

Veterans' Educational Benefit Certification Procedure	Procedure Number	3.9P
	Effective Date	August 2, 2011

1.0 PURPOSE

In accordance with Board Policy 3.9 Veterans' Educational Benefit Certification, the purpose of this procedure is to determine and articulate the College's administrative responsibilities and requirements in the operational duties associated with federal and state veterans' educational benefits programming.

2.0 REVISION HISTORY

Adopted on: 2/24/00
 Revised on: 8/2/11

3.0 PERSONS AFFECTED


Students who are veterans of the U.S. Armed Forces
 Veteran's Affairs Certifying Official
 Financial Aid office
 Accounting

4.0 DEFINITIONS

- A. *Veteran* – A member of the U.S. Armed Forces who has completed his or her term of service and may be eligible for VA educational benefits.
- B. *Spouse/Dependent of Veteran* – A related person who has been given Veteran's Education Benefits from the Veteran, per the VA guidelines.

5.0 PROCEDURES

- A. Under the direction of the Director of Financial Aid, the LCCC certifying official will be responsible for carrying out the operational duties of federal and state veteran's educational benefits. This includes all certification responsibilities with the Department of Veterans' Affairs and in accordance with published criteria for educational benefits.
- B. The Certifying official is responsible for assuring that students meet the eligibility criteria set forth by the Department of Veteran Affairs and the State of Wyoming for these respective programs.
- C. The Accounting office is responsible for processing payments electronically from the Veteran's Affairs office.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Diane Drebin, Student Services Vice President Joey French, Financial Aid Associate Director Jenny Hargett, Enrollment Management Dean	6/28/11
Approval by President's Cabinet		8/2/11
Approval by President (Signature)		8/2/11