

# Yellow Ribbon Program Policies and Procedures

Tennessee State University (TSU) is participating in the Yellow Ribbon Program (YRP).

Undergraduate and Graduate students who have been declared by the U.S. Department of Veterans Affairs as 100% entitlement for the Post 9/11 GI Bill (Chapter 33) benefit are eligible to apply for the Yellow Ribbon Program funding. Under the effective 2015-2016 Yellow Ribbon Program agreement, Tennessee State University can award ten students up to \$400.00 dollars per academic year; however, if there are less than ten eligible students the award amount may be increased. The Yellow Ribbon scholarship is a first-come-first-served-award.

The following terms and conditions apply in order to receive this benefit:

## YELLOW RIBBON PROGRAM (YRP) POLICIES:

- Student must be fully admitted to Tennessee State University as a degree-seeking student.
- Any other financial funding designated for tuition, fees and charges only are to be applied first to the student account; this may reduce the amount of the Yellow Ribbon benefit.
- After applying the Post 9/11 GI Bill benefits to the student account, the YRP at Tennessee State University will award one half of the maximum annual contribution set. The U. S Department of Veteran Affairs will match that amount.
- Students may use their YRP benefits during the fall, and spring semesters of each academic year, if they have not exceeded the Yellow Ribbon maximum contribution for the academic year, and if they have entitlement remaining under the Post 9/11 GI Bill.
- The student must complete and submit a Tennessee State University Yellow Ribbon application each academic year to be considered for the benefit. The application must be submitted by the following deadlines:  
Fall Semester-July 1  
Spring Semester-December 1
- Continuous eligibility for the YRP is contingent upon maintaining good academic standing; having continuous enrollment at Tennessee State University, and having entitlement remaining under the Post 9/11 GI Bill benefit.
- The student is responsible for any outstanding balance each term not covered by the Post 9/11 GI Bill (Chapter 33), Yellow Ribbon Program or other financial means and loans.
- The Yellow Ribbon funding and benefits are nonrefundable to the student.
- The student must finalize, register, and confirm their class schedule each term before the late registration period to avoid a financial charge.
- TSU have the right to evaluate the YRP benefit on a case-by-case basis as determined by the student's change in enrollment status or withdrawal from the University.

## PROCEDURES

- The student must submit the YRP application with either the Certificate of Eligibility or award letter
- Upon receiving the YRP application and supporting documents, TSU's Certifying Official will begin reviewing the applications and when approved, the Certifying Official will send an email notification to the student confirming their participation and the eligible amount of the Yellow Ribbon contribution for the academic year.
- If the student withdraws from a course or drops a course during the drop/add period, the YRP benefit from the VA and the University will be reduced in agreement to the adjusted tuition and fee charges for the term.
- If the student receives a grade of an "F" due to not attending classes or receives an "I" the YRP benefit will be reduced for the term.
- If the student believes his or her benefit amount is incorrect or wishes to petition the reinstatement of their Yellow Ribbon benefit, the student may submit a formal written appeal to (Ms. Deborah Bellamy dbellamy@tnstate.edu) and then reviewed by Associate Vice President for Academic Affairs.
- The student academic progress will be monitored by the Adult Student Retention Coordinator (Ms. Deborah Bellamy dbellamy@tnstate.edu).
- The student's benefits will be terminated for failure to maintain academic satisfactory progress.

