

## VA payment policy Addendum Effective August 1, 2019

### MILITARY PERSONNEL

ENMU-Ruidoso defines military personnel as active duty or veterans and has three admission programs designed for military personnel. They are the Active Duty Military program (ADM), Servicemen's Opportunity College (SOC), and the Military Admissions Program (MAP). For guidelines on credit for military service, go to the "Prior Learning Assessment" section of the catalog.

#### REQUIREMENTS

- Determine which education benefits you are eligible for through the U.S. Department of Veterans Affairs, then review the VA Education Benefits.
- Contact your Military Education Office (Active Duty) to find out how you can qualify for tuition assistance specific to your command
- Apply for admission to ENMU-Ruidoso.
- Complete the appropriate Application for Benefits form found under your chapter of VA Education Benefits.
- Receive a letter from the U.S. Department of Veterans Affairs indicating your application is processed (could take up to 10 weeks).
- Receive your Certificate of Eligibility from the U.S. Department of Veterans Affairs.
- Send a copy of your Certification of Eligibility to ENMU-Ruidoso Student Success Emporium.
- Register for your enrollment and notify ENMU-Ruidoso Student Success Emporium each semester to let them know you want to use your VA Education Benefits for the semester.
- Complete the Education Benefits Form each semester to let ENMU-Ruidoso Student Success Emporium know you want to use your VA Education Benefits for the semester.

ENMU-Ruidoso will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other students who have satisfied their tuition and fee bills to the institution).

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first required to:
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.