

---

Policy Name:	Establishing Principles of Excellence - Military
Policy Number:	ADM 4.07
Title of Policy Owner:	Chief Financial Officer
Approved by:	Administrative Cabinet
Effective Date:	08/01/2022
Version:	2.0
Policy Status:	Approved

### I. Policy

It is the policy of Bon Secours Memorial College of Nursing (BSMCON) to offer and administer Veteran Affairs education benefits in accordance with federal and state regulations.

### II. Purpose

The purpose of this policy is to establish roles and responsibilities, internal controls, procedures and deadlines for the participation and administration of Veteran Affairs education benefit programs. BSMCON acknowledges the importance of providing meaningful information to service members, veterans, spouses and other family members about the financial cost and educational quality of its programs and to ensure the administration of such Veteran Affairs education benefits in accordance with applicable federal and state regulations and Principles of Excellence for Educational Institutions.

### III. Scope

This is an institutional policy that applies to all BSMCON prospective and enrolled students utilizing Veteran Affairs education benefits.

### IV. Definitions

School Certifying Official (SCO) - is a representative of an educational institute or training establishment who is authorized to submit enrollment certification to DVA (Department of Veterans Affairs) for VA education benefits.

### V. Policy Details

#### **A. Designation of a Responsible Party**

With appropriate oversight by the Chief Financial Officer, the Director of Financial Aid is responsible for monitoring compliance with the requirements of this policy

and applicable Veteran Affairs regulations. The Director of Finance serves as the School Certifying Official (SCO) for Veteran Affairs education benefits.

### **B. Principles of Excellence – Military: Executive Order**

On April 27, 2012, President Obama signed Executive Order 13607. This executive order encourages institutions of Higher Education to recognize the importance of transparency when providing students with outcome measurements, financial disclosure documents and enhanced enforcement and compliance mechanisms.

Bon Secours Memorial College of Nursing (BSMCON) agrees to comply with the Principles of Excellence Order and commits to:

#### i. Prior to Enrollment

BSMCON will provide prospective students who are eligible to receive federal military and veterans educational benefits (Veteran Affairs educational benefits) with a personalized and standardized form, as developed in a manner set forth by the Secretary of Education, working with the Secretaries of Defense and Veterans Affairs, to help those prospective students understand the total cost of the educational program, including tuition and fees; the amount of that cost that will be covered by federal Veteran Affairs education benefits; the type and amount of federal financial aid they may qualify for; their estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions. The Financial Aid Shopping Sheet provides personalized award information to all prospective and enrolled students. It is provided electronically via the Student Information System (SIS).

#### ii. Federal Financial Aid Fund Sources

The SCO will inform students who are eligible to utilize federal Veteran Affairs education benefits of all fund sources available to finance their education including federal Veteran Affairs education benefits and other federal financial aid fund sources, as further defined in ADM 4.02 Federal Financial Aid Programs. The SCO will inform and review potential federal financial aid fund sources with the student prior to packaging financial aid and will exhaust all federal fund sources prior to offering private student loans or alternative fund sources.

#### iii. Recruiting Techniques

BSMCON does not use aggressive or fraudulent recruiting techniques, as well as misrepresentation, payment of incentive compensation and is committed to meeting federal and state authorization requirements, consistent with the regulations issued by the Department of Education (34 C.F.R. 668.71-668.75, 668.14, and 600.9)

iv. Compliance with Federal, State and Local Regulatory and Accreditation Standards Requirements

BSMCON attests to ensuring compliance with regulatory and accrediting standards including, but not limited to Title IV Regulations, institutional and programmatic accrediting standards and other federal, state and local regulatory requirements that govern its academic programs. This includes, but is not limited to, regulatory and accrediting body approval of any substantive changes in educational programming or course offerings.

v. Enrollment Status Changes

BSMCON policy allows for temporary leaves of absences for service members and reservists who are called to active duty and/or those who must permanently withdraw from the institution due to military service orders. In such circumstances, BSMCON allows for readmission for those students meeting Satisfactory Academic Progress standards as further defined in ADM 2.06 Satisfactory Academic Progress policy. Students are also required to review ADM 3.07 Leave of Absence or Permanent Resignation from the College and ADM 3.11 College Admissions / Readmissions policies in such circumstances.

vi. Financial Refunds

BSMCON offers Financial Refunds to students in accordance with Title IV Regulations, which are authorized by the Higher Education Act of 1965, as amended. Financial Refunds are offered to students in various scenarios, which are further defined in ADM 5.01 Financial Refunds policy.

vii. Degree Audit Plan

BSMCON provides degree audit plans electronically via the Student Information System (SIS) for all students, including those utilizing federal Veteran Affairs education benefits. This detailed plan outlines how students fulfill their educational requirements that are necessary to graduate from the program and the expected timeline for completion. In certain cases, previous coursework from other accredited institutions and relevant

military training may be evaluated for transfer credits. Additional details are located in ADM 3.01 Transfer Credit policy.

#### viii. Point of Contacts for Student Success

BSMCON offers various forms of student services to ensure student success. Such services include, but are not limited to:

Academic & Career Advising - which includes access to academic counseling, accommodations counseling, and career counseling to assist service members, reservists, and their families with the successful completion of their educational programs and assistance with subsequent job placement.

Financial Advising – which includes financial aid counseling and other services as provided by the Financial Aid Office and/or SCO.

### **C. Financial & Academic Penalties**

BSMCON does not impose financial and academic penalties including, but not limited to, assessment of late fees, restriction of course work, and denial of access to classrooms, library or other facilities. In addition, BSMCON does not require any student participating in federal Veteran Affairs education benefits to remit student payment or borrow additional financial funding to meet any BSMCON financial requirements in the event that there is a delay in receiving federal Veteran Affairs education benefits.

### **D. Grievances**

The Virginia State Approving Agency (SAA) is the approving authority for federal Veteran Affairs education benefits and training programs for the state of Virginia. In the event that a student receiving federal Veteran Affairs education benefits has a grievance against BSMCON, the student should first follow the procedures set forth in ADM 1.05 Appeal Process for Non-Academic Student Grievances policy. In the event that the grievance cannot be satisfactorily resolved, the student may file such a grievance with the SAA office at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

**REFERENCE:** Executive Order 13607; Dear Colleague Letter: GEN-12-17 (Publication Date August 30, 2012)

## VI. Attachments

VII. Related Policies

- ADM 1.05 Appeals Process for Non-Academic Student Grievance
- ADM 2.06 Satisfactory Academic Progress
- ADM 3.01 Transfer Credit
- ADM 3.07 Leave of Absence or Permanent Resignation from College
- ADM 3.11 College Admission / Readmission
- ADM 4.02 Federal Financial Aid Programs
- ADM 4.04 Student Accounts
- ADM 5.01 Financial Refunds

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	7/23/2020	New Template	P Roberson
2.0	06/10/2022	Update for Chief Financial Officer, revisions to formatting, inclusion of additional requirements as prescribed from Veteran Affairs audit	Chief Financial Officer