresher courses at no extra cost to the student. An institution is not required to readmit the veteran if it can demonstrate through a preponderance of the evidence that the student is not prepared to resume the program or will not be able to complete it. [34 CFR § 668.18(a)(2)(iv)]

✓ **Designate one or more offices at the institution that the veteran may contact to provide notice of his/her being called into service or notice of his/her intent to return to the institution.** The student: may not be required to provide information regarding his/her being called into service in any particular format; may not be subject to any requirement regarding the timeliness of the notice; and does not need to express an intent to return to the institution. [34 CFR § 668.18(c)(2)]

✓ **Develop guidelines regarding the documentation to be provided by the veteran seeking readmission.** Examples are provided in proposed regulations. Note that an institution may not delay or avoid readmission of a student by requiring documentation that does not exist or that is not readily available at the time of readmission. [34 CFR § 668.18(g)]