

involved must be submitted by the FAO to the department. If either the applicant's selective service local board or home of record as shown on the applicant's DD 214 are in another state, the applicant shall be referred to the local county veterans' service officer to complete DVA Form 1 and 1-c for submission to the department, which may require such additional evidence as it deems necessary to establish such applicant's Wisconsin residence at time of entry into active military service for the Vietnam era.

(3) **DETERMINATION OF ENTITLEMENT.** The FAO shall compute and verify the amount of the applicant's income and financial need and shall determine the amount of the applicant's unmet need. Financial need shall be based upon the standard student budget applicable to the applicant. If an applicant's unmet need for an academic year is less than the maximum amount of the grant, the amount of unmet need so determined will be rounded off to the next highest \$10, which shall be the entitlement to a grant approved for the academic year. The FAO of any state of Wisconsin school shall also verify that the applicant is a resident student as defined in section 36.16, Wis. Stats. Unless the FAO's determination of an applicant's unmet need is unreasonable on its face or is based upon incorrect computation of income or financial need, the department shall accept such computation and, if applicable, the FAO's determination that the applicant is a resident student, as the basis for determining the entitlement of the applicant for a grant if such applicant is a veteran.

(4) **TIME FOR APPLYING, PAYMENT.** An application must be submitted to the FAO before the end of a block course of instruction or of an academic year in order for a grant to be approved therefor. The amount of a grant check will be based upon the entitlement to a grant approved or the maximum academic year grant payable to an applicant, whichever is less, divided by  $\frac{1}{3}$  if the school term involved is a quarter or trimester and by  $\frac{1}{2}$  if the school term involved is a semester or a block course of instruction of more than 6 months in length or in amount of the full academic year entitlement if his first application is made prior to the end of the academic year and he had been in attendance for the full academic year. A grant check will be made payable to the applicant and mailed to the school cashier or bursar upon condition that it will be released only upon verification that no refund of tuition and fees has been paid or is payable to the applicant.

(5) **RESTRICTIONS.** Except as provided in subsection (4), the grant payable to an applicant who is enrolled in a block course of instruction, or in the final quarter, trimester or semester of a course of instruction, shall be based upon such veteran's unmet need for such school term and shall not exceed  $\frac{1}{3}$  in the case of a trimester or quarter,  $\frac{1}{2}$  in the case of a semester or the percentage arrived at by dividing the number of weeks in the block course of instruction by 39 weeks, of the maximum academic year grant payable to such veteran. No applicant shall receive more than the applicable maximum academic year grant set forth in section 45.28 (1) (c), Wis. Stats., for participation in a course of instruction between the beginning of the academic year of the school from which application for a grant is made and the beginning of such school's next succeeding academic year.

(6) **RE-APPLICATION.** A new DVA Form 6a must be completed by the applicant at the beginning of each new school academic year and submitted to the FAO if, at any time during the course of an academic year,

the applicant's income or financial need is either increased or decreased to such an extent that the amount of the grant to which such applicant was entitled on the basis of such applicant's initial unmet need is affected.

**History:** Cr. Register, December, 1973, No. 216, eff. 1-1-74.

**VA 9.03 Standard student budgets.** Standard single and married student educational budgets shall include standard living expenses budgets for single or married students, to which shall be added \$70.00 per dependent other than spouse per month, and all actual expenses for tuition, course fees, and book and materials costs for the academic year. Standard living expenses budgets shall be based upon 9 months living expenses of \$4,425 for single veterans or upon 9 months living expense of \$6,789 for married veterans, per academic year.

**Note:** The department of veterans affairs amends VA 9.03 pursuant to s. 45.28 (1) (e) by emergency rule 3 times a year to adjust the standard student budget to reflect increases in the cost of living.

**History:** Cr. Register, December, 1973, No. 216, eff. 1-1-74; emerg. am., eff. 1-29-75; emerg. am., eff. 6-25-75; emerg. am., eff. 10-25-75; emerg. am., eff. 1-30-76; emerg. am., eff. 6-1-76; am. Register, September, 1978, No. 273, eff. 10-1-78.

**VA 9.04 Notification of withdrawal.** The FAO should inform the department during the course of an academic year of those veterans receiving grants who withdraw from school and of the amount of tuition and fee refunds paid to such veterans. If a grant check is received by the school before issuing a refund to a veteran, the grant check shall be returned to the department with a report of the refund made. The department shall require veterans who receive grants but do not complete the school term for which such grants were paid, and who receive a fee refund for such term, to return to the state a prorated share of the grant based upon the number of weeks of the school term not completed.

**History:** Cr. Register, December, 1973, No. 216, eff. 1-1-74.

**VA 9.05 Evidence of qualifying service.** For the purposes of this chapter and Wis. Adm. Code, chapters VA 1 through VA 4 and VA 6, uncertified photocopies of reports of separation or discharge from the U.S. armed forces may be accepted by the departments as the basis for establishing the service eligibility of veterans.

**History:** Cr. Register, December, 1973, No. 216, eff. 1-1-74.