

# FINANCIAL INFORMATION

## Financial Arrangements and Payment Policies

The student is responsible for payment of any outstanding balance on their student account. All tuition, fees, room and board charges are due by the deadlines listed below. Students who register after the due date are required to pay at the time of registration.

The MyLaVerne Portal serves as the official student bill and will reflect the charges, credits and amounts due. It is the student's responsibility to view their MyLaVerne Portal for their balance and make the appropriate arrangements for payment to be received by the deadline date.

The tuition charged to students will be the rate which is current for the program in which the student is enrolled, regardless of the course in which the student enrolls. **The university reserves the right to make changes to all published rates of tuition and fees at any time without prior written notice.**

Financial Arrangements are due one week prior to the start of each session for all students with the exception of the following Programs: Traditional Undergraduate, College of Law and Physician Assistant. Students who do not make financial arrangements by these deadlines may be assessed up to \$300 in late fees.

Traditional Undergraduate students who are registered in Semester and/or Session 1 are required to make financial arrangements no later than one month prior to the start of the semester.

Traditional Undergraduate students who are registered in Session 2 only are required to make financial arrangements no later than one week prior to the start of the session.

College of Law or Physician Assistant are required to make financial arrangements no later than two weeks prior to the start of the semester.

Financial arrangements include, but are not limited to:

- Payment in full
- Deferred payment plan
- Tuition assistance or VA benefits
- Third party payment
- Federal or state financial aid
- Student loans
- Merit awards\*
- Institutional aid\*

\*In order for traditional undergraduate students to be eligible for institutional aid, students must be registered full-time (12 or more units) and assessed the full-time tuition rate.

A student may be prevented from registering for a semester/session if there is an overdue debt from a previous semester, term, or trimester.

The University of La Verne offers the payment options listed below:

1. **Payment in full.**
2. **Deferred payment plans:** Payment plans are available for courses lasting eight weeks or more. Short-term courses of up to five weeks

in length must be paid in full, one week prior to the term. All deferred payment plans require the completion of an agreement.

A deferment fee of \$75 is assessed on all payment plans. The amount of the deferment fee is due at the time of enrollment in the payment plan.

All students electing to enroll in a deferred payment plan, who do not meet their payment dates, will be assessed a monthly late payment fee of \$35. Payment plans may be cancelled if 2 consecutive payments are missed. The University reserves the right to impose finance charges on all unpaid balances.

## Payment Methods

The University of La Verne accepts payments by cash, check, electronic check, money order, traveler's check, wire transfer, or by credit card, prior to December 1st, 2023 through the MyLaVerne Portal. No payments are accepted at the regional campuses. Accepted forms of credit card payment, prior to December 1st, 2023 include: VISA, MasterCard, and Discover through the MyLaVerne Portal. Credit card payments for tuition will not be accepted in person, over the phone or by mail.

Effective December 1<sup>st</sup>, credit card payments are only accepted online through TransAct, a third party payment service. Transact accepts Visa, Mastercard, American Express, and Discover. A convenience fee of 2.85% will apply to tuition, room and board, and fees. Credit card payments will not be accepted in person, over the phone, or by mail.

## Insurance Requirement for International Students in All Programs

All full-time students with F-1 or J-1 visas secured with documentation provided by University of La Verne are required to pay La Verne Health Center and Health Insurance fees. Coverage thus secured meets the requirements specified by US Federal Regulations. The costs of these fees are required for full-time traditional-age undergraduate tuition, but graduate students must pay the separate Health Center and Health Insurance fees as listed. Students with J-2, H1, or H-4 visas are not required to purchase La Verne insurance, but J-2 visa holders must show that they have coverage that meets US Federal Regulations.

## Military Tuition Rate Policy

All active duty military members, their spouses or registered domestic partner, and dependents under the age of 26 who are admitted into the University's adult undergraduate (CAPA), master's, and credential programs at the central campus, through one of the regional campuses, or La Verne Online will be eligible for the military rate. The same rate will be offered to active service members in the Reserves of the U.S. Armed Forces or National Guard, starting with the first term of enrollment after their service activation. The military rate is not applicable for students admitted to the traditional undergraduate (TUG), doctoral, Law, or Physician Assistant programs.

Students will be required to provide verification of active military status at the time of admission. Spouses or registered domestic partners and dependents will also need to provide verification of their parents' or spouse's military status. The military rate cannot be applied until the student is admitted and provides verification of active military status. Once provided, the military rate will become effective the student's term of admission and will not be retroactive.

Dependents are eligible to receive the military tuition rate until the age of 26 (the term start date needs to occur before their 26th birthday).

Students receiving the military rate are not eligible for any institutional grants, scholarships and/or discounts.

Upon separation or retirement, active duty members, spouses and dependents will be assessed the regular tuition rate as published in the current catalog starting with the term following the date of separation or retirement.

## Main Campus Undergraduate Programs Tuition and Fees

Full-time: Fall 12-18 semester hours:

Undergraduate	Tuition per semester
Tuition, per semester	\$23,575
Student Health Insurance, per semester	\$415
ASULV Fee, per semester	\$160
Total Cost of Tuition, per semester	\$24,150

Full-time: Spring 12-18 units (Student who are enrolled fulltime inclusive of the units for January Intersession, will be billed the fulltime tuition. To receive an additional five units of credit during the January Session at no additional charge, students must be enrolled full-time and complete the 17-week Spring semester.

Undergraduate	Tuition per semester
Total Cost of Tuition, per semester	\$23,575
Student Health Insurance, per semester	\$415
ASULV Fee, per semester	\$160
Tuition, per semester	\$24,150

Part-time students, approved academic overloads, Directed Study, Independent Study, RN to BSN Program

Undergraduate	Tuition per semester hour
Directed Study and Independent Study, per semester hour	\$1,365
Summer Sessions, per semester hour	\$725
Legal Studies, per semester hour	\$500
Religion Program (off-campus), per semester hour	\$175
RN to BSN (Nursing), per semester hour	\$645

## Study Abroad Programs

The cost listed below must be paid by stated deadlines, which may be prior to departure. Travel costs are the responsibility of the student.

Undergraduate	Tuition per semester
per semester	\$30,725
per year	\$61,450
Washington D.C. Internship	\$30,025

## Main Campus Graduate Programs

### Tuition

Graduate	Tuition per semester hour
Masters degrees in Health Administration, Public Health, Public Administration, per semester hour	\$785
Masters degrees in Accounting, Business Administration, Data Analytics, Finance, Leadership & Management, per semester hour	\$935
Masters degree in Marriage and Family Therapy, per semester hour	\$915
Masters degree in Athletic Training, per semester hour	\$745
Master of Science Physician Assistant Practice	
- per trimester (Fall 2022 admission)	\$15,610
- per trimester (Fall 2023 admission)	\$16,105
MEd in Educational Leadership, per semester hour	\$740
All other masters degrees and credential programs in LaFetra College of Education, per semester hour	\$800
Masters degrees (Active Duty military rate), per semester hour	\$385
EdD, DPA, per semester hour	\$1,235
DBA, PSYD, per semester hour	\$1,275

## CAPA (Campus Accelerated Program for Adults)

Undergraduate	Tuition per semester hour
Tuition, per semester hour	\$665
Tuition (Active Duty military rate), per semester hour	\$250

## Regional Campuses and La Verne Online

Undergraduate	Tuition per semester hour
Regional campuses	\$665
Active Duty military rate	\$250

Graduate	Tuition per semester hour
Regional campuses (MHA, MPA)	\$785
Regional campuses (ACCT, FIN, MBA, MSLM)	\$935
Education program	\$740
Active Duty military rate	\$385

The University of La Verne reserves the right to establish a varying tuition rate for new programs established at new sites when there are unusual operating conditions.

## Residence Hall Charges Room Rates

### Main Campus Students, Per Semester

Fee	Amount
Room, Oaks Hall, triple occupancy	\$3,105
Room, Oaks Hall, double occupancy	\$3,820
Room, Oaks Hall, single occupancy	\$4,562
Room, Oaks Hall, super single occupancy	\$5,125
Room, Vista La Verne, double occupancy	\$4,330
Room, Vista La Verne, single occupancy	\$5,195
Room, Citrus Hall, triple occupancy	\$3,575
Room, Citrus Hall, double occupancy	\$4,180
Room, Citrus Hall, single occupancy	\$4,940
Summer Room Rate, single	\$2,455
Summer Room Rate, double	\$1,945
Summer Service Housing	\$500

### Physician Assistant Program, Per Trimester

Fee	Amount
Room, Oaks Hall, double occupancy	\$3,260
Room, Oaks Hall, single occupancy	\$3,810

## Board Rates

### Residential Undergraduate Students, Per Semester

Fee	Amount
10 meals per week + \$200 Leo Dollars	\$2,980
14 meals per week + \$100 Leo Dollars	\$3,245
19 meals per week + \$25 Leo Dollars	\$3,545
150 Block Plan + \$100 Leo Dollars	\$3,260

### Commuter Students, Per Semester

Fee	Amount
8 Meal per Week Plan	\$2,600
100 Block Plan	\$2,875

**Leo Dollars** are included with the purchase of a meal plan or may be purchased separately (i.e. \$100, \$500 Leo Dollar Plan). Leo Dollars function like a debit card where the price of a meal is subtracted from the card after every purchase. The balance available on the card rolls over from semester to semester, but expires at the end of the academic year.

**Block Plans:** The 100, 150, 200 Block Plans designate the number of meals a student has available to use during a semester. They expire at the end of that semester/term and can be used or shared at the student's discretion.

## Housing Fees

Fee	Amount
New/Returning Student Resident Activity Fee	\$50
Mid-Year Activity Fee	\$50
Summer Activity Fee	\$25
Early Move-In/Late Stay Fee	\$50
Replacement Mail, Chad and Room Key	\$25
Replacement Lock Change	\$125

## Fees

Fee	Amount
APA fee (doctoral students)	\$100
Appeals	\$50
Application, undergraduate, credential and master's (non-refundable)	\$50
Application, doctoral (non-refundable)	\$75
Assessment testing kit fee	\$50
Auditing, (traditional undergraduate students) per semester hour	\$682.50
Auditing, per semester hour	one-half normal tuition
Authentication Certificate (Apostille)	\$80-\$110
Bilingual Authorization, per semester hour	\$300
Biology/Anthropology 350L, 360L, 394	\$100
Cap and gown fee (doctoral students)	\$80
CBO Certification/School Business Management Certificate	\$7,500
Clear Administrative Services Credential, per semester hour	\$450
Community Service Alternative Assessment	\$50
Competency Exam (CBPM)	\$150
Continuous Registration (EdD, DPA), 1-2 semester hours of tuition	\$1,235-\$2,470
Continuous Registration (PsyD, DBA), 1-2 semester hours of tuition	\$1,275-\$2,550
Course Challenge	one semester hour of tuition
Deferred Payment Plan Fee	
-Per Semester (Fall and Spring)	\$75
-Per Semester (Summer)	\$50
Doctoral Dissertation completion	\$450
Graduation, Doctoral	\$300
Graduation, Master's	\$160
Graduation, Undergraduate	\$140
Health Education for Educators, per semester hour	150.00

Health Center (mandatory for all international graduate students and all other students who qualify and purchase the Health Insurance Plan separately)

- per semester	\$75
Health Insurance (mandatory for all international graduate students)	
- per semester	\$690
- Session II and/or Summer enrollment only	\$345
Journalism, Radio, TV Lab Fee(s)	\$100-150
Kinesiology Lab Fees	\$50-\$100
Lab Fee, per course (non-refundable)	\$150
Late Financial Arrangement	\$100-\$300
Legal Studies Certificate	\$35
Legal Studies Association (one-time charge)	\$25
Legal Studies, online research, per course	\$20
Lost ID card	\$5
Make-up Examination	\$40
MSAT Multipurpose Fee (per year)	\$1,000
- MSAT CPR/AED	
- MSAT BOC Practicum Exam	
- MSAT Live Scan	
- MSAT Mini Medical Kit with supplies	
- MSAT NATA Dues & ATRACK Access	
- MSAT Professional Attire/Uniform	
Missed Payment Fee	\$35
Music Lessons, per semester hour	\$250
Music 345 Lab	\$50
Photography Laboratory	\$175
Physician Assistant-Fee for Program-Related Costs	\$915
Preliminary Administrative Services Credential (PASC), per semester hour	\$300
Professional Development Courses (700-level, non-degree credit), per semester hour	\$135
Registration (not charged to full-time, traditional-age students), per course	\$30
Replacement of Diploma	\$60
Returned Check/Rejected Credit Card	\$25
RICA Test Preparation	\$100
Senior Citizens Audit Program (Per Course)	\$50
Student Orientation Fall	\$150
Student Orientation Spring	\$45

Student Public Administration Association Fee	\$75
Student Tuition Deposit (non-refundable) <sup>1</sup>	\$200
Taskstream Account Misuse	\$27-70
Teacher Performance Assessment <sup>1</sup>	\$50-100
TPA Late Fee	\$50-100
Transcript, per copy	\$12
Transitional Kindergarten Certification (non-degree credit), per semester	\$200
Written Composition	\$50

<sup>1</sup>

These fees are not applicable to all programs.

## College of Law

Full-time University of La Verne law students are required to pay six semesters of full-time tuition; part-time students are required to pay eight semesters of part-time tuition. These fiscal responsibilities may be lessened if students reduce their final semester unit load because they have taken summer course work, or have taken semester unit overloads.

### Tuition

#### Cal Bar Admitted Students

Fee	Amount
per unit (1-15)	\$1,075
Approved academic overload and summer per unit	\$1,075

#### Full-time <sup>1</sup> – ABA Students Admitted in 2019

Code	Description
per semester	\$15,140

#### Part-time <sup>2</sup> – ABA Students Admitted in 2019

Fee	Amount
Per unit (1-11 units)	\$1,180
per semester	\$12,975

#### ABA Approved Academic Overload and Summer – For All Admit Years

Fee	Amount
per semester hour	\$1,400

<sup>1</sup>

Full-time tuition rates apply to students taking 12-16 semester hours.

<sup>2</sup>

Part-time tuition rates apply to students taking 1-11 semester hours.

### Fees

Fee	Amount
Bar Readiness, per semester	\$245-\$734
Graduation	\$300
Late Registration Fee	\$100
Law Library Fee, per semester	\$120
Licensing Exam Fee	\$68
Multipurpose Fee, per semester	\$246

Student Bar Association Fee, per semester	\$75
Student Seat Deposit (non-refundable)	\$100

## Refund/Tuition Credit Policies

It is the student's responsibility to officially withdraw online or notify the Office of the Registrar, or the regional campus where the student is enrolled, if he or she is unable to process the online withdrawal from classes at any point during the semester or term. Failure to attend class or informing the instructor does not constitute official withdrawal from a course. Failure to complete the withdrawal process by the established deadline dates will result in continued obligation for tuition and other charges. Students who have received (or whose accounts have been credited with) financial aid funds will have these funds returned to the appropriate financial aid programs before any refunds will be issued to the student.

Policies and procedures on withdrawal are covered in the "Tuition Credits/Refunds" section below as well as in the sections entitled "Withdrawal from University of La Verne by Financial Aid Recipients" and "Withdrawal from the University."

### Room and Board Refunds

Room and Board Refunds Refunds for the residence halls will be made according to the terms and conditions outlined on the Residence Hall License Agreement. The amount of refund will be determined by the Housing Office. Board refunds during the fall, winter and spring session/semesters will be calculated on a prorated basis. There will be no refunds for the January Session.

### Tuition Credits/Refunds

To be eligible for a tuition credit(s), a student must complete a drop or withdrawal of their class(es) online before the tuition credit deadline for the semester or session. The date of withdrawal for purposes of tuition credit shall be the date on which the student withdraws or drops. Students who need assistance with the online drop or withdrawal process should contact the Office of the Registrar or their regional campus. If eligible, a refund will be generated within 14 days of the date their student account reflects a credit status. Checks are mailed to their mailing address.

### Appeal Procedures on Financial Matters

The University of La Verne refund policy is based entirely upon the official date of the withdrawal or change of course which would result in a refund. Refunds beyond the specified dates or percentages indicated in the catalog, will not be made for reasons such as employment conflict, personal conflict with student(s) or professor, moving out of town or other reasons which are beyond the university's control or responsibility.

If you are requesting an exception to the refund policy, an appeal may be submitted to the Financial Appeals Committee. All appeals must include the submission of the Appeal/Request for Review of Tuition Charge or Fee Form, a written statement and supporting documentation.

### Circumstances not Subject to Appeal

Fiscal policy that is prescribed by State and/or Federal law is not subject to appeal. Students are responsible for decisions they make pertaining to their registration for classes at the University. Tuition Fee Appeals will not

be considered that arise from student error on registration or situations resulting from a deliberate decision or series of decisions by the student.

### Statute of Limitation for Financial Appeals

All appeals must be submitted in a timely manner to be considered. Appeals requesting a refund or waiver of tuition and/or fees must be filed within a year of the end of the term or semester in which the charge was assessed.

### Tuition Refund/Credit Policy

Students who drop their class(es) through the end of the add/drop period are eligible for 100% refund of tuition and fees. Students who withdraw from their class(es) 7 business days from the end of the add/drop period are eligible for 75% refund of tuition charged. Students who withdraw from their class(es) 7 business days from the end of the 75% refund period are eligible for 50% refund of tuition charged. Courses that are less than seven weeks are not eligible for a 50% refund. The tuition refund policies for dismissal, suspension, and expulsion are the same as for voluntary withdrawal.

Students who receive federal financial aid are subject to a pro-rated return of federal funds through the 60% period of each session or semester, as described in the Withdrawal from La Verne by Financial Aid Recipients section of this catalog. The 60% period is calculated by dividing the number of days enrolled in the term by the total number of days within the semester or session. The amount of funds that must be returned is determined by dividing the number of days in the session or semester that the student was not enrolled by the total number of days in the session or semester. The Financial Aid Office will calculate the amount of the refund to the financial aid programs.

If a student drops classes after the tuition credit period, but before the 60% period of a semester, the student will be charged for the entire amount of tuition, but a prorated portion of the financial aid will be returned to the Title IV Program.

Petitions to the stated policy, for medical reasons or reasons beyond the control of the student, should be in writing and addressed to the Director of Student Accounts.

### Student Refunds

**If eligible, a refund check or Direct Deposit will be generated within 14 days of the date your student account goes into a credit status.** Checks are mailed to your mailing address. Students who are eligible for a refund due to excess financial aid and who used a credit card to pay any or all tuition and fees will have a refund processed to their credit card up to the amount of the payment. Credit card transactions that occurred more than 6 months prior to refund credit will be processed by check in lieu of credit card refund. This policy applies to all credit card transactions, regardless of the order of payment. Any credit over the amount paid by credit card will be processed through direct deposit or paper check. For students who are eligible for Financial Aid and Veterans Affairs benefits, a refund will only be issued after the funds have been received from both entities and the account goes into a credit status

### Course Cancellations

The University of La Verne reserves the right to cancel any course. In the event that a course is canceled, the university will make reasonable efforts to contact the students. Students in canceled courses will be given the opportunity to change to another course with an available space or to cancel their registration without financial penalty or appeal fee. Students who choose to cancel their registration due to a canceled

course will receive 100% refund of tuition and any other fees for the canceled course. University policies on tuition refunds, reversal of charges, or the return of funds to lenders in the catalog may apply. Students who purchased textbooks or course materials from the ULV Bookstore are encouraged to speak with the Bookstore staff about their return or exchange policies.

## Delinquent Payment of Tuition

La Verne reserves the right to refuse a diploma to any student or former student who is delinquent in the payment of any promissory note given in payment of any tuition, costs, or fees. Financial holds are placed on students with delinquent accounts, and no diplomas will be issued for such students until the holds have been removed. Students who have not met their financial obligations at the beginning or completion of a semester of enrollment may be withdrawn automatically from all courses in that semester/session or trimester.

The University reserves the right to request prepayment before allowing a registration from students who do not comply with payment policies or whose accounts have previously been subject to collections.

Unpaid balances at the end of each semester/session or trimester may become interest bearing at the rate of 10% per annum. Interest on the outstanding balance may be computed and added monthly to the amount due. However, if the balance is outstanding for more than 180 days, the interest rate may escalate to 15% per annum.

If it becomes necessary for the University to seek legal counsel and/or initiate legal proceedings to collect unpaid accounts, the student may be responsible for all legal fees incurred.

## Delinquent Payment of Perkins and Institutional Loans

Students with a Federal Perkins Loan and/or Institutional Loan(s) must complete an exit interview before any records will be released. If a student defaults on payment of a Perkins and/or Institutional Loan(s), selected records will be held until the student either pays off the loan(s) or brings the loan(s) current.

## Veterans, Active Military & Military Connected

### Veterans Affairs Benefits

Students who meet the definition of a "veteran" may be eligible for Veterans Affairs (VA) benefits. Prior to applying, enrolling veterans should contact the Abraham Veteran Students Success Center for information and assistance with completing necessary paperwork.

The VA requires all entering veterans to be formally admitted to the University before becoming eligible to receive VA benefits. All prior transcripts and military documents must be received and evaluated by the Office of the Registrar prior to the second semester of attendance. Once veterans have been admitted and evaluated, they must notify the certifying official of their program and registered classes each session or semester of enrollment.

To maintain eligibility, veterans must successfully complete all units enrolled. Veterans who fail to maintain Satisfactory Academic Progress for two semesters will be disqualified and will have their benefits terminated. For an explanation of grading policy, see the Grades section of this catalog or contact the Registrar's Office. For additional

information or questions regarding military and veteran benefits, please contact the Abraham Veteran Students Success Center (VASSC) at: 909-448-4416.

### Yellow Ribbon Program

The University of La Verne is pleased to participate in the Yellow Ribbon Program. The Yellow Ribbon Program is a partnership between the University of La Verne and the Department of Veterans Affairs (VA). The program works in conjunction with Post 9/11 GI Bill © use, and supplements tuition costs above the VA's current tuition benefit cap. For additional information or questions regarding military and veteran benefits, please contact the VASSC.

### Military Student Priority Registration

Students who submit a valid military ID or receive VA benefits from the University of La Verne are eligible for priority registration. Registration time ticketing for undergraduate students who attend the main campus is based on semester hours completed. Upon receipt of required documentation, the Office of the Registrar will adjust the students assigned registration time applying the following rules:

- Students assigned to enroll at any time on day 4/Freshman, are re-assigned to the 3PM time block on day 3.
- Students assigned to enroll at any time on day 3/Sophomores, are re-assigned to the 3PM time block on day 2.
- Students assigned to enroll at any time on day 2/Juniors, are re-assigned to the 3PM time block on day 1.
- Students assigned to day 1/Seniors, will remain in the assigned time block on day 1.

### VA Pending Payment Compliance Policy

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding (if covered 100% by VA 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 are required to:

- Produce the VA Certificate of Eligibility (COE) or the University Certifying Official must receive an Authorization for Chapter 31 Vocational Rehabilitation (former Form 1905) from the student's Vocational Rehabilitation Counselor by the first day of class.
- Complete the electronic VA Benefits Certification form or submit a written request.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

### Military Tuition Assistance (TA) Refund Policy

The Department of Defense memorandum of understanding requires that the university "have an institutional policy that returns any unearned Tuition Assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided.

TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending." In accordance with that requirement, the university TA funds return policy is as follows:

### Schedule

#### 8 Week Course: Withdrawal Submitted

Period	Return Percentage
Day 1-5	100% Return
Day 6-12	75% Return
Day 13-19	50% Return
Day 20-34	40% Return (60% of course is completed)
Day 35+	0% Return

#### 10 Week Course: Withdrawal Submitted

Period	Return Percentage
Day 1-9	100% Return
Day 10-16	75% Return
Day 17-23	50% Return
Day 24-37	40% Return (60% of course is completed)
Day 38+	0% Return

#### 16 Week Course: Withdrawal Submitted

Period	Return Percentage
Day 1-9	100% Return
Day 10-16	75% Return
Day 17-23	50% Return
Day 24-37	40% Return (60% of course is completed)
Day 38+	0% Return

#### If the Duration of a Course Differs from the Schedule Above

Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, the institution will determine the date the withdrawal was submitted and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student.

For example, if a student enrolls in a course with a duration of 30 days and the withdrawal was submitted on the 14th day, the institution would perform the calculation to determine how much TA was earned by the student's attendance: (14 divided by 30 equals 46.6%. 47% of the TA authorized was earned by the student, which means 53% of what was authorized will be returned to the DOD).

### Abraham Veteran Students Success Center (AVSSC)

The AVSSC enhances the veteran student's academic and co-curricular experiences through advocacy, assistance, and by creating or providing access to the programs, services, events and policies designed to assist the veteran student with transitioning from military to civilian status while successfully achieving their educational goals. The AVSSC is located at 1860 Third Street, La Verne, CA 91750. <https://laverne.edu/veterans>

### Active Military, Veterans & Military Connected

The Office of the Registrar, Financial Aid, Student Accounts and Abraham Veteran Students Success Center have staff and resources to assist active military, veteran and military connected students through

admission, registration, DOD/VA and financial aid benefits, and financial arrangements. It is recommended that students review both webpages below for important information and contact the AVSSC, or if located on a military base, their Military Center staff for information. The Office of the Registrar, Financial Aid and Student Accounts are located in Woody Hall. The CVSS is located at 1860 Third Street, La Verne, Ca.

<https://laverne.edu/military/>

<https://laverne.edu/veterans/>