



Military Affairs/Veterans Services Student Information Guide

All questions pertaining to Veteran Benefits should be directed to Worcester State University's Veterans Affairs Certifying Official, Cherie Milosh, located in the Registrar's Office (A-107). You may stop by the office or contact her at cmilosh@worchester.edu.

All other questions should be directed to Director of Military Affairs/Veterans Services Jacquelyn Wolf, located in the Student Center (SC-336). You may stop by the office or contact her at jwolf4@worchester.edu.

Certifying VA Benefits

When a student registers for courses, this creates a bill. Bill (G.I. Bill) need to fill out a Worcester State Veteran In House form. The Worcester State Veteran In-House form initiates certification to The Department of Veterans Affairs for the semester you have registered. This form must be completed prior to every semester. No certification to the Department of Veterans Affairs will take place without submission of this form each and every semester. The Worcester State Veteran In-House form can be obtained in the Registrar's Office.

National Guard State Tuition Waiver

When a student registers for courses, this creates a bill. The Certificate of Eligibility must be submitted each and every semester. Upon receiving the certificate, it must be submitted to the Bursars Office in order to bill the National Guard for your tuition and fees. To obtain the certificate, go to the following website: <http://mro.chs.state.ma.us/tuition/Login.aspx>

Financial Aid

We strongly encourage all Veterans to prepare a [FASFA](#) for Financial Aid purposes. Applying for Financial Aid may yield funds you were not aware existed. Accepting Financial Aid is not mandatory.

Medical Records

Students must submit the Worcester State Report of Medical History Form (available from the [Health Services Office](#) web page), completed by a physician, in order to register for courses. Your medical records upon separation from the service are acceptable. Provisions can be made to allow students to register on condition the required immunizations are obtained within thirty days of registration. In the event you are having issues with submitting the health forms, POC is Jacquelyn Wolf, Director of Military Affairs/Veteran Services, please email jwolf4@worchester.edu.

Unexpected Financial Burden

If you find yourself facing a sudden, unexpected financial crisis that puts your education at risk, we encourage you to contact us about our Student Emergency Fund. The fund exists to quickly return you to financial stability so you can complete your degree. Distributions from the fund are subject to availability. Applications are available in the Dean of Student's Office (SC-325) in the Student Center. POC is Jacquelyn Wolf, Director of Military Affairs/Veteran Services, please email jwolf4@worchester.edu for further instructions.

Commuter students are subject to a mandatory Dining Dollar Meal Plan at the beginning of each semester at a cost of one hundred fifty dollars (\$150.00). This cost is assessed to all freshmen, sophomores, juniors, or new transfer commuter students: Your benefits do not cover this cost. In the event this causes a financial hardship, POC is Jacquelyn Wolf, Director of Military Affairs/Veteran Services, please email jwolf4@worchester.edu for further instructions.

Active Duty / Annual Training / Active Duty for Training / State Mobilizations

Active Duty

Students called to active duty while enrolled at Worcester State should bring the original copy of their military orders to the Academic Success Center (A-130) to fill out a Leave of Absence/Withdrawal Form. The Academic Success Center will facilitate the student's departure from campus and help determine which University policies apply. The Military Affairs/ Veterans Services Office will work with the following departments on behalf of the student called up for active duty:

- The student's Academic Advisor and current Faculty for the semester will be notified. Depending upon the time of departure from Worcester State, it will be determined whether the student will receive grades of withdrawal (W), incomplete (I) or Drop. Students will have a deadline of 6 weeks into the next semester to which they return to complete work in any course for which a grade of incomplete (I) was assigned.
- If receiving G.I. Bill benefits, the Veteran Affairs Certifying Official will report the student's status to the Department of Veterans Affairs. In the event a Leave of Absence is granted, the student will remain in an open ended degree status, until their return from active duty.
- Any student required to depart Worcester State due to being activated shall be given priority in enrollment in the program of his or her choice upon return to Worcester State for one semester

immediately following their discharge from active duty.

- The [Financial Aid Office](#) will resolve any issues pertaining to the student's aid package for the semester if applicable.
- The [Student Accounts Office](#) will process any refunds for tuition, residence hall, or dining services if applicable.
- [Residence Life and Housing](#) will process the student's departure from the residence halls and terminate food service, if applicable.

Students who are called to active duty, the University will seek to respond in such a way that minimizes the stress and difficulty for students making the transition back to military service.

Annual Training (AT) / Active Duty for Training (AIT)

The student will forward to the Military Affairs/Veterans Services Office the original copy of their military orders, contact number of their Unit Administrator to verify their orders. The Military/Veterans Affairs Office will facilitate the student's departure from campus and help determine which University policies would apply. The Military Affairs/ Veterans Services Office will contact the following individuals on behalf of the student: the student's academic dean, academic advisor, and current faculty. Worcester State does not consider the accepting of volunteer orders as a reason to grant a student the right to request special consideration.

1. Prior to your departure, submit a set of orders to the Military Affairs/Veteran Services Office.
2. Request a plan of action from each faculty member in writing and send a copy to the Director of Military Affairs/Veterans Services, or contact each faculty member by email and include the Director of Military Affairs/Veteran Services Jacquelyn Wolf at jwolf4@worchester.edu.

State Mobilizations

In the event of a State Mobilization, the student will forward to the Military Affairs/Veterans Services Office the original copy of their military orders or Memorandum for State Mobilization and a contact number of their Unit Administrator to verify their mobilization. The Military/Veterans Affairs Office will facilitate the student's departure from campus and help determine which University policies would apply. The Military Affairs/ Veterans Services Office will contact the following individuals on behalf of the student: the student's academic dean, academic advisor, and current faculty for the semester.

Original Policy Dated October 2, 1990 Board of Regents of Higher Education-Revised 03/18/21