



Oklahoma State University Center for Health Sciences is committed to providing a community that ensures full participation for students enrolled in coursework through the OSU-CHS campus. OSU-CHS Graduate Programs serves as a first point of contact and resource for graduate students, staff and faculty. Appropriate services are determined on an individualized basis and may include academic advisement, specialized testing, accessibility requests, and other services.

Please email [chsgradprograms@okstate.edu](mailto:chsgradprograms@okstate.edu) for further help with documents relating to disability requests. Please note that students may exercise certain ADA appeal rights if they are dissatisfied with services and/or academic accommodations.

*(Further information can be found on the [U.S. Department of Education website](#).)*

### **Veterans Services**

The Veteran Benefit Services unit of the Office of the Registrar is committed to providing the best possible services and programs to veterans and their dependents who attend Oklahoma State University. The staff of the Veteran Benefit Services office is dedicated to providing services to those transitioning from military to civilian life.

The following information is intended to help guide Veteran students as they navigate University policy.

#### **Class Attendance**

Dropping/withdrawing from classes and changes in original enrollment schedules can affect payments received for education benefits. Before making any schedule changes, it is important to first consult the Veterans Benefits Services office in order to avoid or lessen any potential financial impact.

#### **Military Tuition Assistance and/or Tuition Waiver Programs**

Tuition assistance and/or tuition waivers may be offered through the various branches of the military. For information on these programs, students should contact the Education Officer for

their unit. OSU's Veteran Benefit Services office does not process any paperwork relating to tuition assistance.

Initial education benefit application forms are available by the U.S. Department of Veterans Affairs (USDVA). Veterans Online Application (VONAPP) provides forms to complete online or to print after opening the PDF version.

### Short-Term Military Leave

If you will miss classes for short-term military leave or military training exercises, please contact your instructors as soon as you become aware of this so that any appropriate accommodations can be made between you and the instructor.

### Licensing and Certification Exams (Chapters 30, 33 (limited to one test), 35, 1606, 1607)

VA can reimburse the cost of approved licensing and certification tests. Students are reimbursed the cost of the test, up to a maximum of \$2,000. Benefits can be paid for tests that are not passed, for tests retaken if not passed, and for tests required to be recertified or to renew a license. Utilization of this benefit may exhaust one month of entitlement.

Students must be eligible for benefits to receive test reimbursement. They must have remaining entitlement and their delimiting date must not have passed. Entitlement is prorated based on the amount reimbursed. Information about test fee reimbursement and required application can be found at: <http://www.vba.va.gov/pubs/forms/VBA-22-0803-ARE.pdf>

## Rights and Responsibilities of Aid Recipients

OSU-Center for Health Sciences is committed to ensuring that students receive appropriate and accurate information regarding the educational experience. This includes informing students of their consumer rights. Outlined below are the rights and responsibilities of students receiving financial aid.

### Rights

- To be informed about financial aid application procedures, cost of attendance, aid available and renewal requirements.
- To have confidential protection of your financial aid records. The contents of your financial aid file are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).

### Responsibilities

- To complete applications correctly and on time.
- To read and understand all materials sent to you from the Office of Financial Aid and other financial agencies.
- To keep copies of all forms and materials submitted.
- To comply with the rules governing aid.
- To comply with the provisions of any promissory note and all other agreements you sign.

- To enroll in the number of credit hours required and maintain satisfactory academic progress (SAP).
- To request personal assistance if you have questions or do not understand the information provided to you.

### Return of financial aid after withdrawal

Be aware that changes in your enrollment may require you to return all or a portion of the financial aid disbursed to your account. This portion represents funds that were intended to pay education-related expenses through the end of the semester. The amount to be returned to the University will be calculated from the date on which you officially withdrew per federal policy.

Questions can be emailed to [finaid@okstate.edu](mailto:finaid@okstate.edu)

*\*\*Email requests from current students must come from OSU email accounts and include your CWID.*

