



Educational Counseling for Military-Affiliated Students #390.001

INITIAL EFFECTIVE DATE: February 9, 2023	LAST REVISION DATE: February 9, 2023	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Veteran & Military Affairs
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POLICY STATEMENT

Employees within the Office of Veteran and Military Affairs must direct prospective and enrolled students who seek to receive Military Education Benefits to the Educational Services Officer (ESO) within their respective Military Service prior to enrollment. The student is responsible for securing approval from an ESO within their respective Military Service and submitting such documentation to the Office of Veteran and Military Affairs prior to enrolling.

SCOPE

This policy applies to staff and administrators responsible for advising and supporting all students seeking to utilize military educational benefits toward their cost of attendance within the Office of Veterans and Military Service.

REASON FOR POLICY

The purpose of the policy is to ensure that military-affiliated students who intend to utilize Veteran Administration (VA) educational benefits understand the applicability of their desired course of study with the VA benefits regulations.

DEFINITIONS	
TERM	DEFINITIONS
Education Services Officer	A representative from a U.S. military branch responsible for serving as a liaison to educational institutions and providing assistance to eligible service members enrolling in the institution’s courses.
Military Education Benefits	Any of a number of U.S. Department of Veterans Affairs resources associated with the Servicemen’s Readjustment Act of 1944 (commonly known as the G.I. Bill) that assist eligible active military servicemembers, veterans, and/or their dependents defray the cost of post-secondary education and/or vocational training.



Military Service	A branch of the United States armed forces, including the National Guard, U.S. Air Force, U.S. Army, U.S. Coast Guard, U.S. Marine Corps, U.S. Navy, and U.S. Space Force.
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ROLES AND RESPONSIBILITIES

The Office of Veteran & Military Affairs’ administrators and staff are responsible for advising all military-affiliated students to consult with their Education Service Officer (ESO) prior to enrollment.

RELATED RESOURCES

U.S. Department of Defense, Instruction 1322.25, Voluntary Education Programs:
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/132225p.pdf>

CONTACTS

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HISTORY

Initial Effective Date: February 9, 2023
Review Dates (*review performed, no updates*): February 7, 2024
Revision Dates (*updates made to document*): February 9, 2023