



FLORENCE-DARLINGTON TECHNICAL COLLEGE

PROCEDURE

Number: 53-31
Title: Veterans Administration Information
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-10 Free Tuition Benefits

Other:

Procedure Description

Purpose

To provide information describing the basic operating procedures and guidelines governing benefits provided to veteran students.

Procedure

The following information is a skeletal overview of the guidelines governing veterans receiving benefits. It should not be assumed that all procedures regulating benefits are stated here. For more in-depth information contact the Registrar Services Office - VA Certifying Official

Veterans Administration Information

All students receiving V.A. educational payments must follow certain regulations. These regulations are included in a handout entitled "V.A. Educational Assistance," available in the Registrar Services Office. Below are listed regulations in condensed form:

1. Veterans interested in receiving V.A. benefits should go to the Registrar Services Office in Student

Services (5000 Building) as soon as they are accepted into a program to apply for payment from the Veterans Administration.

2. Eligibility for benefits extends for a period of ten years from the date of separation from active duty. Eligibility is determined by different criteria for veterans who entered active duty after December 1976, for spouses and children of veterans who are 100% disabled, and for widows and children of veterans who died of service-connected causes.
3. Veterans who wish to enroll in courses not required for their declared degree or program of study must first meet with their academic advisor. A written justification outlining the need for the course must be submitted and approved by an appropriate College official prior to registration.
4. A student receiving veteran's benefits from any military branch may take ONLY subjects required for graduation in the curriculum in which he/she is enrolled.
5. Veterans should notify the School Certifying Official (SCO) of any changes in their class schedule.
6. Veterans wishing to change to a different curriculum must first be accepted into the new curriculum by the Admissions Office and the departmental advisor, then he/she should go to the Registrar Services Office to apply for V.A. approval of the new curriculum.
7. Veterans must maintain satisfactory attendance, progress, and conduct, or their benefits will be terminated. Eligible persons in Technology and College Transfer programs will be terminated for excessive absence at the discretion of their instructors in accordance with the general attendance policy of the College. If the student is receiving an educational allowance and is enrolled in a non-degree program, his/her benefits will be terminated when his/her absences total 10% of the total scheduled class days for that class for the semester. The Veterans Administration does not recognize absences for any reason as "excused".
8. Any subject not passed in two attempts may not be taken again for V.A. payment purposes.
9. A veteran or eligible person will not be permitted to:
 - a. Retake a subject more than once with a grade of F.
 - b. Retake subjects for which credit has been granted for previous training and receive benefits.
 - c. Take a subject which is outside the curriculum, electives that are not compatible with the curriculum, or electives which exceed requirements for graduation without special permission and/or state approval.
10. A veteran can only receive benefits for those courses required for graduation in his/her curriculum.
11. If a veteran has never used his/her V.A. benefits, the Registrar Services Office may request a copy of his/her discharge papers, DD-214. Only the original or a certified copy can be accepted.

12. If a veteran has used his/her benefits previously, the School Certifying Official (SCO) will need to know his/her V.A. file number and the number of credit hours transferred from another institution. In addition, the veteran needs to provide a copy of the certificate of eligibility letter to the SCO.
13. If an advisor or student receiving V.A. education benefits has any questions not covered in the above list of condensed statements, they should contact the School Certifying Official (SCO) for further clarification or information.
14. In accordance with paragraph 3.j.(3) of the DOD MOU, the Office of Admissions at Florence-Darlington Technical College does not engage and bans all forms (i.e., phone calling, emailing, texting, or in-person) of high-pressure recruitment tactics to secure the enrollment of Service members.
15. Florence-Darlington Technical College will instruct its personnel to direct eligible Service members to obtain approval from an Educational Services Officer (ESO) or military counselor prior to enrolling at our institution.
16. Florence-Darlington Technical College is committed to supporting Service members and reservists. Students who are temporarily unable to attend classes or must suspend their studies due to military service obligations will be granted readmission to their academic program upon their return. To qualify for readmission under this policy, students must provide official documentation of military orders as verification of their service requirements.