

Changes or Withdrawal (W) of Classes May Affect Potential Student Debt

VA's policy for everyone is that a Withdrawal (W) grade without mitigating circumstances will result in a potential debt of Tuition & Fees and Monthly Housing Allowance paid based on enrollment in that course. This is a rule for everyone. If a student does not want to owe the money back then the student needs to complete the course and get a grade; or, if the student simply needs more time to complete the requirements, the student can take an Incomplete and finish the training after the term (the time allocated for completing the training is limited by school and VA rules). Key points:

- Students need to know that a W may result in a big debt
- If a student does not want a debt, then they need to complete the class and get a grade
- A student can reduce the size of the debt if withdrawing with mitigating circumstance

Avoid changing your course schedule as much as possible once you are enrolled. If you decrease your training time (i.e. drop classes, leave school, etc.) and we have already processed a payment for tuition and fees, that causes an overpayment to the school. Some schools also wait to submit enrollments, so students have more time to add or drop classes.

Generally, if you drop a course or withdraw from school after the drop period and receive a non-punitive grade, meaning one that doesn't count as credit towards your degree, VA will reduce benefits effective the first day of the term. (A failing grade is a punitive grade because it counts towards your GPA.) That means you'll need to repay the overpayment, unless mitigating circumstances are granted. Mitigating circumstances are circumstances beyond your control that prevent you from continuing in school or that cause you to reduce your credits.

VA's policy for everyone is that a Withdrawal (W) grade without mitigating circumstances will result in a potential debt of Tuition & Fees and Monthly Housing Allowance paid based on enrollment in that course. This is rule for everyone. If a student does not want to owe the money back then the student needs to complete the course and get a grade; or, if the student simply needs more time to complete the requirements, the student can take an Incomplete and finish the training after the term (the time allocated for completing the training is limited by school and VA rules).

If you need to submit mitigating circumstances, the easiest way is to tell your School Certifying Official (SCO). Your SCO is the school employee who submits your enrollment change and they can also send us your mitigating circumstances. By doing this, a student can avoid the creation of a larger debt and the need to submit additional documentation

VA



U.S. Department
of Veterans Affairs

to VA. If you choose not to tell the reasons for your drop to your SCO, or they do not provide the information to VA, you'll receive a letter explaining that we were notified about your change in hours and asking you to submit any mitigating circumstances that led to the drop.

In response, you'll need to write the reasons and mail them to your Regional Processing Office or send them using the "Submit a Question" button on our website. VA will notify you by letter if your reasons are accepted and the amount of any final benefit debt. VA also automatically grants mitigating circumstances for up to 6 credits the first time, and only the first time, you reduce or terminate and ask for mitigating circumstances.