

**Administrative Department Procedure:**

**Section:** Central Administration-Student Services  
**Topic:** Priority of Service

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**SUMMARY:**

Priority of Service refers to the specific rights that veterans and eligible spouses of veterans have in all training services provided through the Department of Labor (DOL) funded training programs. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veteran priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service.

**PROCEDURE:**

To request Priority of Service, a student completes the Veteran/Spouse Priority of Service Form which is available at <http://www.newriver.edu/current-students/veterans-benefits> on the New River CTC website or from the Coordinator of Adult and Veteran Student Services. Once the form is completed by the student, it is submitted along with the Veteran's DD214 to the Coordinator of Adult and Veteran Student Services.

The Coordinator of Adult and Veteran Student Services will give consideration to the request for Priority of Service based upon the following criteria:

- A veteran who is eligible to receive Priority of Service based on having served at least one day in the active military, naval, or air service, and who was discharged or released from service under any condition other than a dishonorable discharge. This definition includes Reserve units and National Guard units activated for Federal Service.
- A spouse of a veteran who is eligible to receive Priority of Service based on the veteran having served at least one day in the active military, naval, or air service, and who was discharged or released from service under any condition other than a dishonorable discharge. This definition includes Reserve units and National Guard units activated for Federal Service.
- Implementation will be based on the US Department of Labor Employment and Training Administration Advisory System-Training and Employment Guidance Letter 10-09.

If eligible, Priority of Service will be granted to the student with official written notification to the student and the Director of the Program the student is pursuing. Students who are not eligible for Priority of Service will be notified by letter as well.

Reviewed by:



\_\_\_\_\_  
(Vice President, Student Services)

Date of review by the: Vice President, Student Services)

2.29.16

Date sent to [PI@newriver.edu](mailto:PI@newriver.edu)

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Appendix A:

## Veteran/Spouse Priority of Service Form

The term 'Priority of Service' refers to the specific rights that veterans and eligible spouses of veterans have in all training services provided through the Department of Labor (DOL) funded training programs. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veteran priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. A copy of the veteran's DD214 must be submitted to verify eligibility.

Name of Student: \_\_\_\_\_

Name of Veteran: \_\_\_\_\_

(If not student)

Student ID number: \_\_\_\_\_

Discharge Date: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

New River Program: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

**I certify that the above listed student qualifies for Priority of Service by meeting the following criteria:**

A Veteran who is eligible to receive Priority of Service based on having served at least one day in the active military, naval, or air service, and who was discharged or released from service under any condition other than a dishonorable discharge. This definition includes Reserve units and National Guard units activated for Federal Service.

A spouse of a veteran who is eligible to receive Priority of Service based on the veteran having served at least one day in the active military, naval, or air service, and who was discharged or released from service under any condition other than a dishonorable discharge. This definition includes Reserve units and National Guard units activated for Federal Service.

Veteran/Spouse of Veteran is not eligible to receive Priority of Service.

\_\_\_\_\_  
Coordinator of Adult and Veteran Student Services

\_\_\_\_\_  
Date

Disbursed to:

Student

Program Director \_\_\_\_\_