

Executive Order 13607
Principles of Excellence Demonstration of Compliance

Executive Order 13607, signed April 27, 2012 by the President of the United States, established Principles of Excellence (POE) for educational institutions serving service members, veterans, spouses, and other family members. Eight Principles of Excellence are described in the Order. Compliance with the POE is intended to ensure an institution provides meaningful information to prospective and current military associated students about the financial cost and quality of the institution; to assist those students in making choices about how to use their Federal education benefits; prevent abusive and deceptive recruiting practices that target the recipients of Federal military and veterans educational benefits; and ensure that the institution provides high-quality academic and student support services to the respective group of students. Tusculum University (TU) complies with the Principles of Excellence. Demonstration of compliance is provided as follows:

Principle of Excellence	How Tusculum University Complies
<p>1. Prior to enrollment, provide prospective students who are eligible to receive Federal military and veterans educational benefits with a personalized and standardized form, as developed in a manner set forth by the Secretary of Education, working with the Secretaries of Defense and Veterans Affairs, to help those perspective students understand the total cost of the educational program, including tuition and fees; the amount of that cost that will be covered by Federal educational benefits; the type and amount of financial aid they may qualify for; their estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions.</p>	<p>TU provides students a Financial Aid Shopping Sheet (based on the Department of Education July 2013 template) which is provided to the institution via our integrated database software. The Shopping Sheet is created by the Financial Aid Counselor at the time of acceptance and is either printed and mailed to the student or is sent via email with the other awarding package documents in PDF format and provided as attachments. Additionally, the Shopping Sheet can be viewed through the student's TU WebAdvisor account. It is located under the financial aid area along with the student's award letter.</p>
<p>2. Inform students who are eligible to receive Federal military and veteran's educational benefits of the availability of Federal financial aid and have in place policies to alert those students of their potential eligibility for that aid before packaging or arranging private student loans or alternative financing programs.</p>	<p>TU provides information to all prospective students on the availability of federal and state financial aid, military and VA benefits. Upon receipt of an admission application, steps to apply are provided to those who declare their intent to utilize those benefits. Additional information is on the TU Veteran Services website at https://web.tusculum.edu/veterans/</p>
<p>3. End fraudulent and unduly aggressive recruiting techniques on and off military installations, as well as misrepresentation, payment of incentive compensation, and failure to meet State authorization requirements, consistent with the regulations issued by the Department of Education (34 C.F.R. 668.71-1-668.75, 668.14, and 600.9).</p>	<p>TU does not conduct fraudulent or aggressive recruiting on or off military installations or any other venue. We meet all State authorization requirements consistent with those issued by the Department of Education.</p>
<p>4. Obtain the approval of the institution's accrediting agency for new course or program offerings before enrolling students in such courses or programs, provided that such approval is appropriate under the</p>	<p>TU's accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), approves new degree programs. TU adheres to the procedure dictated by SACSCOC.</p>

<p>substantive change requirements of the accrediting agency</p>	<p>New degree programs are approved, in order, by the faculty, the Academic Affairs Committee of the Board of Trustees, and the full Board of Trustees. Substantive changes to existing degree programs are submitted for approval to SACSCOC.</p>
<p>5. Allow service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements, and take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies.</p>	<p>Active duty service members and reservists are allowed to continue under their established degree requirements (catalog year requirements) through a Military Leave of Absence and the Registrar's Office will assist those students returning to determine next steps to degree completion.</p>
<p>6. Agree to an institutional refund policy that is aligned with the refund of unearned student aid rules applicable to Federal student aid provided through the Department of Education under Title IV of the Higher Education Act of 1965, as required under section 484B of that Act when students withdraw prior to course completion.</p>	<p>At a Dec 2012 Department of Education conference, the Director of Education Services at the Department of Veterans Affairs confirmed that institutions agreeing to comply with Executive Order (EO) 13607 will not have to follow Return to Title IV Refund Policy. The reason for this change of guidance is that an EO only allows agencies to conduct activities to the extent permitted under the law. Current statutory language does not permit the return of VA funds in the manner described in the EO. The Department of Defense Memorandum of Understanding (with which TU complies) may include such refund guidance for institutions who participate in Tuition Assistance programs for active service members. Until that, or other compelling guidance is published, military and veteran students and their family members attending TU will follow the same refund policy as do all other students at the College.</p>
<p>7. Provide educational plans for all individuals using Federal military and veterans educational benefits that detail how they will fulfill all the requirements necessary to graduate and the expected timeline of completion.</p>	<p>Each student works closely with their academic advisor to create an academic plan to fulfill all necessary graduation requirements. This plan is reviewed and revised each semester during registration. Students may also do this on their own by using the WebAdvisor tool and program checklists provided on the Registrar's office webpage. Degree plan suggestions are provided upon request to applicants prior to enrolling at TU.</p>
<p>8. Designate a point of contact for academic and financial advising (including access to disability counseling) to assist service member and veteran students and their families with the successful completion of their studies and with their job searches.</p>	<p>TU's Director of Veteran Services is the designated Point of Contact for matters associated with the Principles of Excellence. Students will be referred to other TU offices as needed for specific issues.</p>