



ASUN Operating Procedure – 4022

Operating Procedure Synopsis

Title: Ensuring Veterans are Charged In-State Tuition

Approval Date/Revision Date(s): 8/2019

Review Date(s): 8/2020, 8/2021, 8/2022

Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Manager: Registrar

A. Purpose and Scope

This operating procedure outlines the processes for ensuring that Veteran students are charged in-state tuition.

B. Definitions

Veteran Student – For the purposes of this process, a Veteran student is a current student who has served in the U.S. Military.

C. Procedures

Summary of the process:

- Students who are Veterans will be charged in-state tuition.
 - On each census date, the Registrar (or designee) will prepare a report showing which students are veteran students.
 - The Registrar (or designee) will revise the billing status for Veteran students to be changed to the in-state status.
 - The revision in billing status will result in the Veteran student being charged in-state tuition rather than out-of-state tuition.
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D. Related Information

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.