

## FINANCIAL AID

Students attending Luther Rice have access to financial aid for on-campus, online, modular, and independent study courses. This aid may be Federal Financial Aid, institutional scholarship, Military Benefits, or a combination thereof.

### FEDERAL FINANCIAL AID

As directed by the U.S. Department of Education, federal funds are allotted to the lowest income families first, but funds are also available for middle and upper-income families.

Federal aid is available for associate, bachelor, master, and doctoral-level students enrolled in courses that apply to their current degree program. Enrolling in courses for which transfer credit is granted does not apply toward enrollment status.

Preparatory coursework for the Doctor of Ministry program is eligible for federal aid for the calendar year. Any preparatory coursework completed beyond the 12-month period will not be eligible for federal aid.

Certificate or non-degree seeking programs are not eligible for federal financial aid.

Federal aid can come in the form of grants, work study, and/or loans.

Students applying for federal aid are ultimately responsible for their student account regardless of the outcome of their financial aid application. Students should regularly check their student email for communications from the Financial Aid Office.

### Grants

The grants listed below are available only to associate and bachelor students. Grant recipients can take as few as one course, but this is not recommended because of time limitations for the degree program.

*Pell Grant* – The Free Application for Federal Student Aid (FAFSA) is used to determine a student's eligibility and amount of grant available. The amount awarded depends upon the number of courses taken (up to a maximum of four classes per term).

*Federal Supplemental Education Opportunity Grant (FSEOG)* – FSEOG is awarded to an undergraduate student with a low Student Aid Index (SAI), which is provided by the U.S. Department of Education. The smallest award is \$100 per year. Funds are first awarded, depending on availability, to Pell recipients with a low SAI.

The group of eligible students is identified after the last WD period of the first term of the award year (summer), and each student is awarded \$100 per term (summer, fall, and spring) depending upon availability of FSEOG funds. This same practice will occur after the WD period for the next term (fall) resulting in eligible students awarded \$100 per term for the remainder of the year (fall and spring) depending upon

the availability of FSEOG funds. Likewise, the same practice occurs in the spring term depending upon the availability of FSEOG funds. If in any term the group size is too large for each eligible student to receive \$100 per term for the remaining terms in the financial aid year, a random sample is determined from the group that is small enough to allow \$100 for each remaining term for each student in the sample.

If excess FSEOG funds remain in the spring term after all spring Pell recipients with a low SAI have received \$100 FESOG, funds will next be offered to spring Pell recipients based upon the next lowest SAI to the highest SAI. Each offer from any excess funds will be for the spring semester only and will be \$100. If excess FSEOG funds remain after all spring pell recipients have received \$100 FSEOG, these additional funds will be offered in an equitable manner beginning with the Pell recipients with the lowest SAI.

### **Federal Work Study**

Financial aid applicants may apply for Federal Work Study (FWS), which entails a student being employed by the school/outside entity in a field relevant to their education. Student applicants must complete a financial aid application, a Luther Rice job application, and be enrolled or confirm enrollment for the near future. There is no maximum number of FWS recipients, but the school must employ at least one, and at least one of the work-study students must be employed in a community service position. Applications must be submitted to the Luther Rice Human Resources Representative. A FWS employee should submit a record of hours worked to his supervisor and also to the Vice President for Financial Affairs, who will process payment from Luther Rice funds. Payments occur twice per month (on the first and fifteenth unless those days fall on a weekend and then the payment day is typically on the preceding Friday).

### **Loans**

Students may receive Federal Direct Loans each term that they are enrolled at least half-time (2 classes for associate, bachelor, master or those enrolled in preparatory courses; 1 class for doctoral students). Federal Direct Loans allow for repayment after the student graduates or drops below half-time enrollment. These loans include:

*Subsidized Loans* - Interest will be paid by the federal government while the student is enrolled at least half-time and until the student graduates. These loans are available for students that demonstrate financial need. Only associate, bachelor, and students enrolled in preparatory courses are eligible for these loans.

*Unsubsidized Loans* - Interest will be paid by the student. The student can pay the interest while in school (recommended) or allow the interest to capitalize into the loan, which the student will pay once the repayment period begins. These loans are available for all degree seeking students and those enrolled in preparatory courses.

Loan funds will be disbursed to Luther Rice, forwarded to the loan recipient's student account, and then refunded to the student if excess funds are available.

## **Application Process**

Students are encouraged to complete their financial aid application as soon as possible. Aid applicants must be accepted into Luther Rice before their aid application will be processed. Please contact the Financial Aid Department or consult the Financial Aid Calendar [www.LutherRice.edu](http://www.LutherRice.edu) for recommended completion dates.

To apply for federal aid, applicants should click on Tuition and Aid at [www.LutherRice.edu](http://www.LutherRice.edu), select Financial Aid, and then select Federal Financial Aid. Students must then complete the Free Application for Federal Student Aid (FAFSA) for the appropriate year.

Students will be notified via their school email of information needed and tentative aid amounts. Students who have not accepted their financial aid package at the time of registration will assume personal responsibility for payment.

## **Verification and/or Other Financial Aid Issues Procedures**

Some financial aid applicants will be selected for Verification and/or explanation of other issues, which means they must supply additional documentation to verify data from their financial aid application and/or substantiate aid eligibility. The following requirements apply toward those selected.

- 1) Those students selected for Verification by the U. S. Department of Education or Luther Rice will be required to submit supporting documentation (e.g., IRS Tax Return Transcript, W-2, etc.) along with the Verification Worksheet. Those required to submit additional information separate from Verification to verify aid eligibility will be required to submit documentation (e.g., transcripts, citizenship confirmation, etc.)
- 2) All students selected for Verification and/or other financial aid issues will be notified by email in a timely manner and told what supporting documentation is required. All documentation must be satisfactorily completed and submitted at least one week prior to the start of the upcoming term or processing of the aid application may be delayed. All documentation must be satisfactorily completed and submitted at least two weeks prior to the end of the current term or the student may lose eligibility for aid for that term. The student will receive notice via email of any other documentation needed. The institution will assist the student in correcting any information that is inaccurate. For those selected for Verification, the institution will use as its reference the applicable Verification Guide supplied by the U. S. Department of Education.
- 3) No federal financial aid will be disbursed prior to the resolution of Verification and/or other financial aid issues.
- 4) If the student receives an overpayment due to inaccurate or conflicting information on any application and refuses to correct the information or repay the federal funds, the institution will refer the case to the U. S. Department of Education for resolution. Unless required by the U. S. Department of Education, no federal financial aid will be disbursed to the student.

## **Cost of Attendance (COA)**

The Cost of Attendance (COA) is an estimate of the total amount of the students' educational expenses during the Award Year. Sometimes it is referred to as a student budget and is used in the preparation of the total financial aid offer.

COA is made up of costs such as tuition, fees, books, supplies and equipment, housing and food, transportation, personal expenses, and loan origination fee. Visit <https://www.lutherrice.edu/tuition-and-aid/financial-aid.cms> for more information on COA.

## **Professional Judgment (PJ)**

The Financial Aid Office facilitates a Professional Judgment (PJ) application for a student if the situation (e.g., dependency override, income reduction, medical expenses, etc.) dictates that an adjustment should be made to the student's financial aid information. The application requirements can be obtained through the Financial Aid FAQ page on the Luther Rice website. If the PJ applicant is selected for verification, that verification process must be completed before a PJ is issued. Please allow 2-3 weeks for our response after all documentation has been received.

## **Entrance/Exit Loan Counseling**

*Entrance Counseling* - Every student loan applicant must complete student loan entrance counseling, which serves to educate the borrower on his responsibilities and rights as a loan recipient. If a student has, or has had, a federal loan (from enrollment at Luther Rice or any other institution), he has already completed entrance counseling and does not need to do it again. If a student needs to complete entrance counseling, he can do so at <https://studentaid.gov/>.

*Exit Counseling* – If a loan recipient drops below half-time enrollment or graduates, he should complete exit counseling, which serves as a reminder to the loan applicant of his financial obligations. Exit counseling can be completed online at <https://studentaid.gov/> or on campus.

## **Loan Repayment**

Once a student graduates or drops below half-time enrollment, a six-month grace period typically begins. At the conclusion of this grace period, repayment of a student loan commences. If the student returns to a minimum half-time enrollment before the grace period ends, the loan may go into deferment.

## **Withdrawal From All Courses**

When a federal aid recipient receives loan or grant monies and withdraws or is withdrawn from all of his classes, a portion of those funds may need to be returned to the Department of Education. Luther Rice will send the unearned financial aid to the Department of Education and apply the balance onto the student's account. If the student withdraws before aid has been disbursed, a post-withdrawal calculation may be performed. For a Post-Withdrawal Disbursement, the Financial Aid Office notifies the student of the aid amount, the responsibility of repaying a loan, and requests an acceptance from the student before any loan funds are disbursed.

## **Return of Title IV Funds (R2T4)**

If a financial aid recipient withdraws from all classes or is administratively withdrawn before the completion of a term, a Return of Title IV (R2T4) calculation is performed. Luther Rice uses a payment period in an R2T4 calculation and the withdrawal date used in the calculation is the date of the student's last academic attendance. The school determined withdrawal date for the student may differ depending upon the withdrawal type (Official or Unofficial). Dates used in an R2T4 calculation may differ from withdrawal dates posted on Luther Rice records because an R2T4 calculation uses the last date of academic attendance whereas the institution may use an official or unofficial withdrawal date as the final grade date.

If a student withdraws and does not earn the funds that were already disbursed, Luther Rice returns the funds on the student's behalf for the appropriate governmental aid program. The order of funds returned is unsubsidized loans, subsidized loans, Pell Grant, FSEOG. Luther Rice applies the balance of the returned aid onto the student's account and uses any refunded tuition on the student's account to pay toward a balance due. The student may view his account and any corresponding balance/credit online. The Financial Aid Office emails Exit Counseling to the student's personal email address.

## **Title IV Funds Earned**

To determine the percentage of Title IV financial aid earned for the payment period, the number of days attended is divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term).

A full-term student has earned 100% of the Title IV financial aid disbursed if the student attended greater than 60% of the payment period or term.

Effective July 1, 2021, if a student's enrollment includes a mini-term class, the student is not considered withdrawn for R2T4 purposes:

- If the student completes 49% or more of the number of days in the payment period of the mini-term class, OR
- If the student provides a written confirmation at the time of withdrawal of the full-term class, that the student will attend a mini-term class that begins later in the same term.

## **Official Withdrawal**

If a student officially withdraws from all of his courses, the date the school determined that the student withdrew is the date the student officially dropped the course or 14 days following his last day of academic activity, whichever occurs first.

## **Unofficial Withdrawal**

If a student does not officially withdraw from his courses but ceases attendance, he is administratively withdrawn per the Luther Rice Class Attendance policy (see the *Class Attendance policy* of the Academics section of the Luther Rice catalog). The withdrawal date is the student's last date of academic attendance, but the date that the school determined that the student withdrew (for R2T4 purposes) is 14 days after the student's last academic attendance.

After the conclusion of a semester, the Financial Aid Office determines if any students failed to earn any passing grades for that term. If a student fails to earn any academic credit, the Financial Aid Office communicates with the Executive Vice President and Provost to determine via attendance records:

1. If the student did not meet the course objectives, in which case the F or F's are earned, OR
2. If the student failed to complete the class due to an unofficial withdrawal, which would result in an R2T4 calculation.

If the F or F's are unearned and changed to withdrawals, the Financial Aid Office also updates the student's enrollment level with the National Student Clearinghouse.

## **INSTITUTIONAL SCHOLARSHIP**

### **Tuition Assistance Program (TAP)**

Luther Rice believes that it must exercise good stewardship and wise administration to ensure proper disposition of tuition assistance funds in order to provide maximum benefits to deserving students. Students desiring tuition assistance, therefore, must submit an application packet to the Financial Aid Office. The application requirements and forms may be obtained through the Financial Aid page of the Luther Rice website. Each student approved for tuition assistance will be required to reapply for TAP annually. See the Financial Aid Calendar on the Luther Rice website for application deadline dates. Luther Rice reserves the right to reject or review this assistance at any time. The decision of the TAP application will be sent via student email within 10-15 business days after receipt of the TAP application and all required documentation.

Students applying for tuition assistance are ultimately responsible for their student account regardless of the outcome of their TAP application.

### **Other Institutional Scholarships**

Additional institutional scholarship programs may be available. Contact the Student Accounts Office for information.

## **SATISFACTORY ACADEMIC PROGRESS**

All students receiving federal and/or institutional aid must make Satisfactory Academic Progress (SAP) in their program of study. SAP entails both qualitative and quantitative elements, which must be met in order for the student to remain eligible for aid. The Financial Aid Office (for federal aid and TAP recipients) and Student Accounts Office (for other institutional scholarship recipients) evaluate SAP before every term for those students enrolling in that upcoming term.

The qualitative element is measured by the cumulative grade point average (GPA) for the student. Associate, bachelor, master, and students enrolled in preparatory courses must maintain a cumulative GPA of 2.00 or higher and doctoral students must maintain a minimum GPA of at least 3.00. Grades that impact GPA are A, B, C, D, F, and WF. Courses with zero-tuition hours and transferred courses from another institution are not considered in the qualitative evaluation. Academic requirements

for degree programs periodically change, so the specific degree program (including the year) in which the student is enrolled (e.g., 2020-2021 BARC) will be the program used to calculate the qualitative elements for SAP.

The quantitative element is measured by the course completion rate for the student (courses completed ÷ courses attempted). The student must maintain a course completion rate that allows him to finish his program of study within the Maximum Time Frame, which is 150% of the published time of his degree program. For example, an undergraduate student should finish his 120-hour degree program without attempting more than 180 hours, which is 150% of 120 hours (see the various degree programs in the Luther Rice Catalog for the required credit hours for each degree). In order to accomplish this, a student must successfully complete at least 67% of his classes. This completion rate must be attained every term (for associate, bachelor, master, and students enrolled in preparatory courses) and cumulatively (for all programs) for all classes included in the measurement. For associate, bachelor, master, and students enrolled in preparatory courses, the grades of F, R, W, WF, WH, and WP negatively affect the completion rate. For 2019-20 and later Master of Arts students, the grades of D, F, R, W, WF, WH, and WP negatively affect the completion rate. For doctoral students, the grades of C, D, F, R, NC, W, WF, WH, and WP negatively affect the completion rate. Courses with zero-tuition hours are not considered in the quantitative evaluation.

Note: An Incomplete Grade (I) is considered as an F in the measurements of both the qualitative and quantitative elements until it changes to a permanent grade. The permanent grade is then used for the measurements of both the qualitative and quantitative elements.

## **Repeated Coursework**

### **Undergraduate and Master-Level Courses**

Undergraduate and master-level courses in which the student originally received a grade of D\*, F, W, WF, WH, or WP are repeatable and are included in the calculation for SAP (repeat course included in qualitative calculation; original and repeat courses included in quantitative calculation). Repeated courses in which the original grade was C or higher earn zero hours and are not included in the student's GPA, so they are not included in the SAP calculation and are not eligible for financial aid.

### **Doctoral Courses**

Doctoral courses in which the student originally received a grade of C\*, D\*, F, NC, W, WF, WH, or WP are repeatable and are included in the calculation for SAP (repeat course included in qualitative calculation; original and repeat courses included in quantitative calculation). Repeated courses in which the original grade was B or higher earn zero hours and are not included in the student's GPA, so they are not included in the SAP calculation and are not eligible for financial aid.

\* Federal financial aid regulations allow students to receive federal financial aid only one time for retaking (repeating) a previously passed course. For federal financial aid purposes, a grade of D or higher is considered passing, regardless of institutional policy or program of study. The second repeat of the previously passed course is NOT federal financial aid eligible.

Please note: Federal financial aid awards will be adjusted when repeated coursework is determined to be non-aid eligible. Affected students will be notified via their Luther Rice email account when adjustments are made. Students will be responsible for payment on all coursework that is not aid eligible.

### **Change of Degree\*\***

If a student changes degree programs laterally (i.e., bachelor to bachelor, master to master, or doctoral to doctoral) within Luther Rice without graduating or completing the required classes within a degree program, all classes of the previous program(s) are included in the quantitative element of SAP measurement. Only those classes transferred into the new degree program are included in the qualitative element of SAP measurement.

If the student graduated or has completed all of the courses necessary for his degree program and is moving laterally or vertically (i.e., associate to bachelor, bachelor to master, master to doctoral) to another degree within Luther Rice, the GPA and completion rate of the classes in the completed degree program, and any courses taken prior to the completed degree program, are not calculated in the student's eligibility for financial aid except for those transferred into the new program.

If the student has not graduated or completed all of the courses necessary for his degree program and is moving vertically (i.e., associate to bachelor, bachelor to master, master to doctoral) to another degree within Luther Rice, the GPA and completion rate of the classes in the lower degree program are not calculated in the student's eligibility for financial aid except for those transferred into the new program.

If a non-degree student is moving to a degree program (i.e., associate to bachelor, bachelor, master, or doctoral), the GPA and completion rate of the non-degree classes are not calculated in the student's eligibility for financial aid except for those transferred into the new degree program.

\*\* Note: In an effort not to negatively affect students because of changes contained within this current SAP policy, all students (active and inactive) were reset as of May 4, 2015. This means that the current degree program as of that date, and all future programs, will be the programs measured for SAP. A student inactive on the reset date is not considered in a degree, so the program into which he reactivates (if reactivation occurs after May 4, 2015) will be the degree used to calculate SAP.

If a student is not making SAP immediately upon reactivation from inactivity after the May 4, 2015 reset or fails to make SAP in the first term after reset or reactivation from inactivity after the May 4, 2015 reset, though, the prior program(s) will be used in the determination of eligibility for a Financial Aid Warning and/or aid eligibility. The student may regain financial aid eligibility via one of the methods addressed below (see Regaining Eligibility). After the reset of May 4, 2015, a change of degree and/or reactivation will be subject to the conditions contained in the SAP policy.

### **Transfer Grades from Another Institution**

Transfer grades from another institution are not factored (positively or negatively) into a student's GPA, but the transferred classes are considered with regard to the student's completion rate. Courses transferred into the student's Luther Rice degree program count as courses attempted and completed.



If a student that was ineligible for financial aid because of his completion rate returns to Luther Rice after a time of non-enrollment at Luther Rice, he remains ineligible for aid unless he is moving to a higher degree or transfer credits enable him to regain eligibility.

### **Financial Aid Warning**

If a student fails to make SAP for one term (but has made SAP in the previous term or the term in consideration was his first term at Luther Rice or in a higher degree / new degree after completing a degree at Luther Rice), he will be issued a Financial Aid Warning for his next term and he will remain eligible for aid. At the conclusion of the term for which he received a Warning, he must be making SAP (i.e., have at least the minimum cumulative GPA, cumulative completion rate of 67%, and completed at least 67% of that term's classes (for associate to bachelor, bachelor, master, and students enrolled in preparatory courses) in order to remain eligible. If he is not making SAP at the conclusion of the Warning term, the student becomes ineligible for aid and must regain eligibility either academically or through a successful appeal (see Regaining Eligibility below).

One exception to the issuance of a Financial Aid Warning is for a student for whom it is mathematically impossible to complete his degree within the Maximum Time Frame, which is 150% of the hours required for the respective program of study. A student who meets this condition is ineligible for aid and must be granted an appeal to regain financial aid eligibility. For example, a student who has attempted 180 hours in a 120-hour degree program, or a student who has attempted 150 hours in a 120-hour program but has 36 hours remaining will not be issued a Financial Aid Warning and must be granted an appeal to become eligible for aid.

### **Regaining Eligibility**

#### **Academically**

A student that lost eligibility because of a low GPA must raise his cumulative GPA to at least the minimum mark for his respective degree level. A student that lost eligibility because of his completion rate must successfully complete at least 67% of his classes in his next term (for associate, bachelor, master, and students enrolled in preparatory courses) and also have a cumulative completion rate of at least 67% for all courses included in the calculation at the completion of that next term.

Payment must be from means other than financial aid until the student regains eligibility.

If the student regains eligibility, he will be eligible for aid in the following term.

#### **Appeal**

The student may appeal the denial of aid in writing (email is acceptable) to the Financial Aid Office (for federal aid and TAP recipients) or the Student Accounts Office (for other institutional scholarship recipients) explaining why he failed to make SAP and what has changed that will now enable him to make SAP. Conditions for an appeal can include personal injury, death of a relative, or other special circumstances. The student should include any third-party documentation (e.g., signed letter from

physician, obituary, etc.) to support his appeal. A group comprised of at least one representative from the respective office plus other Luther Rice personnel will evaluate the appeal (majority vote carries) and if the appropriate office grants the appeal, the student will be eligible for aid, be placed on financial aid probation for one term, and may also be placed into an academic plan determined by the respective office and agreed to by the student. The office that granted the appeal will review his progress after the completion of the next term to see if he made SAP or met his academic plan. If he did not succeed in making SAP or meet his academic plan, he will be ineligible for future aid until he regains eligibility by the normal academic procedures described above. The results of the appeal will be sent via student email within 10-15 business days after receipt of the appeal and all required documentation. A student may only be granted one successful appeal per degree level (i.e., only one appeal granted for associate level, one for bachelor level, one for master level, one for preparatory course work, and one for doctoral level).\*\*\*

If the respective office denies the appeal, the student may then appeal either to the Director of Financial Aid (for federal aid and TAP appeals) or to the Vice President for Financial Affairs (for other institutional scholarship appeals) for another evaluation of the appeal. The decision of the Director or the Vice President for Financial Affairs is final.

The student's appeal must be granted before the last date of the term in order for the student to be eligible for aid in that same term.

If a student's appeal is granted but the student does not enroll during the same financial aid year or prescribed time period(s) communicated to him via the Luther Rice office that granted the appeal, the student must submit a new appeal.

If a student has a prior year balance due on his student account, the balance must be paid in full before an appeal will be evaluated.

\*\*\*Note: The reset addressed in the change of degree section will also apply to the condition of only one successful appeal allowed per degree level (i.e., bachelor, master, or doctoral). A student that previously received an SAP appeal before May 4, 2015 will be eligible to apply for another appeal within that same degree level if he/she becomes ineligible due to a failure to make SAP.

### **Communication of Failure to Make SAP**

If a student pre-registers for courses using Federal Aid or scholarship funds, the Financial Aid Office or Student Accounts Office will measure the student's SAP. If he failed to make SAP, the respective office will send an email to the student issuing a Financial Aid Warning or denial of aid. The denial email contains information on how the student may regain eligibility.

### **HARDSHIP WITHDRAWAL**

See the *Hardship Withdrawal Policy* in the Academics section of the catalog.

Students receiving a Hardship Withdrawal will be subject to all relevant refund and financial aid policies including a possible return of federal and/or institutional aid.

## **CONSORTIUM AGREEMENT**

Luther Rice does not engage in any consortium agreements with other institutions so a student could not count current enrollment at another institution toward current enrollment at Luther Rice for financial aid purposes.

## **MILITARY BENEFITS**

Luther Rice is approved to receive both veteran and active military tuition assistance.

### **Veterans Benefits**

Luther Rice is approved by the State Approving Agency for veterans and their dependents. Veterans benefits are available for all degree programs. Questions should be addressed to the VA ([www.GIbill.va.gov](http://www.GIbill.va.gov)) or to the School Certifying Official (SCO) at Luther Rice.

All Chapter 30, 35, 1606, and 1607 recipients must pay their class costs before courses are approved. All Chapter 31 and 33 recipients can choose “Military Sponsorship” as their method of payment, and their classes will be approved as long as the VA is paying 100% of the students’ costs. If the VA does not cover all costs, the student will be responsible for paying the difference before the classes are approved. All VA recipients must submit to the SCO a copy of their Certificate of Eligibility and a copy of their DD-214.

### **Military Tuition Assistance (MTA)**

Luther Rice participates with each branch of the United States Armed Forces. However, each branch may process tuition assistance differently. The eligible service member is encouraged to speak with an Education Services Officer (ESO) or counselor within their respective military branch prior to pursuing enrollment. Luther Rice does not condone or tolerate any fraudulent and/or aggressive recruitment of students (including military service members).

The active military student can always contact the SCO at Luther Rice regarding steps involved and documents needed. Documents vary by military branch.

### **VA Pending Payment Compliance**

Facility Name / Address: Luther Rice College and Seminary, 3038 Evans Mill Road, Lithonia, GA 30038

DVA Facility Code: 31004011

Person / Title Completing Addendum: Heather Futch, School Certifying Official

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 Veterans Education Benefits (Ch. 33) or Vocational Rehabilitation and Employment (VR&E, Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to 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:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 students cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case manager issues it to the school.

### **Full Refund if Called to Active Duty**

Luther Rice will refund 100% of ALL tuition and fees for military personnel who receive orders calling them into active duty and must discontinue studies during the academic term. Please contact the Student Accounts Office and submit a copy of your official notification. Military personnel are eligible to be readmitted to their respective program upon return. See the Student Handbook for more information.



*Williams Hall, named in honor of Dr. Gene Williams, the institution's second president. This building serves as faculty and administrative offices.*