July 31, 2015

Dear Colleague:

The purpose of this memorandum is to provide guidance to UNC constituent institutions regarding implementation of federal and state law requiring that certain veterans and their family members pay the in-state tuition rate. Both statutes were effective July 1, 2015.

The task at hand is to determine who qualifies for “covered individual” status in accordance with the law. The attached documents are intended to promote consistency in policy and process across all UNC constituent institutions in this regard. These documents have the same authority as guidance contained in the State Residence Classification Manual and shall be treated as such. We continue to work with the team charged with implementation of the Statewide Residency Determination System. We understand that military-affiliated student status, including “covered individuals,” will be one of the first modules piloted in the Statewide Residency Determination System.

Attached to this cover are three documents:

1. **Frequently Asked Questions (FAQ) Re: the Choice Act.** Many of these questions originated with you or other colleagues throughout the UNC system. When a question was outside of the scope of our knowledge we consulted with the Department of Veterans Affairs (HQ-Policy) directly for their interpretive guidance.

2. **Template Form for Active Duty and Veterans.** This form incorporates the various requirements for students who are in Active Duty or Veteran status for UNC constituent institutions to determine the appropriate tuition rate. Our goal is to minimize required paperwork on your part and for the student. We believe that this one form will be sufficient for active duty and veteran students. Please use the data on this form to create your campus-based form. Knowing that campuses may differ in how forms are presented, please format in accordance with your own branding and delivery preference (i.e. paper vs. electronic).

3. **Template Form for Spouses/Dependents.** Same line of thought as #2.
As we move forward with implementation, we anticipate additional questions and scenarios. Additional guidance through addenda will be provided as necessary. If you have questions, which are not answered by the FAQs, please contact:

General Questions: Ann Marie Beall, 910-399-6405 or 910-264-0064
Academic Affairs: Karrie Dixon, 919-843-5008
Legal Affairs: Michael Delafield, 919-962-6162
Finance: Andrea Poole, 919-962-0008

Students going through the VA certifying process should be held harmless until you make a final decision regarding their “covered individual” status. This means that these students should not be expected to pay tuition and fees and their course registration is maintained until “covered individual” status is determined. In contrast to previous status as out-of-state tuition ratepayers - some students will pay the in-state rate as a “covered individual” and will need to have their financial aid packages “repackaged.” To the extent possible, we want to help students avoid taking out unnecessary student loans, etc.

The most important thing we can do to help student veterans in this situation is to communicate openly and honestly about the process. We must help them understand what they can expect in the future and when to expect it. We encourage you to authorize someone on campus to provide clear and consistent information to student veterans who may be affected by the new law.

Thank you, again, you for assistance and thoughtful input into this process. We look forward to working with you on this and other initiatives of mutual interest in the future.

Very Respectfully,

Kimrey W. Rhinehardt

cc: Thomas W. Ross, President
    Junius Gonzales, Senior Vice President for Academic Affairs
    Thomas Shanahan, General Counsel
    Kevin FitzGerald, Chief of Staff
    Charles E. Perusse, Chief Operating Officer
    Matthew Rascoff, Learning Technology and Innovation

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