



**UNIVERSITY OF THE
INCARNATE WORD**
MILITARY &
VETERAN CENTER

Using your VA Educational Benefits; Helpful Reminders:

Certification Requirement

Degree Plan Requirement: All courses certified to the VA must be required for your degree plan at the time of certification. General electives can only be certified if the credit hours are required to graduate.

Repeat/GPA Boosting Courses: If a student successfully completes and passes a course it cannot be certified again to the VA. However, if a student fails the course or the program requires a higher grade than the one achieved, that course may be repeated and certified to the VA again.

Withdrawing or Dropping Courses

Students must report all dropped courses through the UIW VA Certification Form on Cardinal Apps. We encourage all students to contact the Military & Veteran Center if they are considering withdrawing or dropping a course post-census (after the 100% drop date). Withdrawals or drops are reported to the VA and may result in a student debt.

For Chapter 33 Post 9-11 GI Bill®: A drop or withdrawal could require the return of paid tuition, fees, or yellow ribbon payments back to the VA. Any outstanding balance would be the responsibility of the student and may incur a Business Office Hold.

Prior Credit

Students are responsible to submit all official transcripts to UIW for prior credit evaluation. Failure to submit transcripts on time may require the school to reverse certification for a course where transfer credit was given. Failure to have all transcripts received by second semester will result in dis-enrollment along with reversing credit.

Processing Time

It is our priority to process all students in a timely manner. Once all required documents are received, please allow 4 business days to process your certification. Please note that students not meeting the certification requirements mentioned above can experience delays in their certification.

Billing

For students utilizing Chapter 33 Post 9-11 GI Bill® & Chapter 31 Benefits, the Military & Veteran Center will bill the VA after the 100% drop date each semester. VA Payment typically arrives 2-4 weeks after this date. Business Office will send automated emails to all students with a balance regardless of being full funded by a third party. Please note these emails are standard and cannot be disabled.

Parking Permit Fee

Students parking on campus are responsible to obtain a parking permit from the UIW Business Office. The VA does NOT cover the cost of the parking permit with the exception of Chapter 31 Vocational Readiness & Employment **with prior approval from the VR&E counselor**. The University does grant a parking permit fee waiver for disabled/decorated veterans upon submission of their vehicle registration at the UIW Business Office.

Health Insurance Fee

All full-time Main Campus students are automatically charged for health insurance annually. The cost is not covered under VA Educational Benefits and can be waived by the pre-determined deadline on the UIW Business Office website.

Yellow Ribbon Program

The Yellow Ribbon Program for Chapter 33 Post 9-11 GI Bill® recipients who exceed the VA national annual funding cap allotted to private institutions. The remaining required tuition/fee charges are split 50% by the VA and UIW.

To Qualify: 100% Ch 33 Post 9-11 GI Bill® recipient with remaining months of benefits To Apply: Submit a Yellow Ribbon Application (available each Spring) and a recent Certificate of Eligibility.



When will I receive my refund?

The Business Office will begin processing student refunds after the 100% drop date of the respective semester and/or term as long as the account is paid in full. Students who have set up direct deposit can expect to receive their refund within a few days after the refund has been processed. Students who do not have direct deposit on file will receive a check in the mail from USPS.

Can I receive my refund early if I am fully funded by my VA Educational Benefit?

As of Spring 2025 students who are fully funded through VA Benefits such as CH 33 or Ch 31 can no longer receive early refunds outright. Student who request an early refund must be "in need" and each request will be reviewed and approved through a case by case basis. Please note the final decision of early refund release falls at will with the UIW Business Office and cannot be contested.

Why is my aid being utilized to pay my bill even though I am fully funded through VA Education Benefits?

Your refundable aid is being withheld to pay your bill until VA payment is received and applied in full. This will occur 2-4 weeks after the add/drop date of the term you are in has passed and is dependent that all required VA documents have been processed and your enrollment has been reported to VA. Once VA payment is received and applied to your student account your refundable aid will be released to you via direct deposit or check.

If I am utilizing VA benefits who should I ask if I have questions regarding my student bill?

Please contact the Military and Veteran Center first for any questions regarding your student bill.

Discounts

Active-Duty members and their dependents who are taking main campus courses are eligible for a 15% discount off tuition. Members can present their military ID cards in-person or submit a Single Record Request through the SCRA website and send the PDF form to our office via email. Dependents must present their military ID cards in-person to our office. We will not accept expired ID cards, no exceptions.

Veteran students who are taking main campus courses are eligible for a 15% discount off tuition. We recommend contacting our Military and Veteran Affairs Center to discuss your VA educational benefits. Depending on your eligibility, you may or may not be eligible for this discount. If eligible, please contact our office and we will verify with our Military and VA Center.

Who is Eligible?

Part-time or full-time undergraduate and graduate students are eligible for tuition discounts. Students enrolled in professional schools or doctoral level programs are not eligible to receive these discounts. Discounts are not applicable to students for whom 100% tuition is paid by a third party. Discounts may vary between university programs such as Main Campus and SPS.



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Understanding Your Rate of Pursuit:

Undergraduate Rate of Pursuit

Chapters 30, 35, 1606, and 1607:

VA Benefits are paid based on training time. In a standard semester, VA measures training time as follows:

12 hrs	Full-Time
9-11 hrs	¾ Time
6-8 hrs	½ Time
4-5 hrs	< ½ Time
1-3 hrs	< ¼ Time

Ch 33 Post 9-11 GI Bill®

Semester Credit Equivalency Table

Weeks → ↓ Credit	15 to 19	14	13	12	11	10	9	8	7	6	5	4	3	2	1
12 or more	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
11	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
10	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
9	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
8	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
7	1/2	3/4	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
6	1/2	1/2	1/2	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
5	<1/2	1/2	1/2	1/2	1/2	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT
4	<1/2	<1/2	<1/2	1/2	1/2	1/2	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT
3	1/4	1/4	<1/2	<1/2	<1/2	<1/2	1/2	1/2	1/2	3/4	3/4	FT	FT	FT	FT
2	1/4	1/4	1/4	1/4	1/4	1/4	<1/2	<1/2	<1/2	1/2	1/2	3/4	FT	FT	FT
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	<1/2	1/2	3/4	FT

**** Please Note:** Ch 33 Post 9-11 GI Bill® students receiving a housing allowance must be more than half-time in their rate of pursuit to receive their stipend.

Graduate Rate of Pursuit

	Masters Full-Semester	Masters 8 – Week	Professional	Ph.D.	Ph.D. (Dissertation)
Full-Time	6 hrs	3 hrs	6 hrs	6 hrs	3 hrs
Half-Time	3 hrs	1 hrs	3 hrs	3 hrs	1 hrs

****Students taking solely distance learning in a term will receive the MHA rate that is equal to 1/2 the national average****

Military & Veteran Center
Phone: (210) 832- 5651 E-mail: veterans@uiwtx.edu www.uiw.edu/military-veteran-services/