

**Clearinghouse Rule 09-122**

**ORDER OF THE DEPARTMENT OF VETERANS AFFAIRS  
ADOPTING RULES**

**INTRODUCTORY CLAUSE**

The Wisconsin Department of Veterans Affairs adopts an order to amend VA 2.02 (2) relating to the veterans tuition reimbursement program.

**ANALYSIS PREPARED BY THE DEPARTMENT OF VETERANS AFFAIRS**

Statute interpreted: s. 45.20 (2) (c) 2., Stats.

Statutory authority: s. 45.20 (2) (c) 2.a., Stats.

Explanation of agency authority: The department is charged with administering a grant program to reimburse eligible veterans for undergraduate tuition within the program limitations. It provides eligible applicants with printed and electronic applications for the program through county veterans service offices, school veterans officials and directly from the department. The Legislature has granted the agency authority to promulgate a rule for setting the time an application for the program must be completed and received by the department.

Related statute or rule: There is no related statute or rule.

Plain Language analysis: The amendment of VA 2.02 (2) will create a specific time period for the completion and submission of an application for the veterans tuition reimbursement program.

Summary of, and comparison with, existing or proposed federal regulations: There is no current or pending federal regulation which would provide tuition reimbursement for the eligible veterans under this program.

Comparison with rules in adjacent states: There are no similar rules in adjacent states.

Summary of factual data and analytical methodologies: The department has reviewed the provision of financial aids through public and private institutions of higher education. It has also discussed the application deadlines for financial aids with school veterans officials and county veterans service officers. The department has determined that the majority of applications for financial aid in institutions of higher education occur within the first 60 days following the initiation of the semester or term. The department is proposing a time frame for applying for this program consistent with the majority of other financial aids applications.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact statement: No analysis was performed regarding an economic impact statement.

Effect on small business: These rules have no effect upon small businesses, nor any significant fiscal impact upon the private sector.

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## TEXT OF RULES

SECTION 1. VA 2.02 (2) is amended to read:

**(2) REIMBURSEMENT APPLICATION.** An application shall be submitted on a form approved by the department. It may be submitted through a county veterans service officer, through any other agent authorized by the department, or directly to the department, either manually or electronically. ~~The application may not be submitted until the semester for which reimbursement is requested has been completed.~~ Applications shall be received by the department or an authorized agent no later than 60 days after the starting date of the course, term or semester for which reimbursement is requested. Applications are considered received if all student information is completed and a physical or electronic date stamp is affixed to the application. The school veterans coordinator shall list the completion date of the semester, the cost of tuition, other assistance received or applied for by the applicant, the number of credits enrolled in during the semester, and the semester grade point average. Applications are considered complete when all required information has been provided and the completed application is submitted to the department manually or electronically. Completed applications submitted more than 60 days following the last day of the course, term or semester for which reimbursement is requested shall be denied unless good cause can be shown for the delay in submission.

This rule shall take effect on the first day of the month following publication in the Wisconsin Administrative Register as provided in s. 227.22(2), Stats.

Dated at Madison, Wisconsin, May \_\_\_\_\_, 2010.

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Kenneth B. Black, Secretary  
State of Wisconsin  
Department of Veterans Affairs