

**Policy Name:** Establishing Principles of Excellence – Military - SOMI  
**Policy Number:** ADM 4.07  
**Title of Policy Owner:** Chief Financial Officer  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2023  
**Version:** 2.0  
**Policy Status:** Approved

## I. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to offer and administer U.S. Department of Veteran Affairs education benefits in accordance with federal and state regulations.

## II. Purpose

The purpose of this policy is to establish roles and responsibilities, internal controls, procedures and deadlines for the participation and administration of U.S. Department of Veteran Affairs education benefit programs. SOMI acknowledges the importance of providing meaningful information to service members, veterans, spouses and other family members about the financial cost and educational quality of its programs and to ensure the administration of such Veteran Affairs education benefits in accordance with applicable federal and state regulations and Principles of Excellence for Educational Institutions.

## III. Scope

This is an institutional policy that applies to all SOMI prospective and enrolled students utilizing U.S. Department of Veteran Affairs education benefits.

## IV. Definitions

**School Certifying Official (SCO)** - is a representative of an educational institution or training establishment who is authorized to submit enrollment certification to DVA (U.S. Department of Veterans Affairs) for Veteran Affairs education benefits.

## V. Policy Details

### A. Designation of a Responsible Party

With appropriate oversight by the Chief Financial Officer, the Director of Financial Aid is responsible for monitoring compliance with the requirements of this policy and applicable U.S. Department of Veteran Affairs regulations. The Director of Financial Aid serves as the School Certifying Official (SCO) for Veteran Affairs education benefits.

### B. Principles of Excellence – Military: Executive Order

On April 27, 2012, President Obama signed Executive Order 13607. This executive order encourages institutions of higher education to recognize the importance of

transparency when providing students with outcome measurements, financial disclosure documents and enhanced enforcement and compliance mechanisms.

Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) agrees to comply with the Principles of Excellence Order and commits to:

i. Prior to Enrollment

SOMI will provide prospective students who are eligible to receive federal military and veterans educational benefits (Veteran Affairs educational benefits) with a personalized and standardized form, as developed in a manner set forth by the U.S. Secretary of Education, working with the Secretaries of Defense and U.S. Department of Veterans Affairs, to help those prospective students understand the total cost of the educational program, including tuition and fees; the amount of that cost that will be covered by Veteran Affairs education benefits; the type and amount of federal financial aid they may qualify for; their estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions. The Financial Aid Shopping Sheet provides personalized award information to all prospective and enrolled students. It is provided electronically via the Student Information System (SIS).

ii. Federal Financial Aid Fund Sources

The SCO will inform students who are eligible to utilize Veteran Affairs education benefits of all fund sources available to finance their education including Veteran Affairs education benefits and other federal financial aid fund sources, as further defined in ADM 4.02 Federal Financial Aid Programs. The SCO will inform and review potential federal financial aid fund sources with the student prior to packaging financial aid and will exhaust all federal fund sources prior to offering private student loans or alternative fund sources.

iii. Recruiting Techniques

SOMI does not use aggressive or fraudulent recruiting techniques, as well as misrepresentation, payment of incentive compensation and is committed to meeting federal and state authorization requirements, consistent with the regulations issued by the U.S. Department of Education (34 C.F.R. 668.71-668.75, 668.14, and 600.9)

iv. Compliance with Federal, State and Local Regulatory and Accreditation Standards Requirements

SOMI attests to ensuring compliance with regulatory and accrediting standards including, but not limited to Title IV Regulations, institutional and programmatic accrediting standards and other federal, state and local regulatory requirements that govern its academic programs. This includes, but is not limited to, regulatory and accrediting body approval of any substantive changes in educational programming or course offerings.

v. Enrollment Status Changes

SOMI policy allows for temporary leaves of absences for service members and reservists who are called to active duty and/or those who must permanently withdraw

from the institution due to military service orders. In such circumstances, SOMI allows for readmission for those students meeting Satisfactory Academic Progress standards as further defined in ADM 2.06 Satisfactory Academic Progress policy. Students are also required to review ADM 3.07 Leave of Absence or Permanent Resignation from the College and ADM 3.11 College Admissions / Readmissions policies in such circumstances.

vi. Financial Refunds

SOMI offers Financial Refunds to students in accordance with Title IV Regulations, which are authorized by the Higher Education Act of 1965, as amended. Financial Refunds are offered to students in various scenarios, which are further defined in ADM 5.01 Financial Refunds policy.

vii. Degree Audit Plan

SOMI provides degree audit plans electronically via the Student Information System (SIS) for all students, including those utilizing Veteran Affairs education benefits. This detailed plan outlines how students fulfill their educational requirements that are necessary to graduate from the program and the expected timeline for completion. In certain cases, previous coursework from other accredited institutions and relevant military training may be evaluated for transfer credits. Additional details are located in ADM 3.01 Transfer Credit policy.

viii. Point of Contacts for Student Success

SOMI offers various forms of student services to ensure student success. Such services include, but are not limited to:

Academic & Career Advising - which includes access to academic counseling, accommodations counseling, and career counseling to assist service members, reservists, and their families with the successful completion of their educational programs and assistance with subsequent job placement.

Financial Advising – which includes financial aid counseling and other services as provided by the Financial Aid Office and/or SCO.

### **C. Financial & Academic Penalties**

In accordance with Title 38 US Code 3679(e), SOMI adopts the following additional provisions for any students using Post-9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from Veteran Affairs education benefits. SOMI will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;

- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

**D. Grievances**

The Virginia State Approving Agency (SAA) is the approving authority for U.S. Department of Veteran Affairs education benefits and training programs for the state of Virginia. In the event that a student receiving Veteran Affairs education benefits has a grievance against SOMI, the student should first follow the procedures set forth in ADM 1.05 Appeal Process for Non-Academic Student Grievances policy. In the event that the grievance cannot be satisfactorily resolved, the student may file such a grievance with the SAA office at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

**REFERENCE:** Executive Order 13607; Dear Colleague Letter: GEN-12-17 (Publication Date August 30, 2012)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

**VI. Attachments**

None

**VII. Related Policies**

- ADM 1.05 Student grievance Process
- ADM 2.06 Satisfactory Academic Progress
- ADM 3.01 Transfer Credit
- ADM 3.07 Leave of Absence or Permanent Resignation from the School
- ADM 4.02 Federal Financial Aid Programs
- ADM 4.04 Student Accounts
- ADM 5.01 Financial Refunds

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	08/01/2022	Establish AAS Policy	Chief Financial Officer
2.0	08/01/2023	New Template	Chief Financial Officer