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## ASUN Operating Procedure – 4022

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### Operating Procedure Synopsis

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**Title:** Ensuring Veterans are Charged In-State Tuition

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

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

**Executive Cabinet Liaison:** Vice Chancellor for Student Affairs

**Responsible Manager:** Registrar

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### A. Purpose and Scope

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

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### B. Definitions

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

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### C. Procedures

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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

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