

Reduction and Withdrawals (Chapter 33)

All changes in credit must be reported, generally within 30 days of the change in enrollment [38 CFR 21.4203]. Keep in mind that credit may be divided between resident credit (Res) and distance learning credit (Dist) for chapter 33. Amend resident credit and distance hours separately based on how the change affects one, the other, or both.

Whenever credit hours change, prepare and submit an amended Enrollment Certification in Enrollment Manager (EM). **Amend credit hours, and Tuition and Fees (if necessary)**. If a student certified for 12 credit hours drops to 9 credit hours:

- Change credit hours from 12 to 9 credits. Remember, the 12 credits hours may be divided between Resident and Distance. Amend the credit where appropriate.
- Change the tuition amount reported for the 12 credits hours to the tuition amount **that would have been reported** for the 9 remaining credit hours.
- Change the fees amount reported for 12 credit hours to the fees amount that would have been reported for the 9 remaining credit hours. Some courses have lab fees or associated fees pertaining to that particular course. Make sure the Tuition and Fees reported after the reduction are specific to the credit hours that remain; as if those were the only courses taken during the entire enrollment period.

Reductions and Withdrawals (Chapters 30, 32, 35, and 1606)

- Changes in credit hours that do not change the student's training time do not need to be reported unless the student is a Serviceperson and there is a change in Tuition and Fees. Example: You do not have to report a change from 12 to 15 hours or vice versa because both are full-time for a standard quarter or semester.
- If a reduction drops a student to <1/2-time, Tuition and Fees must be reported. Changes in Tuition and Fees should always be reported for students on active duty and students training at <1/2-time even if there is no change in the training time.
- **NOTE:** Reductions that do not change training time are not required to be reported, but there is no harm in reporting this information to the VA.

Amendments and Terminations On or Before the First Day of Term (Chapter 33)

Amendments

- If a change in credit hours is reported, the corresponding change in tuition, fees, and Yellow Ribbon for the remaining credit hours must also be reported.
- If a student does not attend and withdraws from a course before the first day of the term, report the amendment as: "Preregistered but reduced prior to First

Day of Term” Enrollment Manager (EM) will automatically populate the Effective Date field with the day before the First Day of Term.

- If a student withdraws from a course on the first day of the term, report the amendment as a “Reduction First Day of Term” Enrollment Manager (EM) will automatically populate the Effective Date field with the First Day of Term.

Terminations

- If a student does not start the term, report the termination reason as “Withdraw Before Beginning of Term” or “Preregistered But Never Attended”. In both cases, Enrollment Manager (EM) will automatically populate the Effective Date field with the day before the first day of the term.
- If a student attends class and then terminates *on the first day of the term*, you should report the termination reason as “Withdrawal during drop period” and report the Effective Date as the first day of the term. VA will treat this termination the same as a “Withdraw Before Beginning of Term” or “Preregistered But Never Attended” and will generate a school debt for tuition and fees.
- If a student attends classes and terminates later in term, report the termination reason accordingly and indicate the Effective Date.

Veteran moving from Chapter 33 to Chapter 31 benefits

Payment of more than one VA benefit for the same period of school attendance is not permitted by law. Accordingly, the VR&E payment system, known as Corporate WINRS (CWINRS), was designed to prevent payment of chapter 31 benefits prior to the last date chapter 33 benefits were paid in the Long Term Solution (LTS).

When an enrollment certification is submitted and paid under chapter 33, the end date of the specific term is received by CWINRS. If that term is subsequently terminated under chapter 33 for recertification under chapter 31, CWINRS will continue to not allow the chapter 31 payment, even though it has been terminated under chapter 33 (to include debt creation).

SCOs should **NOT** terminate terms previously certified under chapter 33 with the intent to recertify under chapter 31. If the student, Vocational Rehabilitation Counselor (VRC), or Veterans Claims Examiner (VCE) requests you terminate a term already paid under chapter 33 for this purpose, inform them it is against policy and cannot be accomplished. SCOs should contact their ELRs for additional guidance.

Amendments During Drop Period

- If a change in credit hours is certified for chapter 33 the corresponding change in tuition, fees, and Yellow Ribbon for the remaining credit must also be reported
- If a student withdraws during the school’s drop period, identify the amendment or termination as “During Drop Period”. The drop period is the designated

period at the beginning of a term when a student can add and drop classes without a grade being recorded on the transcript.

Amendments After Drop Period

- When a change in credit is certified for chapter 33 the corresponding change in tuition, fees, and Yellow Ribbon for the remaining credit must also be reported
- If a student withdraws after the drop period, report the amendment or termination as “After Drop Period – Non-punitive Grades Assigned” or “After Drop Period – Punitive Grades Assigned” as appropriate. Accurately identify whether the grade assigned is non-punitive or punitive. The action VA takes differs for non-punitive and punitive grades. If the grade is non-punitive **Mitigating Circumstances** are an issue.