SOUTHWESTERN UNIVERSITY

CH 31 Veteran Readiness & Employment (VR&E)

Change in Enrollment Information *(updated August 2026)*

The amount that the VA pays for your tuition and monthly housing allowance is based on your enrollment. Students enrolled in at least 12 credits are enrolled 'full time'. Southwestern University publishes deadlines for adding courses and dropping courses. The schedule is published in the catalog and on the university website. The VA requires SU to report changes in your enrollment – when you add courses or drop courses. Changes in your enrollment, especially when you drop courses below full time status (below 12 credits), can impact the amount of tuition the VA will provide to SU for you, and can impact the amount of monthly housing allowance the VA pays to you directly.

Please Note:
If you want to drop any classes, or completely withdraw from SU (which is considered as dropping all courses), please meet with your Success Coach and/or Academic Advisor (Advisor) to discuss your courses, the difficulties you may be experiencing, and to consider whether dropping courses is the best option for you. After you have met with your Advisor, please contact the School Certifying Official, to discuss any possible financial consequences you might incur.

VR&E makes the determination of whether you have to repay a course that you drop. If they determine you have to repay, you may have the right to appeal and provide additional information to them. If it is determined you have to repay any overpaid tuition, they will bill SU. SU will return funds to the VA in accordance with their regulations, and you will be responsible for the tuition charges due to SU. VR&E will also use their own calculation to determine how much you have to repay. They do not follow any university's tuition refund schedule. You may have access to additional financing options to cover your balance due to SU, and should consult with the Financial Aid Office for assistance. You should also consult your VR&E counselor.

Tuition and Credits:
At Southwestern, we charge a flat rate tuition for 12-19 credits of enrollment. As long as you stay full time, SU does not alter your tuition charge or financial aid. We have a posted tuition refund policy in the university catalog. The first 5 weeks of the semester, referred to as the "add/drop without record" period, are when adjustments to tuition charges are made when students drop below 12 credits. If you drop below full time within the first 5 weeks of the semester, then the tuition refund policy dictates an adjustment to your tuition charge and possibly your financial aid.

Dropping Courses:

- If you add or drop courses during the "add/drop without record" period, and remain full time (minimum of 12 credits), the VA will not penalize you for enrollment changes.
- If you drop below 12 credits, during the "add/drop without record" period your enrollment change will be reported to the VA and the VA will only pay the tuition for the adjusted enrollment, as if you had been enrolled part time from the beginning of the term. The VA will determine the amount of tuition they pay, and if that results in a difference between the SU tuition charge, and the allowable VA tuition payment, you will be responsible for paying the difference to SU:

  > Example: You register for 12 credits and you are billed for 12 credits by SU. You drop one 4 credit course, going from 12 credits to 8 credits, during the first 5 weeks of the semester. SU will charge you for 8 credits, and charge you a prorated tuition amount for the 4 credit course you dropped. The VA will only pay for 8 credits of tuition, as if you had been enrolled in 8 credits from the start of the term. You would owe SU the difference in tuition charged and the amount the VA pays.

- If you drop courses during the "drop with record" period, this means you are 'withdrawing' from a course and will receive a grade of 'W'. If you drop below 12 credits, your enrollment change will be reported to the VA and the VA will determine the amount of tuition funds you must repay for the dropped course(s). The VA requires that any overpayment of tuition funds, for which the student is no longer eligible, be repaid by the university to the VA. The VA will notify Southwestern University of the amount of overpaid tuition that must be returned from the university in accordance with VA's repayment rules. You will be required to repay SU for any ineligible/overpaid tuition funds the university repays to the VA on your behalf.

1001 East University Avenue, Georgetown, Texas 78626 512.863.6511 southwestern.edu

- If you completely withdraw from the university, dropping all courses, then the US Dept of Education, the VA, the State of Texas, and institutional policies governing withdrawals, will be in effect. These policies are detailed in the SU university catalog. Students considering complete withdrawal from the university should contact the Center for Academic Success for additional guidance.

Why does it matter to you?
If you drop classes, and as a result owe the university, this could impede your ability to register for future classes, or request transcripts. You could have a financial hold placed on your account until the balance owed is paid.

What can you do to avoid this situation?
Before you drop any courses, please contact your Advisor to fully consider your academic options. Upon meeting with your Advisor, please contact the School Certifying Official so we can consider the VA's rules for changes in enrollment. One thing we will talk about is the REASON you want to drop the course(s). If your reason is considered a 'mitigating circumstance' by the VA, then you may not have to repay some or all of the dropped course. The VA only allows you one drop 'for no reason' of up to 6 credits at one time. After that, if you drop just because you don't like the course or you aren't getting the high enough grade you want, then that is not a 'mitigating circumstance' and you could have to repay the VA.

Mitigating Circumstances for Dropping Courses:
As defined by the VA, mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. Documentation supporting the student's mitigating circumstance will be provided to the School Certifying Official, for review by the VA as applicable.

Examples are:
An illness or death in the student's immediate family.
An illness or injury afflicting the student during the enrollment period.
An unavoidable change in the student's conditions of employment.
An unavoidable geographical transfer resulting from the student's employment.
Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
Discontinuance of the course by the school.
Unanticipated active military service, including active duty for training.
Unanticipated difficulties with childcare arrangements the student made for the period during which he or she is attending classes.

Not dropping the course(s) and choosing to fail it:
If you are struggling in a course, and decide you don't want to risk having to repay the VA, but choose to stop going to class or doing any assignments, this may still be considered a withdrawal.

<u>Courses with grades of F:</u>
If you are struggling in a course and you remain enrolled and receive an F, the university is required by US Dept of Education regulations to determine whether you 'Earned the F' or if you "Received an F due to non-attendance". We are required to capture your 'last date of attendance' in the course. If you fail every course you are enrolled in, the university will confirm with each instructor about the last day you attended class and actively participated in the class, and will determine that the last day you attended is the date of 'involuntary withdrawal'. That date will be reported to both the US Dept of Ed (for determining repayment of grants and loans in accordance with USDOE regs) and to the VA (for determining whether your VA funds will need to be repaid). Please reach out for support and advising to try and avoid this scenario.

If you stay in the class through the end of the term and you fail it please check with your VR&E counselor to determine if you can retake the class, not have to repay the failed course, and if VR&E will pay for the course again if it is needed for a degree requirement. Southwestern's repeated course policy is detained in the University Catalog - and may allow for grade replacement in certain situations.

1001 East University Avenue, Georgetown, Texas 78626 512.863.6511 southwestern.edu

Dropping Courses and Monthly Housing Allowance:
If you drop below 12 credits, the VA will adjust your monthly housing allowance from the date of the change. If they overpay you for housing (ex. they pay you and then a change of enrollment comes through with an effective date prior to when they paid) then you will owe the VA, not the school. You would only owe the school on overpayment of tuition charges, not housing allowance charges.

Credit Refunds:
Currently, SU will advance up to $1500 of a CH 31 student veteran's Pell grant to them (where the Pell grant creates a 'credit balance'), before the tuition payment is received from the VA, with the remainder of the credit refunded after the VA tuition payment is received and applied to the student account. Please note that changes in your enrollment that affect your Pell grant eligibility could result in additional repayment of overpaid Pell grant funds due to the university. The SU Financial Aid Office is available to assist students in determine what alternate financing options may be available.

'Rounding Out' In Last Semester of Enrollment-
The VA allows CH 31 students to 'round out' in the last semester prior to graduation. You may take courses that are not required for your program in order to reach full-time status, as long as the courses are part of your VR&E approved employment plan. When preparing to register for your last semester prior to graduation, if using CH 31 benefits that semester, please consult with your Advisor, the School Certifying Official, and your VR&E counselor to ensure your courses may be certified.

Please Note:
The rules regarding registration and enrollment in coursework are different for each VA education program. It is advised that you seek out information from the School Certifying Official and your Advisor, with questions pertaining to dropping courses.

School Certifying Official Contact Information:
Nadia Mahannah – Associate Registrar and VA School Certifying Official
Office of the Registrar, Prothro Room 100
mahannan@southwestern.edu
(512) 863-1952