Wahoo Warrior Handbook

A Guide for Military-Connected Students
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*This guide was developed through the collaboration of the Office of the University Registrar (UREG), Office of the Dean of Students (ODOS), veteran students, faculty, and staff.*

*The name, “Wahoo Warrior,” was created by student Mitchell Popielec.*
PART ONE
Admissions, Enrollment, and Certification at the University of Virginia

Eligibility for VA Educational Benefits
The VA will determine if you are eligible for VA educational benefits and what type of benefit you are eligible to receive. In order to qualify, you need to apply for VA education and training benefits online, in person, or by requesting an application over the phone. The VA will approve or reject your application of benefits and notify you of the decision.

Applying for VA Educational Benefits
You may use any of the following steps to apply for your VA educational benefits:
- Contact the VA at 1-888-442-4551 to have the application mailed to you.
- Visit your nearest VA regional office to apply in person.
- Apply online if you know which benefit you want to use: https://www.vets.gov/
You will need the following documents to apply for VA educational benefits:
- Social Security number
- Bank account direct deposit information
- Education and military history
- Basic information about the school or training facility you want to attend or are attending now

As a veteran, you may need a copy of your DD-214 when applying for VA educational benefits. The National Archives' National Personnel Records Center (NPRC) stores records of individual military service pertaining to former service members who no longer have a service obligation. The Department of Defense may also be able to assist in obtaining a DD-214.

The average time to process educational claims is: 30 days.

You should receive a confirmation from the VA in the mail indicating that your application has been received. You will receive a Certificate of Eligibility (COE), or award letter, in the mail if the VA has approved your application. The COE will verify the type of education benefit you are eligible for, as well as the number of months for which you are entitled to the benefit.
Transferring Schools and VA Educational Benefits
If you used VA educational benefits at another institution, you must notify the VA of the change. To notify the VA, complete the online Change of Program Form (22-1995) or Change of Place of Training Form (22-5495). You must submit a copy of the completed form to UREG and the VA in order to use your benefits while attending UVA.

Apply, View, and Access Your VA Benefits and Documents
To view the status of your VA educational benefits, you can create an online account at https://www.vets.gov/education/apply/#modal or https://www.ebenefits.va.gov/ebenefits/homepage.

Apply to the University of Virginia
Information on how to apply to the University of Virginia can be found below. Some schools within the university have their own admissions process.

- Office of Undergraduate Admission -
All applications are submitted through the Common Application.
Early Action Deadline: November 1
Regular Decision Deadline: January 1

General Email Inquiries: undergradadmission@virginia.edu
Application Updates: uvaapplicationinfo@virginia.edu

Veterans should contact the Office of Undergraduate Admission regarding any application fee waivers related to military status.

US Postal Service Address: P.O. Box 400160
University of Virginia
Charlottesville, VA 22904

Overnight/Express Mail Address: 190 McCormick Road
Peabody Hall
Charlottesville, VA 22903

Phone: 434-982-3200
Fax: 434-924-7674
https://admission.virginia.edu/
The University of Virginia School of Continuing and Professional Studies (SCPS) serves adult learners by providing access to educational experiences that blend academic scholarship with workplace relevance. Throughout Virginia and beyond, SCPS opens the doors of UVA to thousands of nontraditional students seeking part-time degree and certificate programs offered at convenient times using online and classroom delivery modes. Visit www.scps.virginia.edu to learn more.

SCPS serves military and veterans with part-time and online programs. Visit www.scps.virginia.edu/military for specific information on:
- FAQs for Active Duty Military and Veterans
- UVA Veterans’ Affairs Coordinator
- Tuition and Fees
- Financial Resources
- MyCAA Scholarships for Military Spouses

- Graduate School of Nursing -
Students who need a provision decision before the standard timing due to Duty Under Instruction (Navy) (DUINS) or Long Term Health Education and Training (Army) (LTHET) deadlines can contact gradnursing@virginia.edu for more assistance.

- McIntire School of Commerce (Graduate) -
- Visit school website at: www.commerce.virginia.edu
- Select a graduate program of interest for more detailed information on eligibility and admission requirements
- Graduate students should click on “Apply Now” or go to: https://apply.mcintire.virginia.edu/apply to begin the application process.

- School of Law -
- Apply through LSAC (electronic application service): https://www.lsac.org/
- All applicants are required to apply through LSAC.

Additional information about the Law School Admissions Office is available at this link: http://content.law.virginia.edu/admissions
580 Massie Road
Charlottesville, VA 22903-1738
Phone: 434-924-7351
Fax: 434-982-2128
Email: admissions@law.virginia.edu
www.law.virginia.edu/admissions
Enroll at the University of Virginia

Arts & Sciences First-Years Only: Choose a General Education Curriculum

All incoming first-year students in the College of Arts & Sciences have been given the opportunity to choose a general education curriculum. More information about this option can be found at: http://gened.as.virginia.edu/

In order to enroll in classes during Summer Orientation, students should review the three curriculum options and complete the curriculum application by the deadline below.

Available: **May 8**
Deadline: **June 4**

- School of Continuing & Professional Studies -

New students must request permission to enroll at the University, prior to registering for classes.

You are considered a new student if you were not enrolled for classes at the University in the previous three semesters (e.g., if you are enrolling for a spring class you need to request permission to enroll if you were not enrolled in classes during the previous fall, summer, or spring terms).

Visit the SCPS site for more information on enrolling in courses:
http://www.scps.virginia.edu/register-for-a-class/new-student-registration

Registration and Priority Enrollment

In accordance with §23-9.2:3.7 C of the *Code of Virginia*, the University establishes the following guidelines on priority course enrollment for military-related students.

- Eligible Students -

For the purposes of these guidelines, the following are defined as military-related students:

- Active-duty members of the uniformed services;
- Reservists;
- Members of the Virginia National Guard;
- Veterans of the uniformed services, with the exception of those separated through bad conduct discharge or dishonorable discharge; and
- Reserve Officer Training Corps (ROTC) cadets.

University of Virginia, Amphitheater
- Demonstrating Eligibility -

To demonstrate eligibility for priority course enrollment, a student must submit both the Military Priority Enrollment Request Form and proof of military-related status.

The Military Priority Enrollment Request Form can be found here: http://www.virginia.edu/registrar/va-priorityreg.html

Materials may be submitted in person, via e-mail, via fax, or via postal mail to UREG. Students will be notified via e-mail as to the status of their eligibility.

Any of the following are sufficient to document proof of military-related status:
- VA Form DD-214 – Certificate of Release or Discharge from Active Duty
- VA Form DD-256 – Honorable Discharge Certificate
- WD AGO – Enlistment Record
- Military Orders
- ROTC documentation (must include SIS ID number)

To demonstrate eligibility for the ensuing Summer Session or Fall Semester, documentation must be received by March 1. To demonstrate eligibility for the ensuing January Term or Spring Semester, documentation must be received by October 1. These deadlines apply to students in the undergraduate, graduate, and law careers within the Student Information System (SIS). For students in the graduate business career, to demonstrate eligibility for the ensuing academic year, documentation must be received by June 30.

- Priority Course Enrollment -

For the purposes of these guidelines, the following constitutes priority course enrollment, for the fall and spring semesters, for each career within the Student Information System (SIS):
- For the undergraduate career, second-, third-, and fourth-year students are assigned priority enrollment appointment dates within their class year.
- For the graduate career, students are assigned enrollment appointment dates one day prior to other students within the graduate career.
- For the graduate business career, eligible students may request priority enrollment for elective courses.
- For the law career, eligible third-year law students may request priority enrollment for “graduation requirement courses.”
- For the medicine career, because enrollment is processed by the School of Medicine, on behalf of students, priority course enrollment is not necessary.

For January Term and Summer Session, military-related students are assigned enrollment appointment dates in the first enrollment group.
- Communicating Eligibility -

To ensure eligible students are aware of these guidelines, the University will communicate the availability of priority course enrollment through the following mechanisms:

- The Undergraduate Record;
- The Graduate Record;
- The web site of the Office of the University Registrar (UREG);
- The web site of the Office of the Dean of Students (ODOS); and
- E-mail communication to students who have self-reported veteran status in the Student Information System (SIS).

Students are responsible for demonstrating eligibility for priority course enrollment.

Transfer Student Orientation

Summer Orientation for first-year and transfer students occurs in the month of July. First year students attend a two day session while transfer students attend a one day session determined by their academic year. All students should plan to attend all orientation-related programming during their assigned session.

Students should sign up for Orientation as soon as they pay their deposit and activate their UVA email. Orientation registration is typically open from early April until the end of July.

All information related to FAQs, Checklists, and packing lists can be found here: http://orientation.virginia.edu/
Certification Process at the University of Virginia

How to Apply for Your Benefits:

1. Apply for your benefits using the VA’s online application: https://www.benefits.va.gov/gibill/
   Once approved, student will receive a Certificate of Eligibility (COE).
2. Submit the COE to the Office of the University Registrar (UREG).
3. Submit the Veterans’ Educational Benefits Request (VEBR) Form.
   You may download the VEBR form or use the web submit feature:
   http://www.virginia.edu/registrar/vabenefits.html. You should submit the Veterans’ Educational Benefits Request form when you enroll in classes. A new VEBR is required before each term that you wish to use your benefits.
4. If you used benefits at another school, complete the VA Form 22-1995 or 22-5495.
   Submit a copy to UREG and to the VA.
5. Only courses that apply to your degree or certificate plan will be certified. Ineligible fees, such as books, meals, lodging, and other fees are not covered by the VA.

Submit the required documents to the School Certifying Official (SCO) in the Office of the University Registrar (UREG).
You can fax the COE, scan and email a copy, or submit it in person to:
1001 N. Emmet Street
P.O. Box 400203
Charlottesville, VA 22904-4203
Phone: 434-924-4122
Fax: 434-924-4156
Email: veteransbenefits@virginia.edu
http://www.virginia.edu/registrar/

Notify UREG by email immediately when you withdraw, drop, add, or stop attending courses. This includes schedule changes made before classes begin. Your Veterans’ Educational Benefits may be adjusted as a result of these changes.
Email: veteransbenefits@virginia.edu

Chapter 31 recipients must have their counselor submit VA Form 28-1905 to UREG. UREG will verify enrollment to the VA. Student Financial Services (SFS) will manage invoicing the VA. SFS can be contacted at:
1001 N. Emmet Street
P.O. Box 400204
Charlottesville, VA 22904-4203
Phone: 434-982-6000
Fax: 434-982-5222
Email: sfs@virginia.edu
http://sfs.virginia.edu
- For Chapter 33 -
Your enrollment, tuition, and fees will be certified before the start of the term, if all required documents have been received by UREG and you are enrolled in an approved course load.

- For Chapters 30, 35, 1606, 1607 -
Your enrollment will be certified before the start of the term, if all required documents have been received by UREG and you are enrolled in an approved course load. Tuition and fee information is reported for all students who are enrolled in less than ½ time credits.

Certifying Enrollments to the VA (Chapter 33)
The SCO will certify your enrollment to the VA by submitting VA Form 22-1999 electronically. The VA will send a confirmation email to your official UVA email address indicating your enrollment has been certified.

- Undergraduate, Graduate, and Certificate Programs -
Full-time status requires enrollment in 12 credit hours per term for Fall or Spring terms and 6 credit hours in Summer (except for those programs listed below).

- Full-time status requires enrollment in 9 credit hours per term for Fall or Spring terms for the following programs -
  - MS in Management Information Technology (MS-MIT)
  - Accelerated Master’s Program (AMP)
  - Executive Master of Business Administration (EMBA)
  - Global Executive Master of Business Administration (GEMBA)

For Summer, J-Term, and non-standard terms, the VA calculates the rate of pursuit.

Enrollment Verification on WAVE Website (Chapter 30, 31, 35, 1606, 1607)
If you're receiving the Montgomery GI Bill Active Duty, MGIB - Selected Reserve GI Bill or Reserve Educational Assistance Program (REAP), use the Web Automated Verification of Enrollment (WAVE) or call the toll free Interactive Voice Response (IVR) telephone line to verify your attendance at 1-877-VA-ECERT (1-877-823-2378). You must verify your attendance each month: https://www.gibill.va.gov/wave/index.do

- To verify attendance -
This can be done through the GI Bill Home page (http://www.benefits.va.gov/gibill/) by clicking “Verify School Attendance” on the right side of the page, or directly (https://www.gibill.va.gov/wave/index.do).

If you are receiving Post-9/11 GI Bill benefits, you do not need to verify your attendance.

If you are receiving VEAP benefits, you do not need to verify your attendance.
Receiving VA Payments
The VA determines eligibility and payments in all cases. The amount requested is not a guaranteed payment and you are responsible for any outstanding balance that remains on your student financial account in SIS.

- Chapter 33 and 31 -
Tuition and fees are paid directly to the institution. Payments from the VA are expected, not guaranteed. VA educational benefits do not cover ineligible fees.

Ineligible Fees:
UREG is not permitted to certify books, meals, lodging, health insurance, materials fees, or any other ineligible fee(s). You are expected to pay any fees that are not certified to the VA by the due date established by Student Financial Services.

- Chapters 30, 35, 1606, 1607 -
VA educational benefit payments are paid directly to the student. Students should establish direct deposit with the VA and with UVA.

Students are responsible for any balance that remains on their account. You may establish a payment plan with Student Financial Services by the due date.

Basic Allowance for Housing – Chapters 31 and 33 Only
If you are eligible for a housing allowance, you will receive the payment once the training time is determined by the VA. Your housing allowance is initiated when your enrollment certification is submitted to the VA.

Your Monthly Housing Allowance (MHA) is generally the same as the military Basic Allowance for Housing (BAH) for an E-5 with dependents. Your MHA is based on the ZIP code of your approved site location.

The monthly housing allowance is paid at the nearest 10% level. For instance, if your training time is determined to be 58% as calculated above you will be paid 60% of the applicable housing allowance. If your training time is calculated to be 84%, you will be paid 80% of the applicable housing allowance.

Chapter 33 Only: An annual books and supplies stipend up to $1,000, paid proportionately, is paid to the student based on enrollment.

It is recommended that you establish direct deposit with the VA in order to receive funds electronically.
Apply for Financial Aid (Service-Member and Dependents)
The University of Virginia provides need-based financial aid based on the cost of attendance less the expected family contribution, scholarships, and other resources.

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Please note: Scholarships or other benefits from University or outside sources have an impact on the type and amount of aid that Student Financial Services may award a student, often resulting in a revision to a student's financial aid award.

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- New Students -
Whether you are applying early action or regular decision—or just trying to decide if UVA might be right for you—read up on what documents are required and what the deadline is for applying for all forms of need-based aid. Visit this page for more information:
http://sfs.virginia.edu/newstudents

- Current Undergrads -
In order to be considered for institutional aid in the coming academic year, returning students must submit the CSS/PROFILE (College Scholarship Service) and Free Application for Federal Student Aid (FAFSA) by March 1. See this page for more information:
http://sfs.virginia.edu/current/undergrad

- Current Grads -
Graduate aid comes in many forms, including fellowships, scholarships, assistantships, wages, loans, and work study. Students can visit this page for more information:
http://sfs.virginia.edu/current/grads

Active Military Tuition Assistance
Each branch of the military has its own application process, forms, and Tuition Assistance (TA) benefits. Please consult your Education Services Officer (ESO) to start the application process. Each branch of the military handles TA somewhat differently. Contact your branch for details on your eligibility and the branch's process for submitting the Tuition Assistance form.

Below are some tips to get you started:
- Army: You will use GoArmyEd to register for classes and have Tuition Assistance applied: https://www.goarmyed.com/
- Air Force: You will need to register through UVA and then apply for TA through the Air Force Virtual Education Center: https://www.my.af.mil/gcss-af/USAF/ep/home.do
- Navy, Coast Guard, or Marine Corps: You will go to your respective Education Center in person, complete their form, have it signed by your education coordinator, and send it to UVA’s Student Accounts Office by fax (434) 924-7636 or email sfs@virginia.edu.

Please note that if you are using TA and withdraw from a course prior to completing 60 percent of the course, you may be required to pay a portion of the tuition. A portion of that sum could be owed to the Department of Defense. Please see UVA’s Refund Policy regarding return of tuition assistance.

Contact your service branch for more information.
Refund Policy: http://sfs.virginia.edu/billing/refunds
University Financial Aid Application (UFAA)
The UFAA is required by all students as it allows our office to collect information regarding
military benefits, outside scholarships, employer assistance and additional information that our
office would not be able to obtain from any other source.

How to apply for Federal loans:
1. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
   (application available after October 1). UVA Federal School Code: 003745
2. Complete the UVA Financial Aid Application (application will be made available on the
   Student Information System (SIS) after a student has been admitted).

How to apply for private/alternative student loans:
1. Apply for private loan(s) with lender(s) of your choice (not recommended to apply until
   after June due to expiration of the credit check)
2. Complete the UVA Financial Aid Application (application will be made available on the
   Student Information System (SIS) after a student has been admitted).

NOTE: The Darden Financial Aid Office requires all students to complete the University
Financial Aid Application (UFAA) including students that are not applying for financial aid
(including loans). The Darden Financial Aid Office cannot recommend specific private lenders.
While Federal loans typically offer certain benefits not found with private/alternative student
loans, we encourage you to carefully research and consider all potential options.

- Darden School of Business -

How to apply for Darden scholarships:
There is not a separate scholarship application. Scholarship consideration will be based on your
admission application.

- Additional information regarding Darden scholarships is available on the following links:
  - Fulltime MBA Program: http://www.darden virginia.edu/mba/financial-aid/scholarships/

How students are considered for Darden scholarships:
- All students (including Veterans) are automatically considered for merit-based
  scholarships on the basis of their admissions application and interview. Students will be
  notified at the time of admission by the Admissions Office if they have been selected to
  receive a scholarship as well as the scholarship amount.
- To ensure that you are considered for the military scholarships offered by Darden, you
  must make sure to self-report your military affiliation on your admissions application.
How Darden scholarships impact Veterans Benefits:
- If you are selected to receive a scholarship through Darden, these scholarships do not impact or “offset” your Veterans benefits. If eligible, you would be able to receive your Veterans Benefits in addition to the Darden scholarship funding.

How to contact the Darden Financial Aid Office:
Please email financialaid@darden.virginia.edu or call 434-924-7739.
- Susan Loduha, Director of Financial Aid
- Haike Giragosian, Assistant Director of Financial Aid
- Heather Williamson, Assistant Director of Financial Aid

Darden Financial Aid Website:
http://www.darden.virginia.edu/web/MBA/Financial-Aid/Home/

- McIntire School of Commerce (Graduate) -
Each program listed on McIntire’s website has a financial aid section with information on various sources of aid. We encourage applicants to review this section for details about deadlines, eligibility, application requirements, as well as information on outside resources. https://www.commerce.virginia.edu/

- Law School -
The Financial Aid Office is available to all students on a walk-in basis, by appointment, by phone, and by email.
The Financial Aid Office provides a wide array of assistance, including, but not limited to:
- Instructing students how to apply for and receive financial aid;
- Notifying students of various deadlines that are set by the Law School or the University;
- Explaining federal pre-requisites that govern the receipt and disbursement of federal loans;
- Providing one-on-one counseling sessions;
- Providing guidance on establishing financial aid strategies;
- Advising on budgeting strategies; and
- Advising on ways to minimize debt levels, protect credit scores, avoid default, and repayment options.

You can find additional information about the Financial Aid Office at this link: http://content.law.virginia.edu/financialaid

Contacts
Jennifer M. Hulvey, Director of Financial Aid
434-243-8632
Helen Dugger, Associate Director of Financial Aid
434-243-3361
Sandy Harris, Senior Financial Aid Assistant
434-924-7805

General Inquiries:
434-924-7805

Email:
financialaid@law.virginia.edu
**Yellow Ribbon**
Graduate students in the School of Law, Darden School of Business, or Batten School of Leadership and Public Policy are eligible for the Yellow Ribbon program, if they are being charged as an out of state student.

Yellow Ribbon Participation:
- **Darden**: Unlimited number of participants
- **Law**: Unlimited number of participants
- **Batten**: Unlimited number of participants

Yellow Ribbon Contacts:
- **Darden**: Susan Loduha: sloduha@darden.virginia.edu
- **Law**: Jennifer Hulvey: jennifer.hulvey@law.virginia.edu
- **Batten**: Amanda Crombie: ajcrombie@virginia.edu

**Other Grants and Scholarships available to Military-Connected Students**
Student Financial Services (SFS) maintains a page that houses information on federal, state, and University of Virginia scholarships and grants. Visit the page here: [http://sfs.virginia.edu/scholarships](http://sfs.virginia.edu/scholarships)

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*Please note: Scholarships or other benefits from University or outside sources have an impact on the type and amount of aid that Student Financial Services may award a student, often resulting in a revision to a student's financial aid award.*

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The Farrell & Neall Scholarships are military-related scholarships managed by Student Financial Services:

- **Neall Family Scholarship**: The Neall Family Scholarship was established by George and Clara Neall Charitable Foundation Trust in honor of Mr. and Mrs. Nealls’ grandson, George Quick, who was a 1991 University of Virginia graduate with a degree in Chemical Engineering. This scholarship was created in 2012.
  - **Criteria**: This scholarship provides support to undergraduate students whose mother or father (or stepparent, as the case may be) is currently serving in any branch of the United States Armed Forces, or whose parent or stepparent has retired from or been honorably discharged from the military during the preceding ten years. To be eligible for an award, students must submit a copy of the parent’s DD-214 or proof of active duty status.
  - **Scholarship link**: [http://sfs.virginia.edu/self-identify](http://sfs.virginia.edu/self-identify)
Thomas Francis Farrell II Scholarship: The Thomas Francis Farrell II scholarship was established by Robert S. Parsley and Peter F. Farrell to honor Thomas Francis Farrell II (College ’76, Law ’79) for his many years of service to the University of Virginia, most notably as a member of the Board of Visitors and Rector of Board of Visitors, and for his very generous support of the university, its students, schools and programs.

- **Criteria:** This scholarship provides support to a veteran, or an incoming first-year undergraduate student who is the child of a veteran, who is enrolled in the School of Engineering and Applied Science and who is seeking a degree in Engineering. Preference is given to a veteran of the Afghanistan/Iraq war or recent conflict or the child of a veteran of the Afghanistan/Iraq war or recent conflict. To be eligible for an award, students must submit a copy of theirs or their parent’s DD-214 and must maintain a cumulative GPA greater than or equal to 3.0.

- **Scholarship link:** [http://sfs.virginia.edu/self-identify](http://sfs.virginia.edu/self-identify)
Residency and Domicile
Please contact the Office of Virginia Status with all questions regarding Residency/Domicile.

Office of Virginia Status:
P.O. Box 400160
Charlottesville, VA 22904
Phone: 434-982-3391
Fax: 434-982-2663
Email: vastatus@virginia.edu

Eligibility for In-State Tuition if Domicile Has Not Been Established
If neither parent chooses to establish domicile in Virginia, special federal and state provisions are still available for in-state tuition. These provisions are not mutually exclusive of one another or of the domicile process. This means that family members can claim the benefits of either or both provisions as long as the appropriate eligibility criteria are met for the benefits received.

Under the federal provision, if an active duty member is assigned permanent duty station to a Virginia location, the member and the member’s dependents are eligible for in-state tuition. Physical residence in Virginia is not required. Eligibility is based on continued enrollment of the student at the institution and is not impacted by a reassignment or move of the parents. Note that this provision does not include eligibility for state financial aid.

In-State Tuition for Non-Resident Active Duty Service Members and their Dependents/Virginia National Guard Members
The Code of Virginia, Section 23-7.4 provides alternate paths to in-state privileges. One is based upon the establishment of Virginia domicile; the other on present, active duty in the military coupled with residence in Virginia. The latter allows honorably discharged military veterans to receive in-state tuition. If an applicant is not eligible based upon Virginia domicile, ask whether he or she may be entitled based upon a military parent, spouse or legal guardian’s active duty or service as a veteran.

- Active duty military members who are assigned to Virginia or one of the contiguous states and the District of Columbia can be approved for in-state tuition once they are physically in the state of Virginia pursuant to active duty orders. They must be living in Virginia, but can be assigned to a contiguous state.
- Active duty members or honorably discharged veterans do not have to meet the 1 year requirement of living in Virginia or pay taxes in Virginia. (This assumes that they are not claiming Virginia domicile but rather in-state tuition privileges based upon military service). The applicant must physically be in Virginia to be entitled to in-state rate
Dependents of qualifying active duty service members shall receive in-state tuition rate if the service member meets the qualifications.

Whether considering military or non-military applicants, there is a one year grace period after the parent moves from Virginia. (Here, ‘one year’ equals two academic terms.) Once the grace period ends, the student may claim a Virginia domicile independent of his/her parent despite being under twenty-four and receiving substantial financial support from his/her parents.

Eligibility may be maintained as long as the student remains continuously enrolled (this includes graduate and professional programs).

An applicant may claim entitlement based upon a parent, spouse or legal guardian who is living in Virginia pursuant to active duty military orders. Under these circumstances, the military parent, spouse or legal guardian does not have to meet the one year residence requirement nor pay Virginia resident income tax. In other words, the military parent, spouse or legal guardian does not have to demonstrate Virginia domicile.

Temporary deployment does not disqualify the student as long as the student remains attached to a home located in Virginia.

Section 702 of the Veterans Choice Act
In accordance with Section 702 of the Veterans Choice Act, the University establishes the following guidelines on in-state tuition for eligible veterans and/or dependents.

- Eligible Students -

- A Veteran using educational assistance under either Chapter 30 or Chapter 33 who lives in Virginia while attending a school located in Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

- An individual using transferred Post-9/11 GI Bill benefits who lives in the state in where the Institution of Higher Learning (IHL) is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor’s discharge from a period of active duty service of 90 days or more.

- An individual using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state where the IHL is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service Member’s death in the line of duty following a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 G.I. Bill benefits who lives in Virginia while attending a school located in Virginia (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Demonstrating Eligibility -
To demonstrate eligibility for in-state tuition rates, a student must:

- Submit a Veterans’ Educational Benefits Request Form. Indicate intent to use the Choice act on the form.
- Submit a DD-214 discharge document. (Dependents must submit DD-214 of transferor).
  - The DD-214 discharge document must indicate:
    - Net Active Service – Must be at least 90 days of service
    - Separation Date – Must be within 3 years of the first day of the student’s term
    - Character of Service – Must have honorable discharge
- Submit a DD-1300 Report of Casualty document, if student is using benefits under the Marine Gunnery Sergeant John David Fry Scholarship.
- Submit a copy of active military orders, if student is using transferred benefits and transferor is on active duty.
- Provide proof of Commonwealth of Virginia address. Students living on grounds can be verified in SIS.  
  *Students must submit either a DD-214, DD-1300, or active duty orders.*

- To demonstrate eligibility, documentation must be received by: -
- Fall Semester: **September 1**
- January Term or Spring Semester: **February 1**
- Summer Session: **May 1**

*Student* is responsible for demonstrating eligibility for in-state tuition under the Choice Act.

- Questions -
If you are an active-duty service member or a veteran who was honorably discharged more than 3 years before your enrollment, please contact the Office of Virginia Status for questions on in-state eligibility.

Documents and questions can be sent to veteransbenefits@virginia.edu.

Final Exercises
Department of Veterans Affairs (VA) Medical Resources

**Charlottesville Community-Based Outpatient Clinic**  
~7 miles from University of Virginia  
590 Peter Jefferson Parkway  
2nd Floor, Suite 250  
Charlottesville, VA 22911  
Phone: 434-293-3890  
Website: [https://www.richmond.va.gov/locations/Charlottesville.asp](https://www.richmond.va.gov/locations/Charlottesville.asp)  
Hours of Operation: 7:30 a.m. – 4:30 p.m.

**Richmond, VA Medical Center – (a.k.a Hunter Holmes McGuire VA Medical Center)**  
~ 80 miles from University of Virginia - *potential toll roads*  
1201 Broad Rock Blvd  
Richmond, VA 23249  
Phone: 804-675-5000  
Website: [https://www.richmond.va.gov/](https://www.richmond.va.gov/)  
Facebook: [https://www.facebook.com/RichmondVAMC](https://www.facebook.com/RichmondVAMC)  
Hours of Operation: 24/7

**Salem, VA Medical Center**  
~ 120 miles from University of Virginia  
1970 Roanoke Blvd  
Salem, VA 24153  
Phone: 540-982-2463  
Toll free: 888-982-2463  
Website: [https://www.salem.va.gov/](https://www.salem.va.gov/)  
Facebook: [https://www.facebook.com/SalemVAMC](https://www.facebook.com/SalemVAMC)  
Hours of Operation: 24/7

**Hampton, VA Medical Center**  
~ 160 miles from University of Virginia  
100 Emancipation Drive  
Hampton, VA 23667  
Phone: 757-722-9961  
Website: [https://www.hampton.va.gov/](https://www.hampton.va.gov/)  
Facebook: [https://www.facebook.com/HamptonVAMC](https://www.facebook.com/HamptonVAMC)  
Hours of Operation: 24/7
Apply for VA Health Benefits at:
https://www.va.gov/healthbenefits/apply/
You can apply by telephone, online, in-person, or by mail.

To get clear on the process go to:
https://www.va.gov/HEALTHBENEFITS/apply/application_process.asp

Local Veteran-Affiliated Groups:

**Marine Corps League**
Bradley T. Arms Detachment #1256
3025 Louisa Road
Keswick, VA 22947
(Same as the American Legion below)
Email: jphilbeard@gmail.com
Website: https://bradleytarmsdetachment.org/

**American Legion**
Post #74
3025 Louisa Road
Keswick, VA 22947
Phone: 434-977-1050
Mobile app: https://www.legion.org/mobileapps
Email: legionpost74@legionpost74.com
Website: https://www.legionpost74.com/

**Veterans of Foreign Wars**
Post #1827
1170 River Road
Charlottesville, VA 22902
Phone: 434-293-4847
Email: rlwyman@hotmail.com
Website: http://myyfw.org/va/post1827/

**Team RWB**
Facebook: https://www.facebook.com/groups/teamrwbcharlottesville/
Website National: https://www.teamrwb.org/
Charlottesville Chapter: https://www.teamrwb.org/chapter/team-rwb-charlottesville-va/
**Create a national account first.**
Chapter contact: Heather Forbes, Heath.forbes@teamrwb.org
PART FOUR
University of Virginia Military-Related Contacts

*indicates Veteran Status

Office of the University Registrar (UREG)
Kiama Anthony
Veterans’ Affairs Coordinator
School Certifying Official
Carruthers Hall, First Floor
Phone: 434-924-4122
Fax: 434-924-4156
Email: veteransbenefits@virginia.edu
http://www.virginia.edu/registrar/vabenefits.html

Office of Virginia Status
Andrea Leeds-Armstrong
Director
Peabody Hall
Phone: 434-982-3397
Fax: 434-982-2663
Email: asl5w@virginia.edu
http://vastatus.virginia.edu/

Elson Student Health Center
Rafael Triana, Ph.D., LCSW*
Psychoanalyst
Assistant Professor
Psychiatric and Neurobehavioral Sciences
Counseling and Psychological Services
PO Box 800760
400 Brandon Avenue
Charlottesville, Virginia 22908-0760
Tel: 434-243-5150
Fax: 434-243-6693
E-mail: rt9x@virginia.edu
After hours crisis number: 434-243-5150

Student Financial Services (SFS)
Isaiah Behnke
Director, Student Account Operations
Carruthers Hall
Phone: 434-982-6000
Fax: 434-982-5222
Email: imb9n@virginia.edu
http://sfs.virginia.edu/

Tuition Assistance and VMSDEP
Naomi Crawford
Military Contracts Supervisor
Student Financial Services
Phone: 434-924-4256
Email: nrc9e@virginia.edu

Student Disability Access Center (SDAC)
Debbie Berkeley
Assistant Director
L036 Elson Student Health Building
400 Brandon Ave
PO Box 800760
Charlottesville, VA 22908-0760
Phone: 434-243-5184
Email: sdac@virginia.edu
https://sdac.studenthealth.virginia.edu/

Active Duty and Veteran Support Group
Aaron Laushway
Associate Dean of Students
Office of the Dean of Students
Gibbons Hall
Email: fal@virginia.edu
http://odos.virginia.edu/
Office of Undergraduate Admission
190 McCormick Road
Peabody Hall
Charlottesville, VA 22903
Phone: 434-982-3200
Fax: 434-924-7674
Email: undergradadmission@virginia.edu
https://admission.virginia.edu/

College of Arts and Sciences
Shawn Lyons (Association Dean)
Assistant Dean and Professor
206 Monroe Hall
PO Box 400133
Charlottesville, VA 22904
Phone: 434-924-8873
Email: stl8m@virginia.edu
http://college.as.virginia.edu/

McIntire School of Commerce
Janelle Perron Jennings
Associate Director of Academic Operations
Student Services Suite
163 Rouss/Robertson Halls, East Lawn
Phone: 434-924-7533
Email: jpi7b@comm.virginia.edu
https://www.commerce.virginia.edu/

School of Engineering and Applied Science
Jesse Rogers
Registrar Undergraduate Programs
Thornton Hall, Room A122
351 McCormick Road
P.O. Box 400233
Phone: 434-924-6326
Email: jr7up@virginia.edu
https://engineering.virginia.edu/

Orientation & New Student Programs
Sarah Dodge
Program Coordinator
Gibbons House
425 Treehouse Drive
PO Box 400181
Charlottesville, VA 22904
Email: orientation@virginia.edu
http://orientation.virginia.edu/

Graduate School of Arts & Sciences
Aaron Laushway
Associate Dean of Students
Office of the Dean of Students
Gibbons Hall
Email: fal@virginia.edu
http://graduate.as.virginia.edu/

McIntire School of Commerce
A J Baglioni Jr. (Tony)
Associate Professor
343 Rouss/Robertson Halls, East Lawn
Phone: 434-924-4961
Email: ajb2t@comm.virginia.edu
https://www.commerce.virginia.edu/

School of Engineering and Applied Science
Barbara Graves
Graduate Engineering Registrar
Thornton Hall, Room A108
351 McCormick Road
P.O. Box 400242
University of Virginia
Phone: 434-924-3897
Email: bgraves@virginia.edu
https://engineering.virginia.edu/
Frank Batten School of Leadership & Public Policy
Amanda Crombie
Director of Academic Programs and Registrar
Garrett Hall, L052
435 McCormick Road
Charlottesville, VA 22904
Phone: 434-243-9976
Email: ajcrombie@virginia.edu
http://batten.virginia.edu/

School of Law
Jennifer Hulvey
Director of Financial Aid
Phone: 434-243-8632
Fax: 434-982-2128
Email: jennifer.hulvey@law.virginia.edu
http://content.law.virginia.edu/financialaid

School of Nursing
Adam Seid
Assistant Director for Graduate Admissions and Financial Aid
1026 Claude Moore Nursing Education Building
P.O. Box 800826
Charlottesville, VA 22908-0826
Phone: 434-924-0141
Email: gradnursing@virginia.edu
https://www.nursing.virginia.edu/

School of Architecture
Tashana Starks
Academic & Student Support Services Coordinator
Room 201, Campbell Hall
P.O. Box 400122
Charlottesville, VA 22904
Phone: 434-982-2811
Fax: 434-924-3119
Email: tdp2m@virginia.edu
http://www.arch.virginia.edu

Curry School of Education
Sheilah Sprouse
Curry Academic Records Specialist
102 Ruffner Hall
Phone: 434-924-0742
Email: sgs9w@virginia.edu
https://curry.virginia.edu/admissions

School of Law
Cordel L. Faulk
Assistant Dean & Chief Admissions Officer
University of Virginia School of Law
580 Massie Road
Charlottesville, Virginia 22903-1738
Phone: 434-924-4869
Fax: 434-982-2128
Email: cfaulk@law.virginia.edu
http://content.law.virginia.edu/

School of Medicine
Katherine Yates
Registrar
Claude Moore Medical Education Building, Lane Road
Charlottesville, Virginia 22908
Phone: 434-924-5200
Email: kam5vd@virginia.edu
https://med.virginia.edu/

Darden School of Business
Heather Williamson
Assistant Director of Financial Aid
Darden School of Business
P.O. Box 6550
Charlottesville, VA 22906
Phone: 434-924-7739
Fax: 434-243-5033
Email: williamsonh@darden.virginia.edu
https://www.darden.virginia.edu/
School of Continuing & Professional Studies
Hal Glover*
Manager of Accounts Receivable and Student Financial Records
104 Midmont Lane, PO Box 400764
Charlottesville, VA 22904
Zehmer Hall
Phone: 434-243-1156
Email: hng2n@virginia.edu
http://www.scps.virginia.edu/military

UVA Career Center
Michelle Ball
Assistant Director
1815 Stadium Road
Bryant Hall at Scott Stadium
Charlottesville, VA 22903
Phone: 434-924-8900
Email: mball@virginia.edu
www.career.virginia.edu

Transfer Student Association
Elizabeth Ozment
Association Dean & Professor
College of Arts & Sciences
Monroe Hall
Phone: 434-924-3350
Email: ewo5n@virginia.edu

Student Activities and Contracted Independent Organizations (CIOs)
Kelly Chambers
Program Coordinator for CIO Support
Newcomb Hall, First Floor
Student Activities
Office of the Dean of Students (ODOS)
University of Virginia
Phone: 434-924-7381
Email: kmc2sq@virginia.edu
http://studentactivities.virginia.edu/

Office for Equal Opportunity and Civil Rights
Rachel Spraker
Compliance Director for Equity & Affirmative Action
Washington Hall, East Range
Phone: 434-243-6439
Email: ras7c@virginia.edu

Contemplative Sciences Center
Kyle Bowman*
Administrator
Contemplative Sciences Center
102 Cresap Road, Room 103
PO Box 400290
Charlottesville, VA 22903-4290
Phone: 434-243-0646
Email: klb9u@virginia.edu
http://www.uvacontemplation.org/

Writing Center
Academic and Professional Writing Program
Claire Chantell
234 Bryan Hall
Phone: 434-924-3815
Email: cc2de@virginia.edu
http://professionalwriting.as.virginia.edu/welcome-writing-center
Office of the University Registrar

Contact Information

The Office of the University Registrar (UREG) is the liaison between students and the Department of Veterans’ Affairs for information about using educational benefits.

**Mailing Address:**
UREG (Office of the University Registrar)
P.O. Box 400203
Charlottesville, VA 22904-4203

**Office Location:**
Carruthers Hall, South Entrance
1001 N Emmet St
Charlottesville, VA 22903-4833

**Phone:** 434-924-4122  
**Fax:** 434-924-4156  
**Email:** veteransbenefits@virginia.edu

To find out more about the resources available to active duty service members, veterans, reservists, guardsmen, and dependents, please visit:
http://www.virginia.edu/registrar/vabenefits.html