



CVMF Principles of Excellence Policies

Robert Morris University's mission is to be the gateway to engaged, productive, and successful careers and lives, and its vision is to be big enough to matter, yet small enough to care. As a student-centered institution, Robert Morris University transforms lives by building knowledge and skills, and by providing the foundations of engagement and well-being. RMU's mission and vision implicitly includes a strong commitment to best-serving its military-affiliated students. This commitment is evidenced by Robert Morris University creating the Center for Veterans and Military Families.

The Mission of the CVMF is to establish itself as a place big enough to matter, yet always small enough to care for veteran and military students and their families by providing industry-leading support, services, and facilities, and by delivering focused programming for veterans and military family members that will be the cornerstone to their ongoing success.

RMU and the CVMF are also committed to abiding by the [Principles of Excellence](#), and all other applicable regulations pertaining to the administration of educational benefits set forth by the the [Department of Veterans Affairs \(VA\)](#) and the [Department of Defense \(DOD\)](#). The CVMF will participate in all aspects of admission of the student to ensure VA and DOD policies are being followed. The CVMF offers continual support and services starting during the admissions process and throughout the student's educational journey to graduation and beyond. Integrity, honesty, and compliance commitment will be adhered to at all times.

The purpose of this document is to be a consolidated reference of the policies, procedures, and services established to support RMU's military-affiliated students across.

Staff Assignments Military/Veteran Admissions:

RMU Admissions: email: admissions@rmu.edu or graduateadmissions@rmu.edu

phone: 800-762-0097

<https://www.rmu.edu/admissions/undergraduate>

<https://www.rmu.edu/admissions/graduate>

Staff Name	Staff Contact	Student Assignments
Melissa Eiker Veterans Admissions Specialist	eiker@rmu.edu 412-397-5211	military transfer, active duty, veterans, CCAF
Nate Goda Freshman Admissions Counselor	goda@rmu.edu 412-397-5215	traditional military undergraduates, military dependents
Hebist Asfaw Graduate Enrollment Manager	asfaw@rmu.edu 412-397-5204	military graduate, military doctoral
Anne Marie Buschiazzo Academic and Advising Enrollment Coordinator, SIHS	buschiazzo@rmu.edu 412-397-6439	CCAF after admitted through Veterans Admissions Specialist

Military/Veteran Financial Aid:

RMU Financial Aid: email: finaid@rmu.edu phone: 412-397-6250

<https://www.rmu.edu/admissions/financial-aid>

Staff name	Staff Contact	Student Assignments
Chris Schmidt Financial Aid Counselor	schmidt@rmu.edu 412-397-6256	A-G undergraduates
Tara Verrico Financial Aid Counselor	verrico@rmu.edu 412-397-6259	H-O undergraduates
Demet Kuzlak Financial Aid Counselor	kuzlak@rmu.edu 412-397-6258	P-Z undergraduates
Sarah Hurley Assistant Director, Financial Aid and Debt Management	hurleys@rmu.edu 412-397-6255	Graduate and doctoral students

Center for Veterans & Military Families (CVMF) Staff:

<https://www.rmu.edu/about/military>

Staff name	Staff Contact
David Ausman Director, CVMF	ausman@rmu.edu 412-397-5424
Christie McFadden Veteran Benefits Specialist and Primary School Certifying Official	mcfaddenc@rmu.edu 412-397-5435
Jodi Hample School Certifying Official and Office Assistant	hample@rmu.edu 412-397-5498

Principles of Excellence Responsibilities:

<https://www.va.gov/education/choosing-a-school/principles-of-excellence/>

<ul style="list-style-type: none"> ● Give you a written personal summary of the total cost of your educational program, including: <ul style="list-style-type: none"> ○ The costs covered by your benefits. ○ The financial aid you may qualify for. ○ Your expected student-loan debt after you graduate. ○ Other information to help you compare aid packages offered by different schools. 	<p>Financial Aid</p>
<ul style="list-style-type: none"> ● Give you an educational plan with a timeline showing how and when you can fulfill everything required for you to graduate. 	<p>Admissions & Center for Student Success and Personal Development</p>
<ul style="list-style-type: none"> ● Assign you a point of contact who will give you ongoing academic and financial advice (including access to disability counseling) 	<p>Admissions (hand over to Advisors and Center for Student Success)</p>
<ul style="list-style-type: none"> ● Military Deployment Policy allows for you to be gone for both long and short periods of time due to service obligations (service you must fulfill) for active-duty service members and Reservists. 	<p>Admissions & CVMF</p>
<ul style="list-style-type: none"> ● Make sure all new programs are accredited (officially approved) before enrolling students. 	<p>Admissions & CVMF</p>
<ul style="list-style-type: none"> ● Make sure their refund policies follow Title IV rules, which guide federal student financial aid programs. 	<p>Financial Aid & Student Financial Services</p>
<ul style="list-style-type: none"> ● End fraudulent (deceitful) and aggressive methods of recruiting. 	<p>Admissions & Public Relations</p>

Student Descriptions:

CVMF student	Any US military-affiliated student, including ROTC, military (active, guard, or reserve), veterans and military family members using or not using VA educational benefits or DOD educational benefits
VA education student	Any student specifically utilizing VA educational benefits and/or DOD educational benefits

RMU Center for Veterans and Military Families Mission:

Establish RMU's Center for Veterans and Military Families as a place big enough to matter, yet always small enough to care for veteran and military students and their families.

Goals:	Actions:
Provide industry-leading support, services, and facilities to veteran and military students and their families	CVMF students will have access to the CVMF facilities including study areas, a conference room, a computer lab, a kitchenette and the ACFT Training Gym. All CVMF students will receive weekly newsletter updates from the CVMF that provide information on military specific services including the Student Veteran Association (SVA) and support and resources offered on and outside of the RMU campus.
Deliver continual transition programs for veterans and military family members that will be the cornerstone to their ongoing success	Continue to collaborate with PNC, Vets Jobs, and veteran specific employment services to hold various workshops within the CVMF. Continue to offer employment wellness weeks, career fair prep, resume writing and interview skills, as well as, wellness outreach from our on-ground Veterans Integration to Academic Leadership (VITAL) coordinator.
Increase military and veteran enrollment	In collaboration with Admissions, participate in recruiting events and increase the number of Military Open Houses.

CVMF Student Admission Process for the CVMF:

Purpose: Implemented in alignment with the VA Principles of Excellence in mind so that the RMU offices provide a smooth, seamless admission transition for the CVMF student.

- Admission Counselors coordinate new admissions to the CVMF.
- CVMF sends a welcome email that includes the new student checklist, and the semester enrollment verification form.
- CVMF follows up with the new student orientation invite.
- CVMF reviews, if needed, the CVMF financial walkthrough with the student.

CVMF New Student Orientation:

Purpose: To provide CVMF students with an orientation that communicates the rules, regulations and policies the CVMF adheres to set forth by the VA, DOD and the SCO handbook, as well as, the facilities, resources, and services available.

- Multiple new student orientations, with different modalities, offered per semester.
- All students enrolled at RMU under the CVMF umbrella can attend.
- Refresher courses, a scaled down version of the new student orientation designed for continuing students, are offered throughout the year. These are typically scheduled before each semester's registration period.

CVMF, VA and DoD Education Student Specific Policies:

Purpose: In accordance with the VA's Principles of Excellence, specific RMU policies have been put into place to ensure VA compliance and that each VA and DOD education student is maximizing their VA and DOD educational benefits and experience.

- Registration holds are placed onto VA and DOD education student accounts.
- Schedule changes need to be reported to the CVMF by the VA and DOD education students.
- A withdrawal form must be submitted to the CVMF if a VA or DOD education student would like to withdraw from a course(s). Military withdrawals follow the RMU financial aid withdrawal policy percentages.
 - <https://www.rmu.edu/admissions/student-financial-services/withdrawal>
 - <http://academicaffairs.rmu.edu/academic-forms>
- Active-duty, National Guard, and Reserve students and their families have the ability to utilize the RMU Deployment Policy.

- <http://academicaffairs.rmu.edu/academic-policies/graduate/military-deployment>
- If a VA or DOD education student would like to change their major, a change of major form must be submitted to the CVMF.
 - <http://academicaffairs.rmu.edu/academic-forms>
- Student Financial Services will either not assess or waive all late fees for students receiving VA or DOD educational benefits.
 - <https://www.rmu.edu/admissions/student-financial-services>
- VA education students will submit an enrollment verification to the CVMF each semester they would like to utilize their VA educational benefits. Students will then be certified to the VA each academic semester adhering to the SCO handbook rules and regulations.
 - <https://www.rmu.edu/about/military> (located in the resources section)
- CVMF students are assigned priority registration each semester.
 - <http://academicaffairs.rmu.edu/home>
- CVMF veteran and military students can apply military experience to college credit through RMU's Credit for Life Program.
 - https://www.rmu.edu/sites/default/files/user_files/credit_for_life.pdf
- CVMF undergrad veterans/service members can use their military experience to waive the SET credits.
 - <http://elci.rmu.edu/engaged-learning/set-waiversubstitution-policy-and-procedure>

CVMF Student Recruitment Practices:

Purpose: In accordance with the Principles of Excellence set forth by the VA, RMU will not participate in any unfair or aggressive recruitment practices.

- <https://www.rmu.edu/admissions>

CVMF, VA and DoD Education Student Specific Resources:

Purpose: In accordance with the VA Principles of Excellence, RMU provides CVMF students with support resources and services throughout their educational experience.

- CVMF Open House event/presentation held during RMU's campus wide orientation week.
- CVMF web page regularly updated.
 - <https://www.rmu.edu/about/military>
- VA VITAL provides an on campus counselor to RMU CVMF military/veteran students for clinical care, access to VA healthcare, and community outreach contacts.

- <https://www.rmu.edu/about/military/vital>
- CVMF facilities (Jefferson Building 1st floor) provides direct access to SCOs, VA VITAL counselor, and Army ROTC staff plus study areas, lounge, computer lab, and a kitchenette with free snacks and beverages.
- Student Veteran Association (SVA), chartered as an official student organization and is a chapter of the National Student Veterans of America, is available to join by any RMU student.
- VA Work Study is offered each semester to qualified VA education students.
 - <https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/>
- CVMF veteran, service members, and military spouses are offered mentoring services through Veterati and ACP.
 - <https://www.rmu.edu/about/military>
- CVMF students also have access to all RMU services and resources:
 - Student Life <http://studentlife.rmu.edu/>
 - Center for Student Success
 - Services for Students with Disabilities
 - Counseling Center
 - Colonial Cupboard Student Food Pantry
 - Greek Life/Student Organizations
 - Campus Recreation
 - Parent & Family Programs
 - Residence Life
 - RMU Bands
 - etc
 - Career and Professional Development Center <https://www.rmu.edu/cpdc>

VA and DoD Education Student Forms:

Created to ensure compliance with VA rules and regulations.



Center for Veterans and Military Families Enrollment Checklist

<p style="text-align: center;">VETERAN or SERVICEMEMBER: -has not used educational benefits-</p> <p>___ VA Form 22-1990 https://www.va.gov/vaforms/ ___ Complete RMU application process https://www.rmu.edu/ ___ Submit any military joint service transcripts to RMU https://jst.doded.mil/official.html ___ Apply for FAFSA https://studentaid.ed.gov/sa/fafsa ___ DD Form 214 member copy 4 or Copy of Orders (undergrad students only) ___ Complete SET Waiver to CVMF- undergrad students only: http://elci.rmu.edu/engaged-learning/set-waiversubstitution-policy-and-procedure ___ Register for eBenefits (Chapter 33) https://www.ebenefits.va.gov/ebenefits/homepage ___ COE (certificate of eligibility) to CVMF ___ Enrollment verification form to CVMF ___ *Check Health Insurance ___ Once enrolled download the RMU app</p>	<div style="text-align: right;">▼</div> <p style="text-align: center;">VETERAN or SERVICEMEMBER: -has previously used educational benefits-</p> <p>___ VA Form 22-1995 https://www.va.gov/vaforms/ ___ Complete RMU application process https://www.rmu.edu/ ___ Submit any military joint service transcripts to RMU https://jst.doded.mil/official.html ___ Submit previous educational transcripts to RMU ___ Apply for FAFSA https://studentaid.ed.gov/sa/fafsa ___ DD Form 214 member copy 4 or Copy of Orders (undergrad students only) ___ Complete SET Waiver to CVMF- undergrad students only: http://elci.rmu.edu/engaged-learning/set-waiversubstitution-policy-and-procedure ___ Register for eBenefits (Chapter 33) https://www.ebenefits.va.gov/ebenefits/homepage ___ COE (certificate of eligibility) to CVMF ___ Enrollment verification form to CVMF ___ *Check Health Insurance ___ Once enrolled download the RMU app</p>
<p style="text-align: center;">DEPENDENT/SPOUSE THAT RECEIVED TRANSFERRED BENEFITS: -has not used educational benefits-</p> <p>___ VA Form 22-1990e https://www.va.gov/vaforms/ ___ Complete RMU application process https://www.rmu.edu/ ___ Apply for FAFSA https://studentaid.ed.gov/sa/fafsa ___ Copy of DoD (Department of Defense) authorization letter from veteran to CVMF ___ Register for eBenefits (Chapter 33) https://www.ebenefits.va.gov/ebenefits/homepage ___ COE (certificate of eligibility) to CVMF ___ Enrollment verification form to CVMF ___ *Check Health Insurance ___ Once enrolled download the RMU app</p>	<p style="text-align: center;">DEPENDENT/SPOUSE THAT RECEIVED TRANSFERRED BENEFITS: -has previously used educational benefits-</p> <p>___ VA Form 22-1995 https://www.va.gov/vaforms/ ___ Complete RMU application process https://www.rmu.edu/ ___ Apply for FAFSA https://studentaid.ed.gov/sa/fafsa ___ Copy of DoD (Department of Defense) authorization letter from veteran to CVMF ___ Register for eBenefits (Chapter 33) https://www.ebenefits.va.gov/ebenefits/homepage ___ COE (certificate of eligibility) to CVMF ___ Enrollment verification form to CVMF ___ *Check Health Insurance ___ Once enrolled download the RMU app</p>

<p style="text-align: center;">FRY SCHOLARSHIP: -has not used educational benefits-</p> <p>___ VA Form 22-5490 https://www.va.gov/vaforms/ ___ Complete RMU application process https://www.rmu.edu/ ___ Apply for FAFSA https://studentaid.ed.gov/sa/fafsa ___ COE (certificate of eligibility) to CVMF ___ Enrollment verification form to CVMF ___ *Check Health Insurance ___ Once enrolled download the RMU app</p>	<p style="text-align: center;">FRY SCHOLARSHIP: -has used educational benefits-</p> <p>___ VA Form 22-1995 https://www.va.gov/vaforms/ ___ Complete RMU application process https://www.rmu.edu/ ___ Apply for FAFSA https://studentaid.ed.gov/sa/fafsa ___ COE (certificate of eligibility) to CVMF ___ Enrollment verification form to CVMF ___ *Check Health Insurance ___ Once enrolled download the RMU app</p>
<p style="text-align: center;">GUARD/RESERVE:</p> <p>___ Notify CVMF if using TA (tuition assistance) ___ Notify CVMF if using EAP (PA National Guard) ___ VA Form 22-1990 (to use VA educational benefits) https://www.va.gov/vaforms/ ___ Complete RMU application process https://www.rmu.edu/ ___ Submit any military joint service transcripts to RMU https://jst.doded.mil/official.html ___ Apply for FAFSA https://studentaid.ed.gov/sa/fafsa ___ DD Form 2384 to CVMF (undergrad students only) ___ Complete SET Waiver to CVMF (undergrad students only) ___ Familiarize with WAVE- must verify attendance monthly: https://gibill.va.gov/wave/index.do ___ COE (certificate of eligibility for VA educational benefits) to CVMF ___ Enrollment verification form to CVMF if using VA educational benefits ___ *Check Health Insurance ___ Once enrolled download the RMU app</p>	<p style="text-align: center;">RESOURCES:</p> <p>VA Educational Benefits explanations: https://www.benefits.va.gov/gibill/education_programs.asp VA comparison tool: https://www.va.gov/gi-bill-comparison-tool/ Voc Rehab information: https://www.benefits.va.gov/vocrehab/index.asp Robert Morris University CVMF: https://rmu.edu/about/military RMU Credit Military Experience: https://www.rmu.edu/sites/default/files/user_files/credit_for_life.pdf PA National Guard EAP: https://www.va.gov/military/Programs/Education/Services/Education-Assistance/Programs Military Tuition Assistance: https://www.dantes.doded.mil/FinancialAid/MilitaryTuitionAssistance.html *RMU Student Health Insurance: http://studentlife.rmu.edu/student_health_services/student_insurance</p>



VR&E Checklist

VA VR&E application process:

- <https://www.benefits.va.gov/BENEFITS/Applying.asp>
- https://www.benefits.va.gov/VOCREHAB/VRE_Process.asp

Upon RMU admission:

- Obtain RMU ID (necessary for textbook purchases)
<https://www.rmu.edu/why-rmu/campus/residence-life/id-card-office>

Before each semester:

- Contact your VR&E Counselor if this is your first semester at RMU. They must submit your VR&E authorization to RMU each semester, they will not do this if you do not keep in contact with them and submit the necessary documentation they require.
- Submit the CVMF enrollment verification form. You will receive email reminders with the form's link.
- Purchase your textbooks. Your book stipend will be uploaded onto your RMU ID each semester. You can purchase your textbooks in person at the RMU Bookstore or online.
<https://robert-morris.bnccollege.com/shop/robert-morris/home>
- If textbooks are purchased online please email Silvia Acosta-Carter at bookstoremgr@rmu.edu with your order number and state that you are a Chapter 31 student. This will ensure that your textbooks are charged appropriately.

After each semester:

- Contact your VR&E Counselor. Each VR&E Counselor has different procedures, but most of them will require your previous semester grade report, this report can be found in your Sentry account.

CVMF Financial Walkthrough

20__ academic year

Tuition=	
Fees=	
<small>Housing, parking and meal plan (cannot be certified to the VA)=</small>	
Total certifiable tuition and fees=	
Difference=	

Financial Aid=	
Scholarships=	
Grants=	
Total=	

VA 20__ cap amount=	
VA educational benefits total=	
Total VA ed benefits +FA +scholarships+ grants=	

Projected out of pocket costs=	
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