

Standard Operating Procedures (SOP) For the Administration and Management of the Advanced Education Voucher (AEV) Program

Oct 2016

1. Military personnel selected for off-duty undergraduate or graduate education under the Advanced Education Voucher Program (AEV), will be embracing what should be a most challenging and rewarding experience. Preparing for undergraduate or graduate school requires a careful definition of professional objectives for studies. The following information provides guidance and specific instructions regarding academic program planning, education plan preparation, academic standards, tuition payment and reimbursable expense procedures, and actions necessary at program completion. (NOTE: AEV STUDENTS WHO ARE SELECTED FOR ANY OFFICER PROGRAMS WILL BE IMMEDIATELY DISENROLLED FROM THE AEV PROGRAM.)

2. ADMINISTRATIVE RESPONSIBILITIES OF AEV SELECTEE

a. Preliminary Planning : Most academic institutions require the results of the Graduate Record Examination (GRE) or Graduate Management Aptitude Test (GMAT) for graduate study. Please note, however, that the GRE is the most commonly required general examination among universities. For undergraduate study schools may require a SAT or ACT. Contact your local Navy College Office (NCO) for assistance with details and specific requirements with your school(s) of choice to ensure you satisfy their specific entrance/application requirements.

b. Choosing a School : Selecting an institution and getting official acceptance should be the first priority in finalizing the process for starting the Advanced Education Voucher Program. You should start the planning effort in earnest by obtaining catalogs, course descriptions, and admission forms to the schools within close proximity to your duty assignment. Additionally, most Universities now offer "Distance Learning" opportunities that may also be applicable to the AEV program. The program must be from an educational institution accredited by a regional accrediting agency recognized by the U. S. Department of Education. Recommend you contact your local NCO for further assistance.

c. Education Plan : The Education Plan (EP) is the basis for tracking and documenting your academic progress and funding authorization requests while earning your degree. The EP is not considered complete unless it lists all the courses in your program of study, including those you have already taken with the estimated costs of each course and signed by your institution academic advisor. The EP submitted during the AEV selection process will be used as documentation for release of course funding, therefore, it should list the total number of credit hours required to complete the degree. Credit hours beyond noted requirements on the EP will not be authorized. If program course changes occur, a revised EP will be required. Revised EPs should be sent electronically via "Help Request" on the Navy College Program website (http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432). If you choose to take additional courses outside of the assigned degree to earn a second degree, for professional development, etc., you will be responsible for tuition cost.

d. AEV Tuition Voucher:

(1) When requesting an AEV tuition voucher, submit a completed AEV request electronically via "Help Request" on the Navy College Program website

(http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432)

You must obtain authorization prior to the beginning of coursework using the "Application for Advanced Education Voucher," along with your approved EP. AEV is not authorized for credits that exceed the number listed on the EP. (NOTE: Navy tuition assistance is not authorized while participating in AEV)

(2) Service members must deliver AEV Authorization Voucher to the school during registration. Service members must ensure the school has the AEV Authorization Voucher prior to starting the course.

(3) Substitution of course can be made on the AEV Authorization Form as long as there is no cost increase. The AEV Program Office POC must be notified of all course substitutions prior to attending class.

e. Academic Standards : Students are expected to maintain a minimum 3.0 GPA for each semester. Students failing to maintain minimum 3.0 GPA will be placed on AEV Program academic probation.

f. Grade Reports: Upon the completion of each semester grades must be sent to the AEV Program Office. Grades can be sent electronically via "Help Request" on the Navy College Program website (http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432)

g. Repetition of Courses : When repeating a course for the purpose of improving a grade, the student is responsible for incurring the expense for the course. AEV will NOT pay for recurring courses.

h. Student Waivers : In most states, active duty Armed Forces members enrolled as full-time students qualify for a waiver of out-of-state/non-resident fees. To obtain this benefit you must contact the local university for waiver for in-state tuition. Many universities also waive health fee charges for the military. It is your responsibility to provide the university with proof of active duty status so the Navy is not billed. Failure to request a waiver of non-resident and health fee charges may result in you having to pay for these charges.

i. Authorized Expenses : Required fees normally charged by the university relating directly to student application and enrollment, including mandatory health fees and health insurance, laboratory fees, vehicle registration and identification cards, and computer fees are reimbursable. (NOTE: the purchase of a computer and/ or software, whether required or not, is the responsibility of the individual student and is not reimbursable)

Other reimbursable expenses include:

- (1) One school application fee and one transcript fee.
- (2) Cost of two final transcripts with degree conferred.
- (3) Cost of services in connection with final thesis, such as reproduction and binding, not to exceed \$150.
- (4) Actual cost of books for your courses. Optional expenses such as meal and bus passes and athletic fees are your responsibility and are not reimbursable.

j. Reimbursements : The AEV Program Office will issue a new Claim for Reimbursement for Expenditures on Official Business (SF1164) with your AEV authorization document each semester/quarter you enroll in a course. Make a copy of the original each time you need to file a claim for that term. Submit the SF1164 with signature and receipts (must show method of payment used) electronically via "Help Request" on the Navy College Program website (http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432) or mailed to NETPDC, VOL ED, Code 23D, 6490 Saufley Field Road, Pensacola, FL 32506. Since Electronic Funds Transfer (EFT) is the prescribed method of payment for reimbursements to individuals funds will be deposited into your military pay bank account.

k. Final Transcript : Upon completion of your degree, you must have one (1) official transcript, noting the degree conferred/awarded mailed **directly from the institution** to the AEV Program Office. The AEV Program Office requires your final transcript to ensure all grades are posted and to close your AEV status, allowing eligibility for other Navy College Program assistance and for entry to your military records.