



Operating Protocol & Procedure

Details:

Number: 313

Title: Enrollment, Attendance, and Participation for Chapter 33 and 31 beneficiaries

Category: Students

Office of Primary Responsibility: Admissions and Records

Approval Date: 2/10/20

Effective Date: 2/10/20

Revised: 4/26/23, 5/6/24

Reviewed: May 2024

Purpose:

To ensure Chapter 31 and Chapter 33 beneficiaries can enroll and attend courses without penalty or the requirement of additional compensation while awaiting Department of Veteran Affairs (VA) tuition and fee payments in accordance with S.2248 - The Veterans Benefits and Transition Act of 2018, Section 103, Public Law 115-407.

Applicability:

Employees of Fiscal Operations, Admissions and Records, any employee designated as a School Certifying Official, and Chapter 31 and 33 beneficiaries.

Definitions:

School Certifying Official (SCO) – College-designated School Certifying Official designated on Veteran Affairs Form 22-8794. For a list of the college's SCOs, contact the VA desk in Admissions and Records.

Covered Individual – Chapter 31 and Chapter 33 beneficiaries

"V" Hold – a veteran specific marker placed on a student's individual record that does not restrict registration, or the college's ability to release transcripts. This hold, if placed prior to the full term census date of each semester, will preserve registration through the Drop for Nonpayment process.

References:

[School Certifying Official Webinar](#)

[S.2248 - The Veterans Benefits and Transition Act of 2018, Section 103, Public Law 115-407](#)

[SCO Handbook](#)

Attachments or Related Forms/Documents:

None

Operating Protocol:

Chapter 31 and Chapter 33 beneficiaries must be allowed to attend a course without restriction, and enroll in additional courses in the same or subsequent term while awaiting VA tuition and fee payments. PCC cannot deny these beneficiaries access to classrooms, libraries, or other institutional facilities; require the student to pay more than their share of charges due to the college; or impose a penalty upon a student due to late payments from the VA for 90 days after the date school certifies tuition and fees following the receipt of a valid letter of eligibility, Certificate of Eligibility, or Veteran Affairs Form 28-1905.

Procedure:

The college will place a “V” hold on a covered individual’s account upon receipt of a valid letter of eligibility, Certificate of Eligibility, or Veteran Affairs Form 28-1905. This will allow the covered individual to remain enrolled past the college census date regardless of payment status.

If a covered individual wishes to enroll into additional courses within the current or subsequent term and a Past Due hold is actively preventing registration, the VA desk, Cashier Office, or SCO must be contacted. The SCO will verify that the balance remaining consists of only the VA portion due to the college. Once confirmed, the past due hold will be lifted.

If payment is not received within 90 days from the date the SCO certified tuition and fees, the SCO will contact the VA immediately for resolution. Should the balance become the responsibility of the student, the student will be promptly notified by the Cashier Office. Failure to pay could result in a hold on future registration. Non-payment may also result in the addition of collection fees, attorney fees, interest, and other costs.