

*Virginia Department of Veterans Services*  
*Veterans Education and Training*  
*900 E. Main Street, Ground Floor, East Wing*  
*Richmond, Virginia 23219*  
*804-225-2083*

**Technical Assistance Handbook  
2010**



*“Serving the Deserving”*

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**VETERANS EDUCATION BENEFITS-WHERE TO GO FOR HELP  
INFORMATION AND QUESTIONS**

*Virginia Department of Veterans Services  
State Approving Agency for Veterans Education and Training  
900 E. Main Street, Ground Floor, East Wing  
Richmond, Virginia 23219  
Fax (804) 786-0809*

**Director:**

Annie Walker (804) 225-2721 [annie.walker@dvs.virginia.gov](mailto:annie.walker@dvs.virginia.gov)  
Bobbie Blakely, Office Manager (804) 225-2083 [bobbie.blakely@dvs.virginia.gov](mailto:bobbie.blakely@dvs.virginia.gov)

**Specialists:**

Craig O'Hara (Training Establishment) (804) 225-2298 [craig.o'hara@dvs.virginia.gov](mailto:craig.o'hara@dvs.virginia.gov)  
Ira McClellan (Schools) (804) 448-1902 [ira.mcclellan@dvs.virginia.gov](mailto:ira.mcclellan@dvs.virginia.gov)  
Martina Murray (Schools) (804) 236-2701 [martina.murray@dvs.virginia.gov](mailto:martina.murray@dvs.virginia.gov)  
Jim Reavis (Training Establishments) (804) 225-2720 [james.reavis@dvs.virginia.gov](mailto:james.reavis@dvs.virginia.gov)  
Richard L. Smith (Schools) (804) 371-3391 [richard.smith@dvs.virginia.gov](mailto:richard.smith@dvs.virginia.gov)

**QUESTIONS CONCERNING VA REGULATIONS AND REPORTING PROCEDURES**

**Education Liaison Officer (ELR)**

Mark Brenton 314-22  
Department of Veterans Affairs  
210 Franklin Road, SW  
Roanoke, VA 24011  
(540) 587-1688  
FAX (540)-597-1798

**PROCESSING OF CLAIMS AND CERTIFICATIONS**

<b>Degree and Non-Degree (Certificates)</b>	<b>Flight, OJT/Apprenticeship, Correspondence</b>
Buffalo Regional Processing Office (RPO)	Buffalo Regional Processing Office
P.O. Box 4616	Education Hard Copy
Buffalo, NY 14240-4616	P.O. Box 21, Buffalo, NY 14240-0021

**Education Benefit Questions (For School Officials, Students and the General Public)**

Internet: [www.gibill.va.gov](http://www.gibill.va.gov) (Link: "Ask a Question") (For All)  
(School Officials Only) – (Create an Account) in subject area show "School Official"  
Toll Free Call: 1-888-GIBILL1 (1-888-442-4551)  
Monthly Phone Certification Toll Free – (1-877- 823-2378)

**ORDER VA FORMS:** FAX requests to 716-857-3396, Attn: Ernie Pagano **Or** MAIL  
VA FORM 23-8800 to: **Publications, Department of Veterans Affairs**  
**VA ONCE:** [www.gibill.va.gov/](http://www.gibill.va.gov/) **130 S. Elmwood Avenue**  
**Buffalo, NY 14202-2478**

## **GLOSSARY AND ABBREVIATIONS**

### **Accrediting Agency**

A nationally recognized agency or association which the U.S. Secretary of Education determines to be a reliable authority as to the quality of training offered by an educational institution. The Secretary publishes a list of these agencies and associations which the state approving agencies utilize for establishing that a program of instruction may be approved under the provisions of 38 USC 3675 as an accredited program.

### **Accelerated Payment**

An accelerated payment is a 60% lump sum payment of tuition and fees for high cost, high technology programs. The payment is in lieu of regular chapter 30, 1606 and 1607 (REAP) benefits and is payable only if tuition and fees exceed 200% of what would normally be payable under chapter 30 for a given enrollment period

### **Active Duty**

Full-time duty in the Armed Forces. This also includes full-time duty performed by commissioned officers of the Public Health Service and National Oceanic and Atmospheric Administration (not including active duty for training).

### **Active Duty for Training (ACDUTRA)**

Active duty for training in the Reserves or National Guard. This includes reservists on full-time duty for training purposes in the Armed Forces; members of the National Guard or Air National Guard of any state, performing full-time training duty under title 32, U.S. Code, sections 316, 502, 503, 504, or 505.

### **Advance Payment**

The monetary allowance which may be payable to students for the first (fractional or full) and second full month of enrollment. Advance payment must be requested by students and is mailed to schools before the beginning of classes for release to students who have completed registration

### **Already Qualified**

A student is considered "already qualified" if he or she has previously completed a program at the same level and in the same field of study for which application is now being made. This will not preclude the pursuit of a program leading to a degree at the same level with a different major or in an entirely different field. It also does not preclude the pursuit of subjects that may be necessary to qualify for admission into a program leading to a higher degree or to qualify for a vocational or professional objective. A person will be considered already qualified if he or she was previously employed in a job for which the course now being requested is designed to qualify the individual who completes it. For example, if the applicant is employed in sales, he or she is already qualified and not eligible for enrollment in a general sales course. VA benefits are not payable for pursuit of any program for which the student is already qualified. This includes courses required for re-licensing or a continuation of licensing in a professional field.

### **Armed Forces**

This includes the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof.

### **Assignment of Benefits**

Any arrangement by a school that denies the student the opportunity to control the proceeds of a check is prohibited. Section 5301(a) of title 38, U.S. Code, provides that payments of benefits due under the laws

administered by VA shall not be assigned except as specifically authorized by law. There are no laws that authorize assignment of VA educational checks, either directly or indirectly.

### **Audited Course**

The term means any credit course that a student attends as a listener only with a prior understanding between school officials and the student that such attendance will not result in credit being granted toward graduation. VA education benefits are not payable for pursuit of such courses

### **Award Letter**

The official written notice from the Department of Veterans Affairs to a student of his or her monthly rate of payment, the inclusive dates of payment, and remaining entitlement at the end of the award period. **An award letter is sent to a VA student whenever VA awards or changes the student's education benefit.** The award letter is a good source of information for financial aid purposes.

### **BDN**

The Benefits Delivery Network (BDN) is composed of various components. It is VA's main processing system for all award and related actions. This system generates the payment information that is sent to the Treasury for producing the benefits checks. BDN also contains the master record files for veterans and beneficiaries. It was formerly known as the Target Delivery System

### **Break in Service**

The term "break in service" means a period of more than 90 days between the date when an individual is released from active duty or otherwise receives a complete separation from active duty service and the date he or she reenters on active duty.

### **Break Pay**

Educational assistance benefits may be paid during the intervals between terms at a school or between terms when transferring from one school to another while remaining in the same program. Exceptions apply, as well as certain other restrictions in certain situations. Persons on active duty or training at less than half-time are not entitled to interval payments. **(See chart on page 97).**

### **Certificate of Eligibility (COE or C/E)**

A Form 22-1993a which is issued to an applicant showing approval to pursue a stated program of education at a particular institution, the remaining entitlement of the student, and the ending date of the student's eligibility.

### **Certifying Official**

The person(s) designated to sign enrollment certifications and other documents relating to VA benefits. The designation is made on VAF 22-8794, Designation of Certifying Official(s).

### **Certification of Delivery (COD)**

A Certification of Delivery (VA Form 22-1999v) is mailed to the school in a separate envelope from the advance payment check. When the advance payment check is given to the student by the school, the COD, which contains preprinted enrollment information, must be completed by the certifying official and immediately returned. Failure to do so will result in the student's VA education benefits being suspended.

### **Change of Program**

A change of program consists of a change in the educational, professional, or vocational objective for which the veteran or eligible person entered training and a like change in the type of courses required to attain a new objective. This includes any change in an eligible person's program or objective which will

result in a material loss of credit or which will materially lengthen the training time necessary to complete an objective. A material loss of credit is generally considered to be the loss of more than 12 credit hours for programs measured in quarter or semester hours, or the loss of more than 10 per cent of the training completed for other types of courses. A change of program is **NOT** charged if a claimant **completes** one program, then begins a totally different objective.

### **Change of School**

There is no limit or restriction on change of schools for continued pursuit of the same course or program provided the veteran or eligible person is making satisfactory progress and there is no material loss of credit.

### **Character of Discharge**

All VA benefits (with the exceptions of some insurance programs and certain medical benefits) payable to veterans or their dependents require the period of service upon which entitlement is based be terminated under conditions other than dishonorable. However, under the Montgomery GI Bill veterans must have an **“Honorable”** discharge to receive benefits. Discharges “under honorable conditions” or “general” do not qualify veterans for benefits. Service personnel who complete six months or less of active military service are issued “uncharacterized” discharges. If an “uncharacterized” discharge is used for reasons of service-connected disability or hardship, they are considered to be “Honorable” for Montgomery GI Bill purposes.

### **Circular**

A publication issued by VA for distribution to regional offices and sometimes to schools as an expeditious way to provide directives on new procedures. A circular may also be used to disseminate information regarding issues that will be pertinent for only a limited period of time.

### **Claimant**

An individual in the process of claiming VA benefits who is potentially eligible for benefits but who has not completed all the necessary steps that will permit VA to determine individual eligibility and entitlement.

### **Concurrent Enrollment**

A student pursuing a degree at a school may take a course at another school because it’s at a more convenient time, it’s less expensive, or whatever. The school that will grant the degree is the student’s primary school. All other schools are secondary schools. If the primary school will accept the secondary school’s course as a transfer credit that applies towards completion of the student’s degree, then both the primary school and the secondary school can certify the student to VA. The student may pursue courses at a secondary school at the same time, concurrent, or at a different time, supplemental.

### **Confirmed Enrollment**

An enrollment certification that is dated, signed, and mailed by the school's certifying official on or after the first day of a certified enrollment period.

### **Course**

As used in this Handbook, “course” means a specific class or subject of instruction (e.g., English 110).

### **DD Form 214**

The Certificate of Release or Discharge from Active Duty that is prepared at the time an individual completes a period of active duty in one of the Armed Forces. Former members of the Public Health Service (PHS) and of the National Oceanic and Atmospheric Administration (NOAA) do not receive a

DD Form 214, but they do receive comparable documents that provide necessary information concerning their active duty service. Veterans should be advised to submit copy number 4 of their DD Form 214 with a claim for VA benefits. A certified copy may also be submitted.

### **Delayed Enlistment Program (DEP)**

A Delayed Enlistment or Delayed Entry Program allows individuals to contract to go on active duty in the Armed Forces at a later date. The periods of time of the delayed entry onto active duty vary according to the specific program involved. For example, under DEP, the delay of entry onto active duty varies up to 270 days. In other programs, such as ROTC, the delay may be several years.

### **Delimiting Date**

The first day after a claimant's period of eligibility expires. Benefits are not payable on or after the delimiting date. Generally, the delimiting date is ten years and one day from the veteran's last release from active duty date (RAD). The expiration date for those under Chapters 35 and 1606 is computed differently.

### **Dependents' Educational Assistance (DEA)**

Education benefits payable to eligible dependents or survivors of veterans. Commonly referred to as DEA or Chapter 35.

### **DOD Record**

The Department of Veterans Affairs accesses the Department of Defense's manpower database through a computer interface between the Defense Manpower Data Center (DMDC) in Monterey, California and the BDN System. This record contains information from the serviceperson's/veterans military records which VA may use to determine eligibility for Chapters 30 and 1606.

### **Drop Period**

The brief period at the beginning of a term officially designated for dropping courses without **academic** penalty. The school's last day to drop a course will be the end of the drop period, providing it does not exceed 30 days from the first day of the term.

### **Dual Eligibility**

Entitlement to education benefits under two or more programs administered by VA. If an individual qualifies for educational assistance under two or more such programs, the total assistance available may not exceed 48 months, or the equivalent in part-time benefits. A person having dual eligibility may not receive such benefits concurrently.

### **ECAP (Electronic Certification Automated Program)**

ECAP is a computer program that processes VA-ONCE submissions. ECAP can set up claim, propose education awards, and process education awards. ECAP will go as far as possible on this continuum. ECAP copies all documents into TIMS (imaging system).

### **Education Services Officer (ESO)**

This includes civilian education services officers, military career counselors, and other employees of the military education offices who are assigned responsibility for advising servicepersons of the educational opportunities available to active duty personnel.

### **Educational Assistance**

This term is generally used interchangeably with the term “education benefits.” However, under the Montgomery GI Bill - Active Duty, the term “educational assistance” means basic educational assistance, supplemental educational assistance, and all additional amounts payable, commonly called “kickers.”

### **Eligible Person**

A child, spouse, or surviving spouse of a veteran who served on active duty and who died on active duty, or who died of a service-connected disability, or who has a total disability permanent in nature resulting from a service-connected disability, or who died from any cause while a total and permanent service-connected disability was in existence. Also includes a child or a spouse of a person who is on active duty as a member of the Armed Forces and who now is, and, for a period of more than 90 days, has been, listed by the Secretary concerned as missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

### **ELR (Education Liaison Representative)**

The person at the VA regional office or Regional Processing Office responsible for education liaison and program approval functions. Among other things, the ELR is responsible for promptly informing schools of changes in policies and procedures.

### **Enrollment Period**

This term means an interval of time during which a veteran or eligible person is enrolled in an educational institution and is pursuing his or her program of education. This term applies to each unit course or subject in the veteran's or eligible person's program of education; i.e., quarter, semester, or full school year.

### **Entitlement**

The number of months the student will be eligible for VA education benefits. This is usually expressed in the numbers of months and days the student will be eligible for full-time benefits, or the equivalent in part-time training, but also may be expressed in a dollar amount. Entitlement will vary depending on the education law the individual qualifies under. In no event will entitlement exceed 48 months under any combination of laws.

### **Facility Code**

The numerical code assigned by VA to an institution specifically identifying it or one of its subdivisions. Can be found on the WEAMS report.

### **File Number**

A seven, eight or nine-digit number assigned by VA to identify a claimant's records. The Social Security Number (SSN) is the VA file number for most veterans. If a veteran was assigned an old seven or eight digit file number, the veteran's SSN will cross reference the seven or eight digit file number. VA assigns a suffix *to the veteran's file number* (“10” or “W”, spouse or surviving spouse, “41” or “A”, first child to apply, “42” or “B”, second child to apply, “43” or “C” third child . . .) to identify the records of an individual eligible for chapter 35 benefits. A dependent's SSN **will not** cross-reference a veteran's record. To access a dependent's record, the **file number of the veteran** must be provided.

### **GED**

General Educational Development (GED) certificate issued by a state-level department of education. The credentials issued by state-level departments of education are official documents that are acceptable as the equivalent of high school graduation diplomas. In addition, Department of Defense certificates of GED equivalency are acceptable evidence of completion of high school educational requirements.

**Independent Study**

A course or subject offered without any regularly scheduled, conventional classroom or laboratory sessions. For VA purposes, such courses or subjects must be accredited and lead to a standard college degree and consist of a prescribed program of study with provision for interaction either by mail, telephone, computer/Internet, or personally between the student and the regularly employed faculty of the university or college. A specific approval of these courses by the State Approving Agency is required in order for VA benefits to be authorized.

**Institution of Higher Learning (IHL)**

A college, university, technical or business school offering instruction at the postsecondary level that leads to an associate or higher degree. The institution must be empowered by the appropriate state education authority (under state law) or accredited by a recognized accrediting agency to grant such degrees. This designation also includes hospitals offering medical-dental internships or residencies without regard to whether the hospital grants a postsecondary degree.

**Interval Payment (See Break Pay)****Kicker**

Additional money added to an individual's education fund by the Department of Defense to encourage enlistment or retention in the Armed Forces. The kicker is added to the individual's normal education benefit. Kickers are used for chapters 30 and 1606.

**Matriculated Student**

A student who satisfied formal admission requirements and is recognized by the college or university as a degree-seeking student. This does not mean that an undergraduate student must have formally been accepted into a specific major curricular field of study before he or she may be classified as "matriculated".

**MGIB**

Refers to either the Montgomery GI Bill - Active Duty (Chapter 30 of title 38, U.S. Code) or the Montgomery GI Bill - Selected Reserve (Chapter 1606 of title 10, U.S. Code).

**Mitigating Circumstances**

Unanticipated and unavoidable events beyond a student's control which are responsible for the student's inability to complete a course or courses or which result in the student's receipt of a non-punitive grade for a course the student did complete. Generally, a student will be required to submit corroborative evidence to substantiate his or her reasons for being unable to complete a course with a creditable grade.

**NOBE**

Members of the Selected Reserve are given a Notice of Basic Eligibility (DD Form 2384, commonly referred to as a NOBE, pronounced *no-be*) by their National Guard or Reserve unit stating they are eligible for the Montgomery GI Bill—Selected Reserve (Chapter 1606). The primary source VA uses to establish chapter 1606 eligibility is a Department of Defense (DOD) computer link, the chapter 1606 DOD Data Record. The NOBE is an alternative or supplemental document for establishing eligibility that's primarily used to verify eligibility for 120 days after the date it's issued. If you receive a NOBE from the student filing an original application for chapter 1606 send VA a copy of the NOBE when you certify the student.

**Non-College Degree (NCD)**

The designation "NCD" is used to refer to a course or program of education or any other institutional vocational/educational training which does not lead to a standard college degree.

### **Non-punitive Grade**

A non-punitive grade is a grade that (1) doesn't count as earned credit and that (2) doesn't affect progress standards for graduation. If a student completes the term and receives non-punitive grades, the non-punitive grades must be reported to VA if they change training time. An example of a non-punitive grade is a "X" (no basis for grade), a "NP" (no pass), or a "U" (unsatisfactory) that doesn't count as earned credit and that isn't calculated into the student's grade point average.

Grades such as P (Pass) or S (Satisfactory) aren't calculated into a student's grade point average, **but** they are counted as earned credit for graduation requirements. Since they count as earned credit towards completion of the student's program, they aren't non-punitive.

### **Nonstandard Term**

A term that is shorter or longer than a standard quarter or semester. The number of instructor-student contact hours is increased proportionately each week to compensate for the difference in length. VA will compute equivalent undergraduate credits to measure courses pursued during nonstandard terms. Terms of shorter than standard length are referred to as **accelerated terms**.

### **Objective**

The final educational, professional, or vocational goal of a veteran, serviceperson, or eligible person (e.g., degree, diploma, certificate, occupation). An educational objective is one that leads to the awarding of a diploma, degree, or postdoctoral certificate that reflects educational attainment. Graduate certificate programs generally do not lead to an educational objective. A professional or vocational objective is one that leads to an occupation. It may include educational courses essential to prepare for the chosen occupation.

### **Primary School (Parent School)**

The primary school is the school that will grant the degree a student is pursuing. Generally, the student will be enrolled at the primary school for the majority of the program.

### **Program of Education**

A combination of subjects, unit courses, or training activities pursued at a school or training establishment which is generally accepted as necessary to meet requirements for a predetermined educational, professional, or vocational objective (e.g., diploma, degree, certificate, occupation). An "approved program" is a course of study or program of training that the appropriate State Approving Agency has determined meets the legal requirements for payment of VA educational assistance benefits to veterans and other eligible persons.

### **Punitive Grade**

A punitive grade is a grade that doesn't count as earned credit, but is used in determining a student's progress toward graduation requirements

### **Pursuit**

The term "pursuit" means to work, while enrolled, toward the objective of a program of education. This work must be in accordance with approved institutional policy and regulations, and applicable criteria of title 38, United States Code; must be necessary to reach the program's objective; and must be accomplished through resident courses (including teacher training courses and similar courses which VA considers to be resident training), independent study courses, a graduate program of research in absentia, or medical/dental internships and residencies, nursing courses and other medical/dental specialty courses. VA considers a person who qualifies for payment during an interval between terms or school closing, or who qualifies for payment during a holiday vacation to be in pursuit of a program of education during the interval, school closing, or holiday vacation.

**Quarter**

A division of the academic year at institutions that operate on a quarter system. Credits are earned and measured in quarter hours. A “standard quarter” is a period of instruction usually 10 to 13 weeks long.

**Refresher Training**

Refresher training is a course at the elementary or secondary level to review or update material previously covered in a course that has been satisfactorily completed. Under some education programs, the term also means training in a program of education in which the veteran is already qualified, provided that the program pursued is training to permit the veteran to update knowledge and skills and to be instructed in the technological advances which have occurred in the veteran's field of employment during the veteran's period of service. It may be used to update skills learned either during or prior to service but not for skills first acquired after discharge from service. Veterans pursuing “refresher training” are not limited to “refresher courses” at the elementary or secondary level.

**Remedial/Deficiency Courses**

These terms refer to noncredit training at the secondary level that is required for entrance to or preparatory to the successful pursuit of a postsecondary educational program. If secondary level training is needed for the student to reach a certain mastery level necessary for pursuit of a postsecondary program of education, the courses must be listed separately on the Enrollment Certification. Upon entrance each student's academic background should be evaluated and, as warranted, a required noncredit program established. These secondary level courses may include, for example, basic English skills, fundamental math, reading, or other special academic assistance necessary for the student to qualify for admission. These courses may also include noncredit secondary level training to overcome a handicap such as in speech and may be offered at a high school, college, or other educational institution. It is the institution's responsibility to determine if remedial/deficiency courses are necessary.

**Reporting Fee**

VA pays an annual reporting fee to schools. This fee is intended to help defray the cost of processing VA certifications. The annual reporting fee is based on the number of VA students, including chapter 31 (Vocational Rehabilitation), certified by the school during the calendar year. The fee is \$7 (\$11 if advance pay request was processed) for each student. The reporting fee is paid as soon as possible after the end of the calendar year.

**REPS**

Restored Entitlement Program for Survivors. Certain survivors of deceased veterans who died on active duty, or of service-connected causes incurred or aggravated prior to August 13, 1981, are eligible for benefits. The benefits are similar to the benefits for students and surviving spouses with children between ages 16 and 18 that were eliminated from the Social Security Act. The benefits are payable in addition to any other benefits to which the family may also be entitled. The amount of benefits is based on information from the Social Security Administration.

**Research in Absentia**

A certifying official of a school may certify a program of research pursued by a veteran or eligible person in absentia, when the research activity is necessary for the preparation of the student's master's thesis, doctoral dissertation, or a similar treatise which is a prerequisite to the degree being pursued. The research activity must be defined and organized so as to enable the certifying official to evaluate the time required for its successful pursuit, and the time certified for the research activity is independent of the time devoted to any employment situation in which the veteran or eligible person might be engaged.

**SAA** (See State Approving Agency for Veterans Education Training)

**Selected Reserve**

The term means, with respect to the Armed Forces, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, the Coast Guard Reserve, the Army National Guard of the United States, and the Air National Guard of the United States. The Public Health Service and the National Oceanic and Atmospheric Administration do not have Selected Reserve units.

**Semester**

A division of the academic year at institutions that operate on a semester system calendar. Credits are earned and measured in semester hours. A “standard semester” is a period of instruction usually 15 to 19 weeks long.

**Serviceperson**

An individual who is currently serving on active duty. Same as “servicemember.”

**Standard College Degree**

The term means an associate or higher degree awarded by an institution of higher learning that is accredited as a collegiate institution by a recognized regional or national accrediting agency or an institution of higher learning that is a “candidate” for accreditation, or an institution which is accredited by an agency recognized to accredit specialized degree-level programs.

**State Approving Agency (SAA)**

An agency appointed by the Chief Executive of a state to approve institutional programs of education and training for payment of benefits under the various laws administered by VA.

**Summer Session**

A division of the summer term specifically designated in a school catalog as a distinct period of instruction. These sessions vary in length, and are often only 3-8 weeks long.

**Summer Term**

The total instruction offered by a school between the end of the spring term and the beginning of the fall term. A summer term may consist of several summer sessions.

**Target**

See **BDN**

**TIMS**

The Image Management System (TIMS) is the scanning system used by Muskogee. All education paper work is scanned into TIMS. Paper is scanned manually. Electronic paperwork like VA-ONCE Certifications are electronically copied into TIMS.

**Tuition and Fees**

The term “tuition and fees” means the total cost for tuition and fees for a course a school charges all students whose circumstances are similar to veterans enrolled in the same course. “Tuition and fees” does **not** include the cost of supplies or books that the student is required to purchase at his or her own expense.

**VA-ONCE**

Internet based application used to submit enrollment certifications and notices of change in student status. Information about VA-ONCE is available at [www.gibill.va.gov/School%5FInfo/once](http://www.gibill.va.gov/School%5FInfo/once).

**WEAMS (Web Enabled Approval Management System)**

DVA computer program that lists information and programs for approved schools and facilities nationwide. This will allow veterans to access approved schools and their programs on DVA website. To access the web site go to <http://www.gibill.va.gov>; highlight **Education Benefits**, the select **Search for Approved Education Programs**.

## CHAPTER 33: POST-9/11 GI BILL

The chapter 33 description that follows is an abbreviated description. Detailed chapter 33 information is online at [http://www.gibill.va.gov/GI\\_Bill\\_Info/CH33/Post-911.htm](http://www.gibill.va.gov/GI_Bill_Info/CH33/Post-911.htm). Under —More Information you'll find information for veterans and certifying officials. There is also a “School Responsibilities” information sheet that should be read at [http://www.gibill.va.gov/documents/Post-911\\_School\\_Responsibilities.pdf](http://www.gibill.va.gov/documents/Post-911_School_Responsibilities.pdf).

### **Application**

Students who believe they may be eligible for chapter 33 should review chapter 33 online at <http://gibill.va.gov/> and call the Education Call Center (1-888-442-4551) if they have questions. This is particularly true of students who, in addition to chapter 33, are currently eligible for chapters 30, 1606, or 1607.

Students must complete and submit an application to receive chapter 33. The application is online at <http://vabenefits.vba.va.gov/vonapp/main.asp>. Students will receive a letter explaining VA's decision about their chapter 33 eligibility. If a veteran can't apply online, there's a link to the paper application (Form 22-1990) at the above address. The student can also call Muskogee and request an application.

### **Eligibility**

Generally, students eligible for chapter 33 must have served on active duty after 09/10/01 for:

- A minimum of 90 aggregate days (excluding entry level and skill training);
- At least 30 continuous days if discharged for a service-connected disability.

Active duty members are eligible the 90th day after completion of entry level training.

The above eligibility description is a simplified description. Chapter 33 eligibility is sometimes more complex. Students can review and apply for chapter 33 online ([www.gibill.va.gov](http://www.gibill.va.gov)). Eligible students will be mailed a certificate of eligibility letter that describes their eligibility and their chapter 33 benefit. The letter will also boldly state:

***You must take this letter to your school. Your school must certify your enrollment before you can get paid.***

Students who aren't eligible will be mailed a disallowance letter that explains the reason for their disallowance and that explains the appeal process.

### **Election**

Students eligible for chapter 30, 1606, or 1607, on 08/01/09 and on their election date, must relinquish a benefit to receive chapter 33. Students eligible for more than one benefit only have to relinquish one benefit to receive chapter 33.

Chapter 33 elections are irrevocable. However:

- Election requests can be **withdrawn** if the Regional Processing Office receives the withdrawal request before a certificate of eligibility is issued. Withdrawals do not need to be in writing. The student can call VA to withdraw an election.
- Election requests can be **changed** if the Regional Processing Office receives the change request before a certificate of eligibility is issued. Change requests must be in writing.

**Entitlement**

Students are generally entitled to 36 months of benefits. Students cannot use more than 48 months of entitlement under two or more programs (48-month rule). There is a significant exception to the 48-month rule for students who elect chapter 33 and relinquish chapter 30.

Students who have not used chapter 30 entitlement receive up to 36 months entitlement under chapter 33. The exception, students who have used chapter 30 entitlement **will only receive** the number of months of remaining entitlement chapter 30 under chapter 33 on the effective date of their election. If a student exhausts chapter 30 (no longer eligible) before electing chapter 33 the exception doesn't apply, the 48-month rule will apply and the student will receive up to 12 months of chapter 33 benefits.

Chapter 30 students should carefully consider the benefit difference between chapter 30 and chapter 33, their remaining entitlement under chapter 30, and the number of months of school remaining before they elect chapter 33 and relinquish chapter 30.

**Length of Service Percentage**

Eligible students receive a percentage of the chapter 33 benefit for tuition and fees, monthly housing allowance, and book stipend based on their length of service. The percentage is determined by the student's aggregate active duty service after 09/10/01. All creditable active duty and qualifying call-up service are combined to determine the aggregate service.

Length of service percentages are described in the following table:

<b>Service Requirements (Aggregate active duty after 9/10/01)</b>	<b>% Of Maximum Benefit Payable</b>
At least 36 months	100
At least 30 continuous days on active duty (Must be discharged due to service-connected disability)	100
At least 30 months, but less than 36 months (1)	90
At least 24 months, but less than 30 months (1)	80 (3)
At least 18 months, but less than 24 months (2)	70 (3)
At least 12 months, but less than 18 months (2)	60
At least 06 months, but less than 12 months (2)	50
At least 90 days, but less than 06 months (2)	40

(1) Includes entry level and skill training. (2) Excludes entry level and skill training.

(3) If the service requirements are met at both the 80 and 70 percentage level, the maximum percentage of 70 must be applied the amounts payable.

## ***Education and Training Available Under Chapter 33***

Under chapter 33 all programs must be offered by a degree-granting institution of higher learning (IHL) and approved for chapter 30. Approved programs include undergraduate degrees, graduate degrees, and non-degree programs approved at the IHL. Additionally, tutorial assistance and reimbursement for one licensing or certification test are available under chapter 33.

Students who elect chapter 33 and relinquish chapter 30, 1606, or 1607 may receive benefits for approved programs not offered by an IHL (non degree programs, flight training, correspondence courses, apprenticeship/on-the-job training, preparatory courses, and national tests). These students will be paid for these programs as if they were still receiving benefits under the relinquished benefit, but their entitlement will be charged under chapter 33.

### ***Chapter 33 Benefits***

Depending on the student's situation, chapter 33 benefits can include payment of tuition and fees, a monthly housing allowance, a stipend for books and supplies, college fund (kicker) payments, a rural benefit payment, and a Yellow Ribbon Program benefit. Chapter 33 differs from other education chapters in that each type of payment is issued separately, with some payments made directly to the school and others directly to the student.

#### **Tuition and Fees**

The tuition and fees payment is paid directly to the school on behalf of the student when the school's enrollment certification is processed.

The tuition and fees payment is prorated by the student's length of service percentage. It is also limited to the highest per credit hour tuition and the maximum fees charged by a public institution for undergraduate training in the state where the student is enrolled. The maximum in-state tuition and fees are at [www.gibill.va.gov/GI\\_Bill\\_Info/CH33/Tuition\\_and\\_fees.htm](http://www.gibill.va.gov/GI_Bill_Info/CH33/Tuition_and_fees.htm).

Students on active duty may receive the total amount of tuition and fees, not limited to the state maximum, or the amount of charges that exceed the amount paid by the military's federal tuition assistance.

#### **Monthly Housing Allowance**

A monthly housing allowance is paid directly to the student at the beginning of each month for the previous month. The housing allowance is prorated by the student's length of service percentage. Active duty personnel are not eligible for the housing allowance.

The monthly housing allowance paid equals the Department of Defense's Basic Allowance for Housing (BAH) for a —E-5 with dependents and the zip code of the school. The BAH rates are at <http://www.defensetravel.dod.mil/perdiem/bah.html>.

### **Rate of Pursuit**

Rate of pursuit applies specifically to chapter 33. It differs from training time, which is used for all other chapters. Schools certify actual credit. VA calculates rate of pursuit by dividing the number of credit (or credit hour equivalents) being pursued by the number of credit considered to be full-time by the school. The resulting percentage is the student's rate of pursuit.

Examples: If full-time is 12 credits, then rate of pursuit for:

- 6 credits (or credit equivalents) is 50% ( $6 \div 12 = 50\%$ )
- 7 credits (or credit equivalents) is 58% ( $7 \div 12 = 58\%$ )

The housing allowance is paid if the student's rate of pursuit is more than 50%. Rate of pursuit determines whether a student receives or doesn't receive the housing allowance. If pursuit is **more than 50%** the student receives the housing allowance. If pursuit **50% or less** the student doesn't receive the housing allowance.

### **Distance Learning and the Housing Allowance**

Students whose enrollment is exclusively distance learning training are not eligible for the monthly housing allowance. If a student's enrollment is both distance learning and resident training (standard classroom instruction) and pursuit is more than 50%, then the monthly housing allowance can be paid for the period of residence training and any break periods that meet break pay rules.

### **Books and Supplies Stipend**

The books and supplies stipend is a lump sum payment (each quarter, semester or term attended) paid directly to the student when the school's enrollment certification is processed. The stipend is prorated by the student's length of service percentage. Active duty students are not eligible for the stipend.

The books and supplies stipend pays \$41.67 per credit certified, up to 24 credits for the academic year (08/01/YY-07/31/YY). The maximum stipend is \$1,000 per academic year.

### **Yellow Ribbon Program**

The Yellow Ribbon Program payment is paid directly to the school on behalf of the student when the school's enrollment certification is processed.

**Only individuals entitled at the 100% benefit level may receive yellow ribbon funding:**

- Students who served at least 36 months or more on active duty, and
- Students who served at least 30 continuous days on active duty and were discharged due to service-connected disability.

The Yellow Ribbon Program allows schools to enter into an agreement with VA to fund the tuition and fees cost that exceeds the highest public in-state undergraduate tuition and fees cost (state cap).

The Yellow Ribbon Program can provide additional funding to students in private institutions, in graduate programs, or paying out-of-state tuition whose tuition and fees charge exceeds the state cap.

If a school participates in the Yellow Ribbon Program, VA will match each dollar the school contributes up to 50% of the difference between the state cap and the tuition and fee amount charged the student. The combined school and VA contribution can't exceed the tuition and fee amount charged the student. A comprehensive explanation of the Yellow Ribbon Program is available on VA's website at [www.gibill.va.gov/GI\\_Bill\\_Info/CH33/Yellow\\_ribbon.htm](http://www.gibill.va.gov/GI_Bill_Info/CH33/Yellow_ribbon.htm).

### **Kickers and Additional Contributions**

Students eligible for a kicker under chapter 30, 1606, or 1607 may receive the kicker under chapter 33. The kicker will be prorated by the student's rate of pursuit percentage. It will be paid as a lump sum payment directly to the student when the school's enrollment certification is processed.

Students only eligible for a chapter 33 kicker receive the kicker only if they are entitled to a monthly housing allowance and the kicker will be paid with the monthly housing allowance. The chapter 30 and 1607 additional contribution (\$600 Buy-up) is **not payable** under chapter 33.

### **Licensing and Certification Tests**

Chapter 33 students may be reimbursed for one licensing or certification test. The reimbursement cannot exceed \$2,000. The test must be approved for VA benefits and it must be taken on or after 08/1/09.

### **Rural benefit payments**

The rural benefit is a one-time, lump-sum payment of \$500. The rural benefit is issued directly to students who reside in a county with six persons or fewer per square mile who physically relocate at least 500 miles to attend a school, or relocate by air (any distance) when no other land-based transportation exists.

### **Transfer of Entitlement**

On 08/1/09 the Department of Defense will offer some members of the Armed Forces the opportunity to transfer benefits to their spouse or dependent children.

Information and requirements about transferability can be found on DOD's website at : [www.defenselink.mil/home/features/2009/0409%5Fgibill](http://www.defenselink.mil/home/features/2009/0409%5Fgibill).

The education website also offers a concise summary at: [www.gibill.va.gov/GI\\_Bill\\_Info/CH33/Transfer.htm](http://www.gibill.va.gov/GI_Bill_Info/CH33/Transfer.htm).

## **Post-9/11 GI Bill: Marine Gunnery Sergeant John David Fry Scholarship**

### **What is the Marine Gunnery Sergeant John David Fry Scholarship?**

Public Law 111-32, the Marine Gunnery Sergeant John David Fry Scholarship, amends the Post-9/11 GI Bill (chapter 33) to include the children of service members who die in the line of duty after Sept. 10, 2001. The benefit is effective August 1, 2009; the same day the Post-9/11 GI Bill takes effect. Eligible children attending school may receive up to the highest public, in-state undergraduate tuition and fees, plus a monthly living stipend and book allowance under this program.

### **Who is eligible?**

Children of an active duty member of the Armed Forces who has died in the line of duty on or after September 11, 2001, are eligible for this benefit. A child may be married or over 23 and still be eligible.

Eligible children:

- are entitled to 36 months of benefits at the 100% level
- have 15 years to use the benefit beginning on his/her 18<sup>th</sup> birthday
- may use the benefit until his or her 33<sup>rd</sup> birthday
- cannot use benefit before age 18, even if he or she has completed high school
- are not eligible for the Yellow Ribbon Program

### **Rules for eligible children serving, or who have served, in the Armed Forces:**

- If the child is eligible under the Montgomery GI Bill Active Duty, Montgomery GI Bill Selected Reserve, and/or the Reserve Educational Assistance Program (REAP), then he or she must relinquish eligibility under one of those programs to receive benefits under Post-9/11 GI Bill
- A child's character of discharge from his or her own service does not impact eligibility resulting from the line of duty death of a parent
- A child on active duty will receive benefits at the active duty benefit rate (eligible for unlimited tuition and fees but not eligible for monthly housing allowance or books and supplies stipend)
- A child who meets the service requirements to transfer entitlement under Post-9/11 GI Bill may be eligible to transfer up to 36 months of entitlement to his or her dependents.

### **When will benefits be paid?**

VA must begin issuing payments under this benefit no later than August 1, 2010. This includes retroactive payments for eligible children enrolled during the period of August 1, 2009, through July 31, 2010.

VA will begin accepting applications for this benefit May 1, 2010, and will begin issuing payments to eligible children by 8/1/10. Children enrolled from 8/1/09 through 7/31/09 may receive retroactive payments for that time.

Note: Children currently enrolled in school may apply for benefits under VA's Dependents' Educational Assistance Program. The program offers up to 45 months of education benefits. The application for this benefit is available online, and there is a link on the GI Bill website, [www.gibill.va.gov](http://www.gibill.va.gov). The link takes the user to VONAPP, the online application. Select VA Form 22-5490, Application for Dependents' Educational Assistance, to apply. If you are a son or daughter, under legal age, a parent or guardian must sign the application.

## OTHER EDUCATION BENEFIT PROGRAMS

The following program descriptions are thumbnail descriptions. General and detailed descriptions for each program are online at [www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm).

**NOTE:** Students who feel they may be eligible for education benefits should submit an application. Even if someone appears ineligible, VA should review his or her application and officially deny or grant benefits.

### **Chapter 30: Montgomery G.I. Bill—Active Duty**

Chapter 30 has four eligibility categories. Category I is by far the largest. It includes veterans who began active duty for the first time after June 30, 1985. Starting 8/1/08, the basic full-time monthly benefit is \$1,321.00 for three years obligated service (Category IB) or for 2 years active duty and 4 years in the Selected Reserve (Category IC). The basic full-time monthly benefit is \$1,073.00 for two years obligated service (Category IA).

Military retirees who entered the service (or agreed to delayed entry) before 1/1/77 **and** who were eligible to receive chapter 34 benefits (Vietnam era education program) on 12/31/89 comprise category II. The education benefit for these chapter 34/30 veterans is higher than the standard chapter 30 benefit and it pays an additional amount for dependents. The chapter 34/30 benefit is comparable to the old chapter 34 rate.

Additional veterans may be eligible if they were voluntarily or involuntarily separated from the service because of a reduction in personnel (Category III), or if they were able to convert their education benefit from chapter 32 to chapter 30 (Category IV).

### **Chapter 30 Kickers and Additional Contributions**

Higher monthly benefits are paid to chapter 30 participants with —kickers□ and to chapter 30 participants who make additional chapter 30 payments. Veterans may have a kicker, additional contributions, or both. The higher benefit rates are paid automatically when benefits are paid. If veterans don't receive the benefit they believe they are entitled to receive, they should call VA about the discrepancy so that VA can resolve the discrepancy with the Department of Defense.

A kicker is part of the enlistment contract. It's often referred to by its Madison Avenue name; Army College Fund, Navy Sea College Fund, or whatever the newest recruitment ad calls it. If a contract has a \$12,000 kicker, for example, then the monthly kicker is \$333.33 (\$12,000 □ 36 months), which increases the \$1,321.00 full-time chapter 30 benefit to \$1,654.33.

Servicepersons who participate in chapter 30 contribute \$1,200.00 towards chapter 30. The contribution is **non-refundable**, with one exception. Chapter 30 (category 1 only) students who exhaust their chapter 33 entitlement and are receiving a monthly housing allowance will receive a proportional refund of the \$1,200.00 contribution. The refund is included in their last monthly housing allowance payment.

Servicepersons may contribute up to \$600.00 more. The maximum \$600.00 additional contribution increases the basic full-time chapter 30 benefit \$150.00, to \$1,471.00 for categories IB, IC and some other categories, and to \$1,223.00 for category 1A.

## **Chapter 35: Dependents Educational Assistance (DEA)**

Educational Assistance paid to dependents of veterans. Starting 10/1/08, the full-time monthly rate is \$915.00. Persons who may be eligible are:

- A child (between ages 18 and 26, with some exceptions) of a veteran who is permanently and totally disabled due to a service-related condition; or who died in service; or who died of a service-connected disability; or who died while evaluated as having total and permanent service-connected disability; or who is listed as a POW or MIA.
- The surviving spouse of a veteran who died of a service-connected disability, or died in service, or died while evaluated as having total and permanent disability resulting from a service-connected disability. Surviving spouses whose benefits stopped when they remarried can receive DEA benefits again if their remarriage ends by death or divorce, or they cease to live with the person to whom they presented themselves in public as married.
- A spouse of a veteran or serviceperson who has a total and permanent disability resulting from a service-connected disability; or who is listed as a POW or MIA.
- The spouse or child of a servicemember who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability.

## **Chapter 1606: Montgomery G.I. Bill—Selected Reserve**

Chapter 1606 is an educational program for active members of the Selected Reserve. Selected Reserve components include the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard, and Air National Guard. The Department of Defense and the Department of Homeland Security (Coast Guard) determine who's eligible for chapter 1606. The Department of Veterans Affairs administers the program and pays benefits. Basic eligibility requires a 6-year obligation to serve in the Selected Reserve and satisfactory participation in required Selected Reserve training.

Starting 10/1/08, members of the Selected Reserve are entitled to full-time education benefits of \$329.00 for a maximum of 36 months or the equivalent in part-time training.

### **Chapter 1606 Kickers**

An additional amount, called a kicker, may be added to the benefit of some chapter 1606 students. The possible monthly kicker levels are \$100, \$200, and \$350. A chapter 1606 kicker may be a part of the original enlistment contract or part of a re-enlistment contract.

### **Chapter 1607: Reserve Educational Assistance Program (REAP)**

Educational program for active members of the Selected Reserve called to active duty and members of the Individual Ready Reserve (Army IRR, Air Force IRR, Navy IRR and Marine Corps IRR.) called to active duty in response to a contingency operation declared by the President or Congress.

The Department of Defense and the Department of Homeland Security (Coast Guard) determine who's eligible for chapter 1607. The Department of Veterans Affairs administers the program and pays benefits.

Members of the Selective Reserve may be eligible for chapter 1607 and chapter 33 after serving 90 consecutive days on active duty for a contingency operation. The chapter 1607 benefit pays a percentage of the chapter 30 three-year or more rate based on the number of continuous service days on active duty: 90 days but less than 1 year pays 40%, 1 year but less than 2 years pays 60%, and service of two continuous years or of an aggregate of three years or more pays 80% payment of the three-year rate. The 80% rate can be paid for two continuous years or, effective 1/28/08, an aggregate call-up service of three years or more.

### **Chapter 1607 Kicker and Additional Contributions**

A servicemember eligible for chapter 1607 who's also eligible for the chapter 1606 kicker will be paid the chapter 1606 kicker. Beginning 1/28/08 chapter 1607 reservists can participate in the —Buy-up program. They can pay up to \$600.00 to increase their monthly benefit by as much as \$150.00 per month. The reservist must be a member of a Ready Reserve component to pay the —Buy-up.

## National Testing Program

<b>What tests are approved?</b> <i>Currently the only approved tests are:</i>	
<ul style="list-style-type: none"> <li>• SAT (Scholastic Assessment Test)</li> <li>• LSAT (Law School Admission Test)</li> <li>• GRE (Graduate Record Exam)</li> <li>• GMAT (Graduate Management Admission Test)</li> <li>• AP (Advanced Placement Exam)</li> <li>• CLEP (College-Level Examination Program)</li> <li>• <b>ACT (American College Testing Program)</b></li> <li>• <b>DAT (Dental Admissions Test)</b></li> </ul>	<ul style="list-style-type: none"> <li>• MAT (Miller Analogies Test)</li> <li>• MCAT (Medical College Admissions Test)</li> <li>• OAT (Optometry Admissions Testing)</li> <li>• PCAT (Pharmacy College Admissions Test)</li> <li>• TOEFL (Test of English as a Foreign Language)</li> <li>• DSST (DANTES Subject Standardized Tests)</li> <li>• ECE (Excelsior College Examinations)</li> </ul>

### What test fees does VA reimburse?

While VA will reimburse a person for required test fees, VA has no authority to reimburse a person for any optional costs related to the testing process.

<p>Test fees that VA <b>will reimburse</b> include:</p> <ul style="list-style-type: none"> <li>• registration fees</li> <li>• fees for specialized tests</li> <li>• administrative fees.</li> </ul>	<p>Fees VA <b>will not reimburse</b> include:</p> <ul style="list-style-type: none"> <li>• fees to take pre-tests (such as Kaplan tests)</li> <li>• fees to receive scores quickly</li> </ul> <p>other costs or fees for optional items that are not required to take an approved test.</p>
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### **Does every applicant for a national test need to have filed an original claim for benefits?**

Yes. Every applicant for reimbursement for a national test must have filed an original application for chapter 30, 33 (or sec. 903), or 35 at some point and have been found eligible.

**Is there a particular form that I must submit to receive reimbursement for a national test?**

No. The best way to claim the benefit is to submit the following:

1. a copy of your test results and
2. a signed note or a signed VA Form 21-4138, Statement in Support of Claim, stating that you are requesting reimbursement for the cost of a national test.

**The following information is required:**

- Name of the Test
- Name of the organization offering the test
- Date the person took the test
- Cost of taking the test

**General Rule Regarding Receipts:** You do not normally have to submit a receipt or proof of payment for the cost. However, in certain instances, it is necessary to submit this evidence.

These situations are the following

- DSST Tests (DANTES Subject Standardized Tests)
- Certain situations regarding the CLEP, MAT, and PCAT tests

*NOTE: if you cannot provide a copy of the test results, request duplicate test results from the testing organization.*

## **THE DIFFERENCE BETWEEN THE SAA AND VA**

The **Virginia Department of Veterans Services** is the **state** agency charged with the responsibility for administering **state** programs for veterans, including **the State Approving Agency (SAA) for Veterans Education and Training**.

The **U.S. Department of Veterans Affairs (DVA)** is charged with the responsibility for administering **federal** programs for veterans nationwide. The Roanoke Education Services Office, under the administrative supervision of the Buffalo Regional Processing Office, is the **federal** office with the responsibility for veterans and **federal** veterans programs in Virginia.

### **WHAT TYPES OF PROGRAMS OR SCHOOLS MUST BE APPROVED?**

Any educational institution which enrolls, or is likely to enroll, veterans in training programs (except for programs of **Flight Training** and **Correspondence Courses** – **DVA** approves those programs) must be approved by the **Virginia State Approving Agency**.

Examples are:

- colleges and universities
- private occupational schools
- trade and technical schools
- training and residency programs
- high school diploma, GED or post-diploma certificate programs
- apprenticeship and other on-the-job training programs

### **WHAT NEEDS TO BE APPROVED?**

**Publications-** catalogs, student handbooks and class schedules.

**Programs-** leading to an educational or immediate vocational goal such as a degree, certificate, postgraduate residency, or non-collegiate technical or trade program. (Programs offered at branch campuses or facilities other than main campuses are approved separately).

**Policies** on attendance, academic progress, evaluation of credit for prior education and training, student conduct and specific types of instruction such as television courses, independent study, practicum or internships, English-as-a-Second Language or other developmental programs.

**Changes** to any of these publications, programs or policies are to be reported to the State Approving Agency. Failure to do so could result in immediate suspension of approval and the interruption of benefits to veterans.

## New, Revised or Withdrawn Program

### New Program

The school is required to provide the following information when requesting an approval of a new program:

- School's name and facility code
- Two copies of the program curriculum with course descriptions of each course required for the program, number of credit/clock hours per course and total number of hours to complete the program (*if program is measured in credit hours annotate semester or quarter hours*)
- **Accredited institution**-two copies of the institution approval from the school accrediting agency.
- **Non-accredited institution**- documentation that the program has been approved by SCHEV
- Include the effective date of the approval of the course
- Names of any veterans currently enrolled with the start date of the program or any veterans waiting to be enrolled with their effective start date
- The name of partnership, or contract with other institution that is providing any portion of the training of the new program. (*If there is a partnership or contract with a third party please provide address, point of contact and phone number*).

*If the new program is a minor, specialization or concentration under an existing approved degree (major) no action is required unless portions of the program is being taught by a partnership or contract with another institution( if under contract or partnership follow procedures for new program above) . The school certifying official should certify the new program under the degree major.*

### Revised Program

The school should only request an approval of an existing program when the following occurs:

#### **Certificates and Diplomas**

- The program is measured in clock or credit hours and the hours to complete the program have increased or decreased
- The name of the program has changed

## **Degrees**

- Name of the program has changed (follow the requirements under **New Program** above (excluding the names of veterans currently enrolled or pending enrollment).

## **Discontinued Program**

If the school has discontinued offering a program or the program is in teach-out the school is required to report it to the SAA and provide the following information:

- School's name and facility code
- Name of the program
- Date the program was discontinued
- If the program is placed in teach-out please provide the teach-out date (*if the program is in teach-out the veteran will remain receiving benefits up until the teach-out date*).

***If you have questions you should contact the SAA specialist assigned to your school.***

## New Catalog Approval

All schools are required to submit **two** catalogs to the SAA for approval each catalog year once they become available to the school.

The catalogs are to be certified with following statement and include your signature and date:

“I Certified This Catalog to be True and Correct in Content and Policy”	
_____	_____
Signature	Date

The following information should be included with the catalog:

- A complete list of all programs the school is requesting approval for (please use the appropriate template on pages 42-45)
- Tuition and fees
- Academic calendar
- Term dates (to include all accelerated periods of enrollments)
- All school polices and procedures
- Any catalog supplements or addendums
- Branch location associated with your facility code
- All combined programs taught in conjunction with another school or training establishment. (please provide other institution’s name and address)

*If you have questions you should contact the SAA specialist assigned to your school*

# Approval of New Branch

## **New Branch with Separate Facility Code**

Approvals for a new branch or an existing branch location with separate facility code are treated as a new facility. To request approval of these location contact the SAA at 804-225-2083 and request an application for new approval.

Please have the following information available:

- Institution name, address and phone number
- Accredited or non-accredited, if accredited name of accrediting agency
- Point of contact with phone number and email address

## **New Branch with Combine Approval**

The SAA will review the approval request and determine if it meets the requirements to be approved as a branch with separate approval or a combine approval under the institution current facility code. The school should contact their SAA representative before applying for approval.

If determined it is a branch with separate approval follow the instruction under “New Branch with Separate Facility Code” above.

## Miscellaneous Approval Issues

### **Change of Address**

Submit a letter (two copies) requesting approval of new address and should include the following information:

- Effect date of relocation
- New phone number, email address and points of contact
- New Designation of Certifying Official Form (VAF 22-8794)

### **Change of Ownership**

Contact the SAA at 804-225-2083 and request an application for change of ownership.

### **Change of Certifying Official**

Complete a new designation of certifying official form (VAF 22-8794) and submit to:

**Department of Veterans Affairs  
Mark Brenton ELR 314-22  
210 Franklin Rd. SW  
Roanoke, VA 24011**

The Designation Certifying Official form can be downloaded at:

[http://www.gibill.va.gov/School\\_Info/once/forms/22-8794.pdf](http://www.gibill.va.gov/School_Info/once/forms/22-8794.pdf)

### **Change in Name of Facility**

School officials will need to submit a letter (two copies) requesting the name change and include the following information:

- The effective date of the name change
- Include the old name and new name
- Documentation from your accrediting agency and SCHEV identifying their approval
- If there is a change in certifying officials include a Designation of Certifying Official form (VAF 22-8794).

### **Other Issues**

The following information must be submitted to the State Approving Agency for approval if any changes occur during the academic year that your catalog was approved:

- Tuition and fees
- Academic policies and procedures
- Academic calendar (to include all accelerated enrollments)

## Types of School Visits

### **Supervisory Visits**

Supervisory visits are scheduled annual visits to previously approved active facilities to monitor and assure continued acceptability of approval.

A supervisory visit usually includes but not limited to the following:

- A review of institutional policies and procedures
  - Refund Policy
  - Standard of Progress Policy
  - Attendance Policy
  - Conduct Policy
  - Advertising
  - Credit for Prior Training
- Investigation of the system in place to carry out these policies
- Examination of school and students records to verify that the policies are being implemented
- Review of schedules, NCD class contact hours, general faculty /staff changes, advertising, veterans certification forms, student transcripts and other changes to the facility

The SAA representative assigned to your institution will contact you in advance to schedule this visit. These visits are a requirement for each active institution and every effort should be made to comply with such visit. Continuous cancellations or no shows could result in the school's approval being suspended or withdrawn.

You may receive a supervisory visit agenda from your SAA representative so that you can prepare for your upcoming visit.

### **Technical Assistance Visits**

Technical assistance visits is an interaction designed to assist a group or individual at a facility with any aspect of the approval function. This type of visit helps to develop an extensive network of relationships with school officials throughout the state and provide integral knowledge and information to assist school officials in providing service to their veterans.

The SAA can provide, but not limited to the following training or information for your school:

- Department of Veteran Affairs (DVA) veterans benefit programs

- Enrollment certification to include VaOnce (online certification)
- Approval issues
- Commonwealth of Virginia veterans programs and benefits

To schedule a visit to your facility contact your SAA representative.

### **Inspection Visits**

Inspection visits are visits to new facility requesting initial approval or visits to a currently approved facility requesting approval of a new branch and are initiated by a new application.

### **Others Visits**

Other visits occur when:

- DVA request the SAA to visit because of non-compliance with approval standard
- To investigate a complaint

## WHAT IS THE ROLE OF THE CERTIFYING OFFICIAL?

The Certifying Official, named by a school or college, acts as that institution's liaison with the **State Approving Agency**. This person informs the agency of any changes requiring approval and sends certified copies of the school's publications to the agency, and also certifies veteran enrollment to **DVA**. During site and supervisory visits, the Certifying Official meets with **State Approving Agency** staff to provide necessary files and information.

## WHAT ARE THE CONDITIONS FOR MAINTAINING APPROVAL?

To maintain approval, both accredited and non-accredited schools and colleges must meet the following conditions:

### **The catalog or bulletin must include an institution's:**

- Standards of progress (must contain a definite statement that defines the grading system, minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, description of probationary periods and conditions for dismissal and re-admittance)
- Attendance policy
- Conduct policy
- Progress records furnished to students and retained by the Institution

### **The school must maintain:**

- A written record of a veteran's previous education and training, clearly indicating that appropriate credit for prior training has been given and training shortened proportionately
- Cumulative individual records containing the results of each enrollment period, including all courses and grades
- Adequate records showing the progress of each veteran, including notices of course withdrawals and last dates of attendance
- Attendance records of veterans enrolled in courses not leading to standard college degrees.
- Evidence that tuition and fees charged to and received from veterans are the same as those for other students
- Complete records and copies of all advertising, sales and enrollment materials used by or on behalf of the school for the preceding 12 months

### **The school agrees to:**

- Enforce all policies
- Notify the **U.S. Department of Veterans Affairs** when veterans do not achieve satisfactory academic progress
- Notify the **U.S. Department of Veterans Affairs** within 30 days of all changes in hours of credit or attendance, including interruption or termination
- Notify the **State Approving Agency** of any changes affecting approved programs, including changes to location, course offerings, degree requirements and academic regulations
- Make available during regular business hours all required records outlined above to representatives of the **State Approving Agency** and **DVA** during periodic on-site visits

In addition to the preceding, the following conditions regarding refunds and evaluations apply to all **non-accredited** schools:

***Refunds:***

A pro rata refund policy must be in place which assures that the amount charged for tuition, fees and other charges for a portion of a course does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to the total length; and

- Registration fees cannot exceed \$10 or they become subject to the pro rata refund policy
- Breakage fees cover only the exact amount of the breakage, with the remainder to be refunded
- Only the exact amount of charges for consumable supplies may be retained, with the remainder refunded
- Refunds for books, supplies and equipment furnished by the school will be made in full for the amount charged for unissued books, supplies and equipment. Issued items may be disposed of at a veteran's discretion
- Refund policies more favorable to veterans than pro rata refunds are acceptable; otherwise, schools may charge a sum not greater than 10% from the exact pro rata portion of such tuition, fees and other charges that the length of the completed portion of the course bears to its total length; the exact pro ration will be determined on the ratio of the number of instructional days in the course

***Evaluations*** (This requirement applies to all School Programs).

Evaluations of the following must occur; the quality, content and length of programs; personnel qualifications; facilities adequacy of resources and financial soundness; school calendars and fee schedules.

### **WHAT ARE SUPERVISORY VISITS?**

Unlike site visits which occur at the time of initial approval, supervisory visits are normally conducted annually by the **State Approving Agency** to review an institution's compliance with veterans' approval requirements.

For a supervisory visit, schools should have available files containing each veterans information showing attendance, transfer credit, student transcripts, enrollment status, standards of progress and all certification paperwork. In addition, the Agency may request exit meetings with other staff, faculty and students.

### **IT IS IMPORTANT TO REMEMBER THAT:**

Adjudication receives updated approval information regarding your school at about the same time you receive your copy of your **WEAMS Report - Form 22-1998 (Web Enabled Approval Management System)**. Until that time, they do not have any information regarding your new or revised program. Therefore, it is very important that you not certify any VA students for pursuit of that new or revised program or calendar until you receive the copy of your school's Weams Report - Form 1998 that contains the new or revised information.

Because your Weams Report - Form 22-1998 contains all of the information that each Adjudicator has regarding your school's approval, it is also very important that you review that form to insure that it accurately reflects the approval you requested from the SAA. If a change is needed, please call the SAA at (804) 225-2083, and they will take whatever action is necessary.

If the WEAMS approval forms does not have enough room to accommodate all approved programs (as at many NCD schools) or all calendar dates (as at many IHL's).In such cases the remarks section of the form is annotated to refer to Education Services any question regarding programs or dates not listed.

**It is also important, when certifying VA students, to use the exact course or program title as shown on your WEAMS Report-Form 22-1998.** This is especially true for NCD programs. If a slightly different title is used, benefits may not be paid until it is clear that the program is indeed approved.

## **Accelerated Payment** **(Chapter 30, MGIB-SR and REAP)**

Effective 10/1/2008 reservists otherwise eligible for MGIB-SR or REAP may receive accelerated payments for a non-degree program lasting 2 years or less. More information will be provided at a later date.

### **What is an Accelerated Payment?**

An accelerated payment is a lump sum payment of 60% of tuition and fees for certain high cost, high tech programs. If you do not have sufficient entitlement to cover 60% of tuition and fees, we will pay you based on your actual remaining entitlement.

VA will make accelerated payments for one term, quarter, or semester at a time. However, if the program is not offered on a term, quarter or semester basis, the accelerated payment is paid for the entire program. To qualify, you must be enrolled in a high tech program and you must certify that you intend to seek employment in a high tech industry as defined by VA. Accelerated payment is paid instead of Montgomery GI Bill benefits that you would otherwise receive.

### **Who qualifies for accelerated payments?**

Only individuals eligible for the Montgomery GI Bill - Active Duty (Chapter 30) qualify for accelerated payments.

### **How high do the tuition and fees have to be?**

To receive accelerated payment, the tuition and fees must be more than double the Montgomery GI Bill benefits that you would otherwise receive for that term. For example, if your full-time rate is \$1,101 and you are enrolled in a 4-month semester, your tuition and fees must be over \$8,808 (4 months x \$1,101=\$4,404; \$8,808=2 x \$4,404) before you could receive an accelerated payment.

If you receive \$900 monthly benefits, your tuition and fees must be over \$7,200 (4 months x \$900=\$3,600; \$7,200= 2 x \$3,600). If you receive \$1,050 monthly benefits, your tuition and fees must be over \$8,400 (4 months x \$1,050 = \$4,200; 2 x \$4,200 = \$8,400).

### **What programs qualify for accelerated payment?**

Both degree and non-degree programs qualify. You must be enrolled in a program in one of the following categories:

- Life science or physical science (but not social science);
- Engineering (all fields);
- Mathematics;
- Engineering and science technology;
- Computer specialties; and
- Engineering, science, and computer management

### **What industries qualify for accelerated payments?**

You must intend to seek employment in one of the following industries:

- Biotechnology;
- Life Science Technologies;
- Opto-electronics;
- Computers and telecommunications;
- Electronics;
- Computer-integrated manufacturing;
- Material Design;
- Aerospace;
- Weapons;
- Nuclear technology

### **How do you apply for accelerated payments?**

Ask your school to include your request for accelerated payment to VA when it sends your enrollment information to VA for processing. Your request must include your certification that you plan to seek employment in a high technology industry.

How is your education entitlement charged?

We will divide your accelerated payment by the amount of your full-time monthly rate (including kickers and additional contributions) and we will reduce your entitlement by the resulting number of months and days.

*Example: Jill received an accelerated payment of \$3,600. Her full-time rate is \$900. VA will charge her entitlement as follows:  $\$3,600/\$900 = 4$  months.*

**When can accelerated payments be made?**

Accelerated payments may only be made for terms or other enrollment periods that begin on or after October 1, 2002.

**Can school related expenses (such as books, supplies, and living expenses) be counted as tuition and fees for accelerated payments?**

No. Only the school's tuition and fees can be considered for accelerated payment.

**Can you receive accelerated payments for short, non-degree course?**

Yes, as long as they are approved for VA benefits. Short, expensive, IT courses offered by businesses typically are not approved for VA benefits.

**Can you receive accelerated payments for non-technical courses (such as English, history, etc.) when you are taking those courses as part of a high technology program?**

Yes. However, your degree or certificate must require the completion of these other non-technical courses.

**Is it possible to receive an accelerated payment check before a school term begins?**

No. VA needs to verify that you have enrolled before sending out the large payment. VA will pay you as soon after the start of the term as possible. You will receive your payment faster if you receive direct deposit.

**Do you have to verify your enrollment each month if you receive an accelerated payment?**

No. After you complete your enrollment, we will ask you to verify that you received the accelerated payment and we will also ask you to tell us how you used the accelerated payment (such as toward tuition, fees and books and supplies). We are asking the latter question for statistical purposes only because the law requires us to collect this information. Your answer will have no bearing on your entitlement to the accelerated payment. You must respond to these questions within 60 days from the end of your enrollment period or we will create an overpayment equal to the accelerated payment. As with any course, you must notify us of any change in your enrollment. Your school will be reporting any changes as well.

**Is there any financial risk with accelerated payment?**

Yes. If you receive a non-punitive grade (a grade that does not count toward graduation requirements such as a "W" for Withdrawal), you may have to repay all or part of your accelerated payment depending on the reasons you received that grade. You may have to repay a large amount of money.

**Do you have to pay back the accelerated payments if you fail to find employment in a high technology industry?**

No. The fact that you intended to find employment in a high technology industry is sufficient to let you keep your accelerated payments.

**Accelerated Payment Information for Schools**

**How should a school notify VA that a student is requesting accelerated payment?**

Paper Enrollment Certification: Schools should complete VA Form 22-1999, Enrollment Certification, in the usual manner with the following exceptions:

- Schools should certify only one term at a time and should always include the total charges (tuition and fees) for the student's courses. The student must request accelerated payment separately for each term.
- The Remarks should contain the phrase "I request accelerated payment", the student's signature and the date.
- On the student's first request for accelerated payment, the Remarks should also contain the following: "I certify that I intend to seek employment in a high technology industry as defined by VA. I have read VA's approved list of high technology industries."

VAONCE: Schools should complete electronic certifications in a similar manner but include in Remarks, "Acceleration certification on file." To make this certification, you must have in your files the student's written request for accelerated payment for each term that accelerated payment was requested and the necessary certification as described above.

**How should school officials submit changes in enrollment information for accelerated payment?**

Schools should submit changes in enrollment certifications in the usual manner. Be sure to include tuition and fees. Mitigating circumstances are an issue in these cases as in other cases.

**Can a student receive both accelerated pay and advanced pay for the same enrollment period?**

No. A student may not receive both for the same period.

**Can a student receive accelerated payment before the start of the school term?**

No. VA may send an accelerated payment check to the student shortly after the term begins if:

1. The school certifies the claimant's enrollment before the beginning date of the term and
2. VA processes the enrollment at the start of the term.

**Non College Degree (NCD)**

**Institution Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**CATALOG YEAR (S)** \_\_\_\_\_

Approval by the Virginia State Approving Agency for education and training of eligible veterans and other persons of the following programs is hereby requested:

**Legend:**

- NP - New Program
  - NC - Name Change
  - TO - Teach-out
  - Cl - Clock
- (Enter "yes" if it applies)**

**CERTIFICATES**

Programs	Clock hrs	NP	NC	TO	Pg #

**DIPLOMAS**

Programs	Clock hrs	NP	NC	TO	Pg #

**The following programs are hereby withdrawn:**

Programs	

**Name changes:** List the former name of the program beside the new name in parentheses.

**New Programs:** List the effective date of the new program if the date is different than the catalog term dates that are being submitted.

**Teach Out:** Must enter the teach-out date in parentheses beside the program name.

**Note:** All minors, concentrations, and specializations need not be listed because those are automatically approved under the major. Veterans enrolled in such programs should be certified under the program major. **Programs not listed and previously approved will be withdrawn from the WEAMS report.**

I certify the accompanying catalog to be true and correct in content and policy. The course outline/curriculum for the above list of programs may be found on the page number in the catalog as indicated.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

## 2 Year Degree Granting Institution

**Institution Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**CATALOG YEAR (S)** \_\_\_\_\_

Approval by the Virginia State Approving Agency for education and training of eligible veterans and other persons of the following programs is hereby requested:

**Legend:**

NP - New Program  
 NC - Name Change  
 TO - Teach-out  
 CI - Clock  
 Cr - Credit  
 (Enter "yes" if it applies)

**ASSOCIATE DEGREE PROGRAMS**

Associate in Applied Arts	NP	NC	TO	Pg #

Associate in Applied Science	NP	NC	TO	Pg #

Associate in Applied Studies	NP	NC	TO	Pg #

Associate in Arts	NP	NC	TO	Pg #

Associate in Liberal Arts	NP	NC	TO	Pg #

Associate in Science	NP	NC	TO	Pg #

Associate of Occupational Science	NP	NC	TO	Pg #

**CERTIFICATES**

Programs	# Of Cr or Cl hrs	NP	NC	TO	Pg #

**DIPLOMAS**

Programs	# Of Cr or Cl hrs	NP	NC	TO	Pg #

**CAREER STUDIES CERTIFICATES**

Programs	# Of Cr or Cl hrs	NP	NC	TO	Pg #

**The following programs are hereby withdrawn:**

Programs	

**Name changes:** List the former name of the program beside the new name in parentheses.

**New Programs:** List the effective date of the new program if the date is different than the catalog term dates that are being submitted.

**Teach Out:** Must enter the teach-out date in parentheses beside the program name.

**Note:** All minors, concentrations, and specializations need not be listed because those are automatically approved under the major. Veterans enrolled in such programs should be certified under the program major. **Programs not listed and previously approved will be withdrawn from the WEAMS report.**

I certify the accompanying catalog to be true and correct in content and policy. The course outline/curriculum for the above list of programs may be found on the page number in the catalog as indicated.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

## 4 Year Degree Granting Institution

**Institution Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**CATALOG YEAR (S)** \_\_\_\_\_

Approval by the Virginia State Approving Agency for education and training of eligible veterans and other persons of the following programs is hereby requested:

**Legend:**

NP        New  
 -        Program  
 NC        Name  
 -        Change  
 TO        Teach-out  
 -

(Enter "yes" if it applies)

**ASSOCIATE DEGREE PROGRAMS**

Associate in Applied Science	NP	NC	TO	Pg #

Associate in Applied Studies	NP	NC	TO	Pg #

Associate in Arts	NP	NC	TO	Pg #

Associate in Liberal Arts	NP	NC	TO	Pg #

Associate in Occupational Studies	NP	NC	TO	Pg #

Associate in Science	NP	NC	TO	Pg #

**BACHELOR DEGREE PROGRAMS**

<b>Bachelor of Applied Studies</b>	<b>NP</b>	<b>NC</b>	<b>TO</b>	<b>Pg #</b>

<b>Bachelor of Arts</b>	<b>NP</b>	<b>NC</b>	<b>TO</b>	<b>Pg #</b>

<b>Bachelor of Fine Arts</b>	<b>NP</b>	<b>NC</b>	<b>TO</b>	<b>Pg #</b>

<b>Bachelor of Liberal Arts</b>	<b>NP</b>	<b>NC</b>	<b>TO</b>	<b>Pg #</b>

<b>Bachelor of Science</b>	<b>NP</b>	<b>NC</b>	<b>TO</b>	<b>Pg #</b>

**MASTERS DEGREE PROGRAM**

<b>Master of Arts</b>	<b>NP</b>	<b>NC</b>	<b>TO</b>	<b>Pg #</b>

<b>Master of Science</b>	<b>NP</b>	<b>NC</b>	<b>TO</b>	<b>Pg #</b>

<b>Masters Degrees</b>	<b>NP</b>	<b>NC</b>	<b>TO</b>	<b>Pg #</b>

**DOCTORAL PROGRAMS**

<b>Doctor of Philosophy</b>	<b>NP</b>	<b>NC</b>	<b>TO</b>	<b>Pg #</b>

Doctor Degrees	NP	NC	TO	Pg #

**GRADUATE CERTIFICATE PROGRAMS**

Programs	NP	NC	TO	Pg #

**UNDERGRADUATE CERTIFICATE PROGRAMS**

Programs	# Of Credits	NP	NC	TO	Pg #

**POST UNDERGRADUATE CERTIFICATE PROGRAMS**

Programs	NP	NC	TO	Pg #

**The following programs are hereby withdrawn:**

Programs	

**Name changes:** List the former name of the program beside the new name in parentheses.

**New Programs:** List the effective date of the new program if the date is different than the catalog term dates that are being submitted.

**Teach Out:** Must enter the teach-out date in parentheses beside the program name.

**Note:** All minors, concentrations, and specializations need not be listed because those are automatically approved under the major. Veterans enrolled in such programs should be certified under the program major. **Programs not listed and previously approved will be withdrawn from the WEAMS report.**

I certify the accompanying catalog to be true and correct in content and policy. The course outline/curriculum for the above list of programs may be found on the page number in the catalog as indicated.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

## **COMPLIANCE SURVEY**

- What is a Compliance survey?
- Record disclosure?
- How often am I reviewed?
- What is the notification procedure for a compliance visit?
- What items will be reviewed?
- Am I informed of the results?
- Checklists for NCD's, OJT's and Apprenticeships

### **WHAT IS A COMPLIANCE SURVEY?**

It is the review of all Department of Veterans Affairs (DVA) documents and the facility's documents that pertain to the application and payment of DVA benefits to beneficiaries. A review for quality and accuracy of documents, certifications and progress of students. An overall assessment of your training program and facility.

### **RECORD DISCLOSURE**

Can a representative (Education specialist) of the Department of Veterans Affairs review student records and transcripts at your facility?

- ✓ Yes, the law provides VA an avenue along the same lines as Financial Aid. It was determined that VA benefits fall into the Financial Aid category and therefore is exempted from the Buckley Amendment Public Law 93-380.

### **HOW OFTEN AM I REVIEWED?**

- Generally, every three years is the annual review for each school if active with VA students.
- A review that has a high percentage of discrepancies will prompt another visit. If there are serious or systemic problems. A follow up can be scheduled within 6 months.
- New facilities will be scheduled as soon as possible, schedule permitting.

### **NOTIFICATION PROCEDURE**

- You will receive a fax, letter or email notifying you of an impending compliance survey.
- This notification will provide you with detailed information as to what student(s) will be reviewed.
- What documents and information needs to be provided for the compliance survey.
- We ask you to look at your schedule and to accommodate the compliance survey as best as possible. It might be our only chance to visit with your facility.

## MAJOR AREAS OF REVIEW

- VA Certifications and documents
- Change of Programs
- Transcripts
- Attendance records for Clock hour programs
- Advertising Material
- Enrollment Agreements
- Refund policies
- Standards of Progress
- Overall quality of the records
- Transfer Credits
- Tuition and Fees
- Statistical comparison of VA to Non VA Students
- Equal Opportunity Review only if selected (New proprietary facilities are the priority)

## CHECKLIST FOR IHL (INSTITUTIONS OF HIGHER LEARNING)

- Transcripts {Unofficial copy needed}
- Prior Training Credits (Transferred credits in or change of program or return to training-absence for more than 1 year.)
- VA Documents (VA Forms and Electronic Forms of 22-1999, 1999B, 1995.)
- Advertising Materials (Ads, TV Spots, Announcements and Electronic Advertising)
- Tuition and fees charges

## NON DEGREE, OJT AND APPRENTICESHIP CHECKLISTS

### Non College Degree(NCD's)

- Transcripts, Certificates and Diplomas
- VA certification materials and electronic certification forms of (22-1990, 22-1999, 22-1999B, 22-1995)
- Any training progress records.
- Clock hour programs must provide-Attendance Records
- Tuition and Fee Charges

### OJT and Apprenticeships

- Transcripts, Certificates or Diplomas
- VA certification material forms
- (22-1990, 22-1999, 22-6553d-1, 22-1999B, 22-1995)
- Any training progress records.
- Verification of the journeyman's rate from start to final rate. Financial records need to be available.
- Related training being conducted (Apprentice training only)

### **TIPS FOR PREPARING FOR A COMPLIANCE SURVEY**

- Review the compliance notification that was faxed or sent to you first.
- Organize your files (VA documentation on side in date order and all other material on the other side, suggestion only.)
- Review your files at least 3 years back! The audit will cover at least 3 years or when the student enrolled in your institution.
- Self audit (review the transcript against the certifications that have been sent to DVA!)
- Certify only approved term dates and programs!

### **MORE TIPS FOR PREPARING FOR A COMPLIANCE SURVEY**

- Review your records often especially if there are changes with students. Report the adjustments even if they are late. (It would behoove you to do so!)
- Identify T/A courses from VA courses if you have mixture of assistance being used by the student.
- Accelerated Courses-Note the exact charges and fees to the student and must be the same as certified. Certify only what has been approved.
- Review for below par performers and apply your standards for progress see if it is necessary for additional action. (Another Behoove you to do so!)

### **HOW AM I INFORMED OF THE RESULTS?**

- You will receive a letter providing you with the official results from the survey visit.
- The inspector should discuss the discrepancies with you prior to leaving your facility. Any correctable actions should be resolved at that time.
- If noted discrepancies require referral action to the State Approving Agency (SAA). The inspector should advise you of referring action to the SAA before his/her departure from your facility.

## Mitigating Circumstances

*The term mitigating circumstances means circumstances beyond the veteran's or service member's control which prevent him or her from continuously pursuing a program of education.*

The following circumstances are representative of those which VA considers to be mitigating. This list is not all-inclusive.

- An illness of the veteran or service member
- An illness or death in the veteran's or service member's family
- An unavoidable change in the veteran's conditions of employment
- An unavoidable geographical transfer resulting from the veteran's employment
- Immediate family or financial obligations beyond the control of the veteran which require him or her to suspend pursuit of the program of education to obtain employment
- Discontinuance of the course by the educational institution
- Unanticipated active duty for training
- Unanticipated difficulties in caring for the veteran's or eligible person's child or children

In the first instance of a withdrawal after May 31, 1989, from a course or courses for which the veteran received educational assistance under title 38, U.S. Code, VA will consider that mitigating circumstances exist with respect to courses totaling not more than six semester hours or the equivalent.

## Repeat Courses

The payment of VA educational assistance allowance may not be made for any course that is not computed in the graduation requirements of the school, unless there are mitigating circumstances. Whenever a punitive grade is either removed from a student's transcript or is no longer computed in his or her grade point average, that grade is considered a non-punitive grade. At some schools, failing or other punitive grades are either removed from the student's transcript completely or the initial punitive grade is no longer considered in the student's grade point average, if the course is repeated successfully at a later date. In such cases, the punitive grade is no longer considered in computing the student's graduation requirements and has been converted to a non-punitive grade.

In those instances where it is the established published policy of an educational institution to replace a prior punitive grade with a creditable passing grade following successful repetition of a course, if otherwise in order, that fact alone shall constitute acceptable mitigating circumstances and no overpayment shall be created based upon the assignment of the non-punitive grade. This applies only to courses required for graduation which a student failed and to required courses which a student may have passed but did not achieve a minimum acceptable grade (e.g., in some programs students must earn a grade of "C" or better in all courses in their major.) Payment of educational assistance may be authorized, if repetition of the course is specifically required by the institution for attainment of the student's approved program objective, and if overall satisfactory progress standards are met.

**There is no limit on the number of times an eligible person may repeat a course for which a failing grade (or a grade which does not meet the minimum requirements for graduation) was received as long as the grade assigned to the repeated course at the end of the term is punitive.** However, the school must report the student's unsatisfactory progress at such time as he or she no longer meets the school's standards of progress. There is no distinction between the criteria of repeating courses for non-college degree (NCD) and degree (IHL) courses.

Electives are considered to be courses which are required for graduation as long as they do not exceed the minimum number of credit hours required for graduation. Electives for which a failing grade (or a grade unacceptable for graduation) has been assigned may be repeated until a passing or acceptable grade is received, as long as each grade is punitive when it is originally assigned. For example, a student may fail an elective course during his or her freshman year and elect to repeat that course at a later date. If at the time the student repeats the elective course the student has not met the required elective requirement for his or her degree program, VA benefits may be paid for the repeat of the course. If the student does not need additional electives to meet his or her degree requirements, but elects to repeat an elective, no benefits may be authorized unless the repetition takes place during his or her final term and is merely taken to round out the program to fulltime.

Schools need not report grade replacements for repeated courses to VA. However, in accordance with 38 C.F.R. 21.4209(f), a record of eligible students' pursuit of all courses **must be maintained by the institution for at least 3 years, even if the grade assigned for an unsuccessful pursuit of a course has been deleted from the official transcript.** Schools with this type of replacement policy should maintain such additional records. In those instances where a student repeats a course required for graduation and a failing or unacceptable grade is assigned which does not affect the student's grade point average, then this repeat should be reported to VA as non-punitive in the same manner as any other course for which a non-punitive grade is assigned. Overpayments are created in such situations, unless acceptable mitigating circumstances are submitted.

Repeating courses for which an unacceptable grade has been assigned should not be confused with taking additional courses to remove a deficiency in the grade point average which is preventing the student from graduating. When additional subjects beyond those generally required for a degree are needed in order to overcome a grade point deficiency, the additional subjects may be approved, but a statement is required from the school certifying official that: (a) the courses are being taken for the purpose of removing the grade point deficiency, and (b) no course previously taken for which credit has been granted is being repeated, unless repetition of that particular course is required for continuation in the approved program, and (c) the student's progress is satisfactory under the school's standards.

## **Concurrent Enrollment, Non-Matriculated Students, & Guest Students**

Most students who are not matriculated when they enter a school are placed in the special student or nonmatriculated status, either because transcripts have not been received or the student does not meet all program entrance requirements (usually pre-requisite unit subjects). In many cases, students must take subjects at a school other than the degree granting institution or two schools simultaneously for a concurrent enrollment.

In all cases, a VA student must be pursuing an approved program of education. Payment is prohibited for pursuits of subjects that are designed for “**career enhancement**” or that are being taken because a school counselor “**recommended**” them. Courses pursued must be “**required**” for or otherwise apply to the student’s degree program.

### **1. Special or Nonmatriculated Student – (transcripts from prior school not received).**

- The term “pending” should be placed in item 7A (credit for previous training) of VA form 22-1999 (Enrollment Certification).
- The enrollment should be for, but is not restricted to no more than two terms.
- Once transcripts are received you must complete another VA form 22-1999 to continue the student’s enrollment and show in Item 7A only those transfer credits which specially apply to the graduation requirements of the student’s current degree program.

### **2. Special or Nonmatriculated Student – (has completed associate degree and is pursuing courses at the community college to become a degree seeking student at the junior year level of an upper division or four-year school, or is taking courses from other school to transfer back to their degree granting institution).**

- The student must apply for admission to the senior institution and the school will evaluate his/her transcripts.
- The senior institution will then issue a typed letter on school letterhead, signed by the registrar, academic dean, or certifying official that specifies:
  - The specific student for whom the certification is being made
  - Lists the specific unit subjects required, by course number, code, and title, and at what school the courses may be taken
  - That full credit will be granted for those courses upon transfer
  - The courses will be accepted in partial fulfillment of graduation requirements for the bachelor degree

When the community college certifies the student in those courses, they will place the following note in “**Remarks**”: “**Courses required at (name of upper division school),**

**Documentation on file.”** The two term guideline does not apply to students in this category. When using VA-ONCE, just annotate them as a **“GUEST STUDENT”**.

**3. Special or Nonmatriculated Student – (needs pre-requisite graduate or undergraduate subjects to become degree seeking, usually because of a change of program, e.g., earned a bachelor degree in English and seeks a Master degree in Business Administration).**

The degree granting institution will prepare documentation to be placed in the student’s file which specifies:

- The name of the specific student
- The specific unit subjects required, by course code, number and title, as pre-requisite to entry into the degree program (graduate and undergraduate level courses).

The school will then certify the student as if he/she were degree seeking. The DVA will check for proper course certification during compliance surveys. The two term guideline does not apply to students in this category.

**4. Concurrent Enrollment – this is a case where the student is degree seeking at one school and is taking courses at a second (supplemental) school to transfer back to his/her degree granting school. The reason for doing so is not relevant.**

The degree granting school will prepare the documentation to be given to the student to give to the supplemental school or send it to the supplemental school official directly. **The form shown on page 117 should be used and fully completed in such cases. It contains all the information necessary.**

The supplemental school can use the documentation on the form to certify the student only for the specific courses authorized by the parent, degree granting institution.

**Following these procedures does not guarantee that DVA will pay any education benefits while a student is in a nonmatriculated status. In some cases, because a significant amount of prior credit is indicated (along with the possibility of course duplication), DVA may withhold all payment of education benefits until the school has evaluated and reported all prior credits.**

**The form on page 95 is a suggested format which schools may wish to use when providing information to supplemental schools for their own nonmatriculated students. Neither this form nor letters from the upper division school need to be attached to Enrollment Certifications (as detailed above). That documentation must then be maintained in the student’s school VA file for possible review during compliance surveys or SAA supervisory visits.**

# License and Certification

## ***Pays the Costs of a License or Certification Test***

*If You're a Veteran with G.I. Bill Benefits, and You're Looking For a Good Job, or You Want to Change Jobs, or You Want to Move Ahead in Your Present Job, Licensing or Certification May Hold the Key for You!*

### **What's the Licensing and Certification Benefit?**

The new licensing and certification benefit allows VA (Department of Veterans Affairs) to pay you, if you're eligible, for a test for a license or certification. You can receive reimbursement for approved licensing or certification tests you take on or after March 1, 2001. These tests must be specifically approved for the G.I. Bill.

**Note:** VA can pay only for the cost of the test and not other fees connected with obtaining a license or certification.

### **Will This Benefit Really Be a Good Deal For Me?**

In today's business and government climate, having a license or certification can open doors for you. A license is required for most professions, and for jobs that are subject to State or other government regulations. Certification is voluntary, but frequently sought after. That's because getting a certification can help you get, keep, or advance in a job.

*(By certification, we mean the certification you get by taking a specific test for a field of employment, not a certificate you receive for completion of training. However, you can also use your VA benefits for many school courses needed to obtain a license or certification.)*

In jobs from mechanics, installers, repairers to medical technicians to therapists to computer network engineers, Web site developers, and many, many others, certification plays a key role.

### **How Much Can I Receive?**

You can receive reimbursement of up to \$2,000 per test but not more than the actual cost of the test. You can receive benefits to retake a test you failed. The number of tests you can take is unlimited, except that you can't receive benefits to retake a test you passed.

**Note:** Your total months of entitlement to VA education benefits will be reduced each time you use your benefits for licensing and certification. To determine the charge to your entitlement, we divide the cost of the test by your monthly benefit rate for full-time training. For example, if your test costs \$400, and \$800 is your full-time rate, you'd use one-half month of entitlement ( $\$400/\$800$ ).

### **Am I Eligible?**

You may receive this benefit if you're eligible for:

- The Montgomery G.I. Bill – Active Duty (also called the MGIB or Chapter 30; unfortunately this benefit isn't available for the MGIB for reservists), or
- VEAP (also called Chapter 32), or
- Dependents' Educational Assistance (also called DEA or Chapter 35)

To find out if you might be eligible under any of these programs, check our Internet site, [www.gibill.va.gov](http://www.gibill.va.gov).

**Reminder:** You generally have 10 years after your discharge from active duty to use your benefits.

### **How Do I Find Out if My Test Has Been Approved?**

You can find the approved tests at our Internet site, [www.gibill.va.gov](http://www.gibill.va.gov), on the *Licensing and Certification* page. If the test you're taking isn't on the approved list, we'll ask the State approving agency to see if it can be approved.

### **How Do I Apply For Benefits?**

Get the ball rolling by taking the test and applying for benefits. Simply do the following:

◆ Send a copy of your test results to the VA office that handles your education benefits. Check the map on our Internet site at [www.gibill.va.gov](http://www.gibill.va.gov). Attach a note with the following information:

- your request for reimbursement
- your name and Social Security number or VA claim number
- the name of the test you took and the date you took it
- name and address of the *organization issuing the license or certificate* (not necessarily the organization that administered the test)
- cost of the test *NOTE: Registration fees, preparation guides, processing fees, etc. will not be reimbursed.*
- the following statement: "I authorize release of my test information to VA."

◆ If you've never previously filed a claim for VA education benefits, you'll also need to submit an application for benefits. You can print either of the following forms from our Internet site.

- If you're a veteran or on active duty, you need VA Form 22-1990.
- If you're an eligible child or spouse, you need VA Form 22-5490.

You can also complete and submit the VA Form 22-1990 on-line. Just go to [www.gibill.va.gov](http://www.gibill.va.gov) and click on *Electronic Application*. Or call 1-888-GIBILL-1 (1-888-442-4551) and request the form.

Send the application form along with the other information above to the VA regional office that processes your claim. The addresses are on the forms.

### **Who Can I Contact if I Have Questions?**

If you have questions on the licensing and certification benefit, or on applying for benefits, you can:

- Check our Internet site: [www.gibill.va.gov](http://www.gibill.va.gov). You'll find a link to the Licensing and Certification page.
- Send an e-mail inquiry to the VA Regional Processing Office near you by going to [www.gibill.va.gov](http://www.gibill.va.gov) and clicking on Ask a Question.
- Call us at 1-888-GIBILL-1 (1-888-442-4551), or for the hearing-impaired, 1-800-829-4833. However, we must tell you that our phone lines are often very busy, especially when school enrollments are heavy. You may have more success contacting us through the Internet.



### **What is VA-Once?**

VA-ONCE is an enhanced means for submitting VA Forms 22-1999, 22-1999b, and 22-6553c. It is a completely Internet based application developed by a team of schools and VA representatives.

### **How do I gain access VA-Once?**

Schools will need to complete a new Memorandum of Understanding (MOU) to gain access to the VA-ONCE application. Go to [http://www.gibill.va.gov/School\\_Info/once/mou.htm](http://www.gibill.va.gov/School_Info/once/mou.htm) for a copy of the MOU. You should complete the form on-line, PRINT it, obtain the appropriate signature(s), and mail it to your [Education Liaison Representative](#) (ELR) at:

**Department of Veterans Affairs  
Mark Brenton ELR 314-22  
210 Franklin Rd. SW  
Roanoke, VA 24011**

The ELR phone number is **540-597-1688**.

### **IMPORTANT NOTES**

The MOU must be signed by a school official who has the authority to enter into a contract between the institution and VA.

When Selecting the Regional Processing Office in the MOU be sure to select “**Director Buffalo Regional Processing Office**”

If you have not recently submitted a "Designation of Certifying Official(s)" VA Form 22-8794, please go to [http://www.gibill.va.gov/School\\_Info/once/forms/22-8794.pdf](http://www.gibill.va.gov/School_Info/once/forms/22-8794.pdf) to download a form in Adobe Acrobat Format. Mail the completed form to your Education Liaison Representative (ELR) with the MOU.

To download the user guide for VA-Once go to:  
[http://www.gibill.va.gov/School\\_Info/once/index.htm](http://www.gibill.va.gov/School_Info/once/index.htm)

## **“TIPS FOR VAONCE”**

VAONCE is designed to work on any computer that has the proper web browser (Internet Explorer 5.5 or higher or Netscape 6.02 or higher). Any operating system will work.

### **A. Initial Setup**

Check your screen resolution Right  
click on your desktop, properties, settings.

Recommended 800X600

Login with the user ID & Password provided:

website: [https://vaonce.vba.va.gov/vaonce\\_student](https://vaonce.vba.va.gov/vaonce_student)

**B. Changing your Password** – Each certifying official will be assigned a separate password.

1. Click on the Admin Button, on left side of screen
2. Click User (drop down)
3. Click User preferences
4. Click Change
5. Complete new password information
6. Click Change Password

### **C. User Preferences**

1. Click Admin Button
2. Click User (drop down)
3. Click User preferences
4. Highlight “Default State”
5. Click Drop down box, find “VA” and set
6. Highlight “Always Print Address on Certs”
7. Look at the bottom of the screen, click on drop down arrow and change to Yes.
8. Highlight “Default Training Type”
9. Click on drop down box and find your appropriated training time. Set your default for this most predominant type. You can change this if needed.
10. Save
11. These settings will now always print NY, address and type of training out for you. You will not have to complete these fields on the Bio Page each time.

**D. User Accounts** – Used to designate individuals, such as work study and other personnel to access VAONCE.

**DO NOT GIVE THEM YOUR LOGON ID OR PASSWORD. THIS IS A SECURITY VIOLATION.**

1. Click Admin Button
2. Click User (drop down)

3. Click User Accounts
4. Click Add
5. Complete User Information
6. Bottom Right – By checking delete, the individual will be able to view, edit and delete records. By checking edit, the individual will be able to view and edit only.
7. Save

#### **E. Entering Term Dates –**

1. Click Admin button
2. Click on Maintenance (drop down)
3. Click Standard terms
4. Click on Add
5. New Term information (middle of screen) Term name (ex. Fall 03), beginning date, ending date, drop date and break dates
6. Click on down arrow to choose semester or quarter (only use clock for certificate/NCD courses)
7. Save
8. Repeat steps 4 through 7 to add another term

#### **F. Entering Programs \*\***

*Check your facility code to make sure you are adding programs for the correct training type (IHL vs. NCD). \*\**

1. Click Admin Button
2. Click on Maintenance Standard Programs
3. Click on Add
4. Enter approved programs as listed on the enclosed VA Form 221998.

**Program Abbreviation:** Enter an abbreviation for the program. The abbreviation will not be allowed to be duplicated for another program. You will have to select another abbreviation if this occurs. Example: If you input the abbreviation for Sociology, BS as Soc., you will not be able to use the abbreviation Soc. for Sociology, BA.

**Program Name:** Enter the program name first, and then the type of degree. *Example: Sociology, BS.* If there are more than 1 type of degree for each program, ie, BS, BA, you will have to input them as separate programs. *Example: Sociology, BA for the first program and Sociology, BS for the second program.* Don't input it as one program, Sociology, BA/BS. 5. Save

6. Repeat steps 3 through 5 to add another program

#### **G. Entering School Standard Remarks**

1. Click Admin Button

2. Click on Maintenance School Standard Remarks
3. Click on Add
4. Click into Remark Text field and type your Remark
5. Click Save
6. Repeat Steps 3 through 5 to add another Remark

**H. Selecting a Student** – Click on the **SELECT** bottom to the left, if you are still in Admin. An initial log in your students will automatically show. You may want to sort through the list and delete students no longer attending your school.

1. Make sure you have entered all your programs before you start selecting students. The computer will not allow you to correct programs once you have selected the student.
2. You can search by last name, social security number, claim number
3. Click on the last name to open that student's record
4. You must complete the BIO screen first. Enter data in all fields with an (\*)
5. Click save when you have finished the BIO screen

### **I. Certifying VA Form 221999**

1. Click on CERT tab
2. Click on Cert
3. Click New
4. Click on arrow to the right (in the enrollment section) for smart dates
5. Choose the term to be certified
6. Enter credit hours, etc.
7. Click Save
8. Review for accuracy, click complete at the top. Notice your number in the upper right corner changed from 1 > 2 > 3. If you need to make changes at this point, click on cert and change to status 2
9. Click Submit. Your status number in the upper right hand corner has now changed to a 4.

### **J. Entering a New Student**

1. Click Select
2. Click on Student (top of screen)
3. Click Adopt
4. Enter data on screen, facility code is code for the program (IHL or NCD)
5. Click OK
6. Enter all BIO information. **All fields with \* must be completed.**
7. Click Save

### **K. Printing the Enrollment Certification**

1. Enter the student's record, Cert Screen
2. Click on the arrow to the left of the enrollment line

3. Another line will appear with the same information, click on that line to highlight it
4. Click on "PRINT" at the top
5. Click Selected Cert

#### **L. Changes to VA Form 221999**

1. Enter the student's record, Cert Screen.
2. Make sure the term you are changing was certified through eCert
3. Click on the arrow next to the #4 in the enrollment information field
4. Another line is added, click on that line. The original enrollment remains in system
5. Click Cert at the top, select action to take, amend, terminate or adjust. You can only do an "amend" if the original certification has not been certified.
6. The Edit Adjustment section at the bottom will unlock for the changes.
7. Make the appropriate changes.
8. Click Save
9. Click Complete
10. Click Submit
11. If you make an error, just click on "Cancel" or delete cert and start over.
12. Click Save

#### **M. Delete or Inactive**

1. Click Select Button
2. Highlight the name of the student
3. Click Student on upper toolbar
4. Highlight "delete" or "inactivate" and click

#### **N. Undelete or Activate**

1. Click Select Button
2. Click drop down box of "Status and"
3. Select "deleted" or "inactive"
4. Click Filter
5. Highlight the name of the student
6. Click Student on the upper toolbar
7. Highlight "undelete" or "activate"
8. Click Reset

## Useful Web sites

<b>State Agency Web Sites</b>	
<b>State Approving Agencies</b> - Listing of State Approving Agencies including mailing addresses and telephone numbers.	<a href="http://www.saavetrain.org">http://www.saavetrain.org</a>
<b>Virginia Department of Veterans Services:</b> The Virginia Department of Veterans Services operates 23 benefit services offices where representatives assist veterans and their family members in filing claims for VA benefits. The agency operates two cemeteries for veterans and administers the <b>Virginia Military Survivors and Dependents Education Program</b>	<a href="http://www.dvs.virginia.gov/">http://www.dvs.virginia.gov/</a>
<b>Virginia Department of Education:</b>	<a href="http://www.doe.virginia.gov/">http://www.doe.virginia.gov/</a>
<b>State Council for Higher Education in Virginia (SCHEV):</b> The State Council of Higher Education for Virginia (SCHEV) makes higher education public policy recommendations to the Governor and General Assembly in such areas as capital and operating budget planning, enrollment projections, institutional technology needs, and student financial aid.	<a href="http://www.schev.edu/">http://www.schev.edu/</a>
<b>Virginia Troops to Teachers:</b> The Troops to Teachers Program is a \$5,000.00 stipend to assist eligible military personnel (eligible means that they are either retired, within one year of retiring with approved retirement date, or <u>honorably discharged with 6 or more years of service and willing to obligate in the active reserves on a three year contract</u> ) in paying for any approved teacher program in any state (the stipend can not be used for Principalships and Guidance Counselors), above the required Bachelor's Degree at any accredited college.	<a href="http://www.odu.edu/educ/education/ttt/index.htm">http://www.odu.edu/educ/education/ttt/index.htm</a>
<b>Federal Government Web Sites</b>	
<b>U. S. Department of Education</b> - Homepage for the Dept. Of Education.	<a href="http://www.ed.gov/index.jhtml">http://www.ed.gov/index.jhtml</a>
<b>Military Spouse Resource Center</b> - Find resources on employment and education for military spouses, community information and more.	<a href="http://www.milspouse.org/">http://www.milspouse.org/</a>

<b>Department of Labor</b> - Veterans Employment and Training Services. A site designed to make it easier for veterans to obtain civilian job credentials based on military training and experience.	<a href="http://www.dol.gov/vets/">http://www.dol.gov/vets/</a>
<b>Web Automated Reference Materials System</b> - Links to VA publications, regulations & manuals. Requires Microsoft Word, Excel, and/or PowerPoint viewers to view the data.	<a href="http://www.warms.vba.va.gov/">http://www.warms.vba.va.gov/</a>
<b>Military Web Sites</b>	
<b>Department of Defense</b> - DefenseLink	<a href="http://www.defenselink.mil/">http://www.defenselink.mil/</a>
<b>DOD Voluntary Education Program</b> - This program provides off-duty civilian high school, vocational-technical, undergraduate and graduate educational opportunities to U.S. military personnel worldwide. These services are provided through the respective Services and their local education centers.	<a href="http://www.dantes.doded.mil/">http://www.dantes.doded.mil/</a>
<b>Troops to Teachers Program</b> - This program is managed by the Defense Activity for Non-Traditional Support (DANTES)	<a href="http://www.dantes.doded.mil/">http://www.dantes.doded.mil/</a>
<b>U.S. Army</b> - Department of the Army website.	<a href="http://www.army.mil/">http://www.army.mil/</a>
<b>U.S. Air Force</b> - Department of the Air Force website.	<a href="http://www.af.mil/">http://www.af.mil/</a>
<b>U.S. Navy</b> - Department of the Navy website.	<a href="http://www.navy.mil/swf/index.asp">http://www.navy.mil/swf/index.asp</a>
<b>U. S. Marine Corps</b> - MarineLINK	<a href="http://www.usmc.mil">http://www.usmc.mil</a>
<b>U. S. Coast Guard</b> - US Coast Guard website.	<a href="http://www.uscg.mil/default.asp">http://www.uscg.mil/default.asp</a>
<b>Army/American Council on Education Registry Transcript System (AARTS)</b> . - Get a transcript translating your formal military education and job experience into civilian language, also includes college equivalent credit recommendations.	<a href="http://aarts.army.mil/">http://aarts.army.mil/</a>
<b>Sailor/Marine American Council on Education Registry Transcript (SMART)</b> - Get a transcript translating your formal military education and job experience into civilian language, also includes college equivalent credit recommendations.	<a href="https://www.navycollege.navy.mil/transcript.html">https://www.navycollege.navy.mil/transcript.html</a>

<b>Community College of the Air Force</b> - CCAF: The foremost occupational education institution -- preparing the world's best expeditionary-minded air, space and cyberspace enlisted leaders.	<a href="http://www.au.af.mil/au/ccaf/">http://www.au.af.mil/au/ccaf/</a>
<b>Miscellaneous</b>	
<b>American Council on Education</b> - ACE evaluation teams provide clear guidelines to interpret and recommend credit for formal service-school courses, demonstrated proficiency in military occupations, and college-level tests.	<a href="http://www.acenet.edu">http://www.acenet.edu</a>
<b>Graduate Record Examinations</b> - This site is the Graduate Record Exam Online. Topics include Financial Aid, Sample Test Questions, Practice And Reference Materials, and other related information.	<a href="http://www.ets.org/">http://www.ets.org/</a>
<b>Council for Higher Education Accreditation (CHEA)</b> -The <i>CHEA Database of Institutions and Programs Accredited by Recognized United States Accrediting Organizations</i> provides the largest and most comprehensive Web-based listing of accredited institutions and programs in the U.S.	<a href="http://www.chea.org/default.asp">http://www.chea.org/default.asp</a>
<b>Learning Exchange</b> - An Online Resource for Education and Training.	<a href="http://www.alx.org/">http://www.alx.org/</a>
<b>Military Discharge Upgrade Information</b>	
<b>U. S. Army</b> Army Review Boards Agency (ARBA) ATTN: Client Information and Quality Assurance Arlington, VA 22202-4508 Phone: 703-607-1600	<a href="http://arba.army.pentagon.mil">http://arba.army.pentagon.mil</a>
<b>U.S. Navy</b> Board for the Correction of Naval Records Arlington Annex, Room 2432 Washington, DC 20370 Phone: 703-614-1765	<a href="http://www.hq.navy.mil/bcncr/bcncr.htm">http://www.hq.navy.mil/bcncr/bcncr.htm</a>
<b>U.S. Air Force</b> Board for the Correction of Military Records Building 1535, AAFB Washington, DC 20330-1430 Phone: 301-981-5380	<a href="https://www.my.af.mil">https://www.my.af.mil</a> (login, then go to Virtual Military Personnel Flight, then AFBCMR)
<b>U.S. Marine Corps</b> Board for the Correction of Military Records HQ, U.S. Marine Corps Washington, DC 20380 <i>Phone: 703-614-1102</i>	<a href="http://www.hq.navy.mil/bcncr/bcncr.htm">http://www.hq.navy.mil/bcncr/bcncr.htm</a>

<p><b>U. S. Coast Guard</b> Board for the Correction of Military Records 245 Murray Lane Room 5126, Mail Stop #0900 Washington, DC 20528 <i>Phone: (202) 447-0497</i></p>	<p><a href="http://www.uscg.mil/legal/BCMR/BCMR.htm">http://www.uscg.mil/legal/BCMR/BCMR.htm</a></p>

# Interviewing The Veteran

## What To Do When A Student Comes In About VA Education Benefits

*When a student first comes in seeking your assistance, there are several questions you should ask that will help you decide how best to assist the student. The following are questions you should ask, and information on how you should proceed.*

### **Am I Eligible for VA Benefits? I Have Questions About VA Benefits:**

Refer the student to the toll-free VA Education Phone number: 1-888-442-4551. Do not try to make determinations of eligibility. The benefit programs change frequently, so it is best to refer the student directly to VA for questions about the programs.

### **Have You Applied for Admission and Pre-Registered in Classes?**

If they say “**NO**”, give them the forms, but explain that until they have applied and are pre-registered for classes, you can not certify their enrollment. Direct them to the Admissions Office and also recommend they also apply for Financial Aid. Tell them to notify you to request a certification of enrollment when they have registered.

If they say “**YES**”, continue with the following determinations and explain the students responsibilities regarding withdrawals affecting a change of status, maintaining satisfactory progress, and taking only courses applicable toward the degree goal.

### **Have You Ever Received VA Educations Benefits Before?**

If the student says “**YES**”, have them do the following:

- Fill out VA Forms 22-1995 (ch. 30, 32, 33, 1606 & 1607) or 22-5495 (ch. 35)

*Ask them which chapter they are eligible for (many do not have any idea)*

*If they do not know, ask whether they are or were active military or active reserves.*

*Sometimes a student is eligible under two chapters - they were active and are now active reserve. Chapters 30 and 32 pay better than 1606, so it is best for them to use all their benefits under the chapter that pays the best, and when that is exhausted apply for benefits under the next chapter.) The form doesn't ask for the chapter, but this is information you need when you certify them.*

If the student answers “**NO**”, have them to:

- fill out an application, VA Forms 22-1990 (ch. 30, 32, 33, 1606 & 1607) or 22-5490 (ch. 35).

*You may have to determine the type of military service that is involved.*

## Did You Have Active Military Service, or Are You an Active Reservist?

- If they have been **discharged**, have them fill out the 22-1990, they do not need to provide a copy of the DD-214 (discharge paper) to the VA.
- If they are **still active**, make sure that they have Part II of VA Form 22-1990 signed by the Education Service Officer of their military unit
- If they are **Active Reserves or National Guard** (they have signed a 6-year contract with a Unit and are actively drilling), tell them they need to get a copy of the Notice of Basic Eligibility (NOBE) from their unit.

**Note:** *The NOBE is not sufficient for VA after 90 days. At that time the electronic DOD record should be updated. If it isn't, VA will accept a letter on the unit's letterhead paper which states that the reservist is under a 6-year contract and that the reservist is actively drilling. The letter should provide a contact person (name & phone number) and it should be signed by the Commanding Officer of the Unit.*

- If the student has never served in the active military or reserves, but is a **dependent** with eligibility based on an eligible parent or spouse, have them fill out a 22-5490. (They need to know the veteran's file or claim number.)
- If the student is **disabled** and wants to apply for vocational rehabilitation, refer them to the Vocational Rehabilitation Specialist. Explain that they will be certified once the VA furnishes the authorization.

## When to Certify Students:

**Chapter 30:** These students can be certified up to 120 days before the next semester's classes begin. This is because the student must recertify on a monthly basis.

**Chapter 31:** These students, if new, can be certified as soon as the vocational specialist authorizes them and they are registered. Returning students can be certified as soon as they are registered for classes.

**Chapter 33:** These students can be certified once the correct amount of tuition and fees can be established but not before 120 days before the next semester's of classes begin.

**Chapter 1606, 32 & 35:** Continuously enrolled students (have no break in pay) can be certified 30 -60 days before the starting date of the next semester just like Chapter 30 students. If there has been a break, they can not be certified until the first day of class unless an advance pay is requested.

**Advance pay:** Students requesting an advance pay have to be certified so that VA receives their certification at least a month before the first day of class.

**Accelerated pay requests** cannot be processed before the beginning of the enrollment period.

**Enrollment Status:** Enrollment status is what determines the rate of pay. Students can be fulltime,  $\frac{3}{4}$  time,  $\frac{1}{2}$  time, and  $\frac{1}{4}$  (or less than  $\frac{1}{2}$ ) time. VA's determination of status may be different from what the school determination is. Check with the VA to see if your schools status is the same as VA's. If a student is  $\frac{1}{4}$  or less than  $\frac{1}{2}$  time or is still on active-duty, you need to provide the tuition and fees for the student on the enrollment certification.

**Undergraduate Students:** VA determines undergraduate status so you do not need to report training time, just the credit hours. VA uses a formula that determines the rate of pay based on the number of weeks in the session and the number of hours the student is enrolled in. Usually 12 hours is full time in a semester or quarter.

**Graduate/Professional Students:** The School (where the student is getting his/her degree) determines the number of credits required for enrollment status to be full-time,  $\frac{3}{4}$  time, etc.. For these students you need to indicate "training time" on the student's certification.

**Students Must be Enrolled in a Program:** Students must be taking courses in an approved program and not just taking random courses. They can be enrolled with an undecided major, i.e. Bachelor of Arts, Major – Undecided, for up to 2 terms. Students need to report a change of major on VA Form 22-1995 and the school needs to report the new approved program and "credit for prior training" on VA Form 22-1999 .

# VA Forms

A supply of forms should be kept in the office that certifies VA students. Additional forms can be ordered by using VA Form 23-8800. You can fax your order to: (716-551-3396) This “Request for VA Forms and Publications” must be used to order VA Forms 22-1999 and 22-1999b. You can download most other forms from the VA web site by going to:

<http://www.va.gov/forms/benefits.htm>

**VAF 22-1990:** Application for Education Benefits, is completed by the student the first time an application is made (Ch. 30, 32, 33, 1606, & 1607). Please mail in the certification of enrollment (VA Form 22-1999) along with the application and a Notice of Basic Eligibility (NOBE) from the unit’s Education Officer if the student is in a select-reserve obligation in a Reserve or Guard unit. **Do not delay sending in the 22-1999 if the student doesn’t have the NOBE.**

*The 22-1990 can also be completed online at: <http://vabenefits.vba.va.gov/vonapp/main.asp>*

**VAF 22-1990e:** Application for Transfer of Entitlement (TOE). Upon approval, family members may apply to use transferred benefits with VA by completing VA Form 22-1990e in VONAPP. VA Form 22-1990e should only be completed and submitted to VA by the family member after DoD has approved the request for TEB. Do not use VA Form 22-1990e to apply for TEB.

*The 22-1990e can also be completed online at: <http://vabenefits.vba.va.gov/vonapp/main.asp>*

**VAF 22-1995:** Request for Change of Program or Place of Training, is used for students (under Chapters 30, 32, 33, 1606 and 1607) who have previously received VA education benefits for training at another institution. The 22-1995 does not to be mailed to the VA. This form will be maintained on file by the school. The school official should annotate in the remarks section of the 22-1999 that the VAF 22-1995 is on file at the school.

*The 22-1995 can also be completed online at: <http://vabenefits.vba.va.gov/vonapp/main.asp>*

It is also used by students who are changing their educational program - declaring a major, changing the major, or adding a second major. (VA Vocational Rehabilitation students need to obtain a new VA Form 28-1905 from their case manager to approve the new program or place of training).

**VAF 22-5490:** Application for Survivor’s and Dependent’s Educational Assistance is used by first time Chapter 35 students to apply for benefits. Dependents of veterans have a different VA file number than their Social Security number. It is the VA claim number of the veteran who died while in service or of a service connected disability, or is 100% permanently disabled due to a service connected disability. The “C” number is followed by a payee number or letter ( a “W” or

“10” for a spouse or widow(er) and A, B, C, etc. or 41, 42, 43, etc. for children. Please mail in the certification of enrollment (VA Form 22-1999) along with the application

*The 22-5490 can also be completed online at: <http://vabenefits.vba.va.gov/vonapp/main.asp>*

**VAF 22-5495:** VA Form 22-5495, Request for Change of Program or Place of Training (Survivor’s and Dependents Educational Assistance) is used by dependents that are changing their program or school. Chapter 35 students have the veteran’s VA claim number and their own payee number (or letter) - instead of their Social Security number.

The 54-1995 does not to be mailed to the VA. This form will be maintained on file by the school. The school official should annotate in the remarks section of the 22-1999 that the VAF 54-1995 is on file at the school.

*The 22-5495 can also be completed online at: <http://vabenefits.vba.va.gov/vonapp/main.asp>*

**VAF 22-1999:** VA Form 22-1999, Certification of Enrollment, is used by the certifying official to tell the VA about the student’s enrollment. It includes the dates of enrollment, credit or clock hours, prior credit, type of training, and name of program. This can also be accomplished by using VA-ONCE except for Chapter 31 students.

**VAF 22-1999B:** VA Form 22-1999b, Notice of change in Student Status, is used to notify VA of any change in a student’s enrollment - adding or dropping courses that change the student’s status. This can be used for all students. These changes can also be reported by using VA-ONCE except for Chapter 31 students. All changes should be reported within 30 days of change.

**The following DVA forms can be obtained at: <http://www.va.gov/forms/benefits.htm>**

**VAF 21-674:** VA form 21-674, Request For Approval of School Attendance, should be used and completed by the person receiving benefits for a veteran’s child who is at least 18 but under 23 and attending school. This form is usually required for veterans claiming benefits under chapter 30/34.

**VAF 21-686c:** VA form 21-686c, Declaration of Status of Dependents, is usually required for veterans claiming benefits under chapter 30/34 and should be completed by the veterans. If the veterans has a child who is at least 18 but under 23 and attending school listed on this form should also complete VAF 21-674.

**VAF 21-4138:** VA form 21-4138, Statement in Support of Claim, may be use for veterans to submit mitigating circumstances or any other general information required by DVA.

**VAF 20-8800:** VA form 20-8800, Request for VA forms and Publications, is generally used to request a variety of forms and publications or forms in large quantity.

**VAF 24-0296:** VA form 24-0286, Direct Deposit Enrollment, is use by veterans who previously was not enrolled in direct deposit and now wish to.

**VAF 22-8794:** VA form 22-8794, Designation of Certifying Official, is used to add or changes the schools or training establishments certifying official(s). The submission of a new designation of certifying official will supersede previously listed school officials.

VAF 22-8794 can be downloaded at: [http://www.gibill.va.gov/School\\_Info/once/forms/22-8794.pdf](http://www.gibill.va.gov/School_Info/once/forms/22-8794.pdf)

## Military Forms

**DD-214:** The DD-214 is the veteran's discharge or separation papers.

Request for DD 214 at:

<http://www.archives.gov/veterans/military-service-records/get-service-records.html>

**NOBE:** The NOBE is a Notice of Basic Eligibility. DD Form 2384-1. This is a temporary eligibility certificate which is issued to individuals in the active Selective Reserves or National Guard who have established eligibility for Chapter 1606, but whose computer record has not yet been updated to show the eligibility.

## APPLICATIONS

VA students can submit applications online <http://vabenefits.vba.va.gov/vonapp/main.asp> . If a student doesn't have access to apply online the vet can call 1-888-442-4551 and ask that a form be mailed to them.

All VA students must file an application when they first start your school. Students who haven't received VA benefits before must file an original application (veterans VAF 22-1990; dependents VAF 22-5490). Students who have received VA benefits before must file a *Request for Change of Program or Place of Training* (veterans VAF 22-1995; dependents VAF 22-5495).

### Original Applications

If an original application is needed do one of the following:

- If a student applied online certify the student via VA-ONCE and insert the “**Student Applied Using VONAPP**” VA Standard Remark.
- If the student already mailed the application we don't need another. If the student completes and gives you an application, certify the student via VA-ONCE and mail the student's application to Muskogee. Either way, insert the VA Standard Remark “**Application Sent Via US Mail**”. Buffalo's address is:

**Department of Veterans Affairs  
VA Regional Office  
PO Box 4616  
Buffalo, NY 14249-4616**

### Change of Program or Place of Training

If a *Request for Change of Program or Place of Training* is needed for a VA student transferring to your school get the request from the student and keep it in the student's file at your school. The student can complete a 22-1995 or 22-5495, complete a form you create for change requests, or sign and date the Cert.

Whichever method is used, keep the request in the student's file. Certify the student and insert the VA Standard Remark “**Student's Request For Change Of Program/Place Of Training Is On File**”. If the student applied online, insert the VA Standard Remark “**Student Applied Using VONAPP**”.

If a student changes his or her program while enrolled at your school the change does not have to be reported to VA. You should, however, keep a record of the change in the student's file and change and save new program on the student's VA-ONCE BIO.

NOTE: Tear off and read the Instruction and Certification Sheet before completing the form.

OMB Control No. 2900-0073  
Respondent Burden: 10 minutes

<b>Department of Veterans Affairs</b>								<b>Side A</b>	
<b>VA ENROLLMENT CERTIFICATION</b>									
<b>IMPORTANT: Side A is for Institutions of Higher Learning or schools offering non-degree training.</b>									
1. NAME OF STUDENT (First, Middle, Last)					2. VA FILE NO. (For chapter 35, include suffix. For transferability cases, enter the veteran's social security number)				
3. CURRENT ADDRESS OF STUDENT					4. SOCIAL SECURITY NUMBER OF STUDENT (If not entered in Item 2)				
5. TYPE OF TRAINING					6A. NAME OF PROGRAM				
<input type="checkbox"/> UNDERGRADUATE COLLEGE DEGREE <input type="checkbox"/> FARM COOPERATIVE <input type="checkbox"/> GRADUATE OR ADVANCED PROFESSIONAL <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> NON-COLLEGE DEGREE <input type="checkbox"/> COOPERATIVE (Not Farm) <input type="checkbox"/> GUEST STUDENT (Supplemental School) (Complete Item 6C)					6B. IS STUDENT MATRICULATED AT YOUR FACILITY? (For VA purposes, a student is matriculated when formally admitted as a degree seeking student) <input type="checkbox"/> YES <input type="checkbox"/> NO				
					6C. IS PARENT SCHOOL LETTER ON FILE? <input type="checkbox"/> YES <input type="checkbox"/> NO				
					7. YELLOW RIBBON RECIPIENT <input type="checkbox"/> YES <input type="checkbox"/> NO				
<b>ENROLLMENT DATA</b>									
8. ENROLLMENT EFFECTIVE DATES (Month, Day, Year)		9. COURSES TAKEN			10. CLOCK HOURS PER WEEK	11. CHARGES FOR PERIODS OF INSTRUCTION		12. YELLOW RIBBON PROGRAM	13. TRAINING TIME (Graduate or Advanced Professional Program)
		CREDIT HOUR COURSE(S)		NON-CREDIT					
		TAKEN IN-RESIDENCE	TAKEN BY DISTANCE LEARNING	REMEDIAL/DEFICIENCY/REFRESHER					
A. BEGIN	B. END	A. HOURS	B. HOURS	C. HOURS	HOURS	A. TUITION	B. FEES	AMOUNT	
14. ADDITIONAL INFORMATION FOR HIGH SCHOOL AND FARM CO-OP COURSES									
A. HIGH SCHOOLS APPROVED ON A UNIT BASIS (Enter the number of high school units for which the student is enrolled)					B. FARM CO-OP ONLY (Is student pursuing course concurrently with substantially full-time agricultural employment averaging at least 40 hours per week?) <input type="checkbox"/> YES <input type="checkbox"/> NO				
<b>ADVANCE PAYMENT REQUEST - (Note: Advance payment is not accelerated payment.) (See Special Instructions.)</b>									
<b>I REQUEST AN ADVANCE PAYMENT</b> ▶			15A. SIGNATURE OF STUDENT				15B. DATE SIGNED		
<b>ACCELERATED PAYMENT REQUEST (Chapters 30, 1606, and 1607)</b> (Note: Accelerated payment is not advance payment.) (See Special Instructions.)									
I am requesting an accelerated payment under either chapter 30, 1606, or 1607. If I am requesting payment under chapter 30, I certify I intend to seek employment in one of the following industries: Biotechnology, Life Science Technologies, Opto-electronics, Computers and Telecommunications, Electronics, Computer-integrated Manufacturing, Material Design, Aerospace, Weapons, or Nuclear Technology.									
<b>I REQUEST AN ACCELERATED PAYMENT</b> ▶ (All Chapters)			16A. SIGNATURE OF STUDENT				16B. DATE SIGNED		
17. REMARKS									
NOTE - Complete Item 18 only if course(s) are contracted out to another school or are given at a branch location other than shown in Item 19B. Do not complete Item 18 if course(s) are taken at a branch or extension of a school as defined in 38 CFR 21.4266(c).									
18. NAME AND ADDRESS OF CONTRACT SCHOOL OR BRANCH LOCATION									
<b>CERTIFICATIONS - The provisions described in paragraphs (1) through (14) on the attached sheet are certified.</b>									
19A. FACILITY CODE					19B. SCHOOL NAME AND ADDRESS				
19C. TELEPHONE NUMBER OF CERTIFYING OFFICIAL					19D. SIGNATURE OF CERTIFYING OFFICIAL			19E. DATE SIGNED	

INSTRUCTIONS FOR COMPLETING VA FORM 22-1999  
(ENROLLMENT CERTIFICATION)

Note: VA Form 22-1999 can be sent to the VA starting 120 days prior to the beginning date of the term if the veteran is training ½ time or greater. If the student is less than ½ time VA Form 22-1999 must be signed and dated on or after the first day of class and should not be submitted prior to the first day of class.

ITEMS 1-4: Include the student's full name and current address in blocks 1 and 3. The VA needs to maintain current address information because we not only mail the student's checks to that address, but any correspondence from us will also be sent to that address, as well as notification of any important changes at the VA or the school.

Block 2 is for the VA file number or claim number of the veteran if he or she has one. If the file number is not the student's social security number, then enter the student's social security number in block 4.

If the student is a dependent **under Chapter 35, then the file number or claim number is that of the veteran, along with the suffix number of the dependent.** The student's social security number would then go in Item 4.

ITEM 5: In block 5, check the type of training. Undergraduate college/graduate advanced professional, or non-college degree will be one you will check the most frequently.

ITEM 6: In block 6A, you will need to list the name of the Degree, Diploma, or Certificate program exactly as it was approved by the *State Approving Agency (SAA)*.

You should receive an approval document from the SAA listing each degree, diploma, or certificate program that is approved at your school. **In Item 6, you must list the name of the program as the SAA lists it on the approval document or on your WEAMS.**

Block 6B, check appropriate block.

Block 6C, Complete only if you selected "Guest Student" in block 5. The veteran should have a letter of authorization from their parent school to take classes at your institution as a Guest Student".

ITEM 7A: In block 7, check Yes or NO as applicable. (*only those veterans under chapter 33 at the 100% benefit rate are eligible for "Yellow Ribbon"*).

ITEMS 8-13: Enter the beginning date (month, day, and year) of the term, semester or mod you are certifying in block 8A and enter the ending date (month, day, year) of

that period in block 8B. You may certify one term, semester or mod at a time or you may certify all periods up to one year in advance.

### ***Chapter 33***

Enter the beginning and ending dates for each period of enrollment on a separate line. **Certify one quarter, semester, or term.** Certify the next quarter, semester, or term when the student has registered and credit, tuition, and fees are known. If a program consists of short modules or units, certify the number of modules that approximate the length of a quarter or semester.

### ***Chapters 30, 35, 1606, and 1607***

Certify students for one or more terms. If you prefer to certify more than one term and the student plans to attend through spring, then certify the student through spring. If a student will attend summer, certify summer as soon as you know the student's summer schedule. If a student's summer enrollment is at least half-time and eight weeks or longer, you have early fall registration, and you know the student will attend the next academic year, then you can certify the student summer through the following spring when you certify summer.

In block 9A, enter the number of credit hours taken in residence.

In block 9B enter the number of credit hours taken by distance learning. (***Remedial and deficiency courses.*** Remedial and deficiency courses offered by independent study cannot be approved).

In block 9C enter the number of remedial/deficiency or refresher hours.

The VA will add up the credit hours shown in blocks 9A-9C to determine the training time for the term reported in blocks 8A-8B.

For **clock hours schools**, enter the number of clock hours ***per week*** that the student will attend in item 10. This item should include the weekly hours for the programs, **not** the total hours in the approved program.

In Item 11, enter the amount of tuition and fees for students. The "tuition and fees" are reported separately, not combined.

Block 13, you do not have to enter anything in this block unless you checked Graduate/Advanced Professional training in block 5. Since schools measure graduate training differently, it is up to the school to tell us the measurement when a student is pursuing a graduate program.

In block 14A, enter the number of high school units for which the student is enrolled for the period you reported in Item 8A-8B. Only check block 14B if the student is in a 'FARM CO-OP program.

- ITEM 15: Block 15 A and 15B should be completed by the student **ONLY** if he or she is requesting an advance payment. Advance payment must be requested at least 30 days but no more than 120 days prior to the beginning of the term. **The school must be approved and have signed a certification stating that they are willing to accept advance payment.**
- ITEM 16: Accelerated payment is not advance pay and only applies to certain high tech, high cost training programs. If a student qualifies for this program he or she must sign and date blocks 16 A and 16B. For more information about accelerated payment visit the VA web site at [www.gibill.gov](http://www.gibill.gov).
- ITEM 17: If you have questions about what to put in or leave out of **Remarks**, consult your ELR.
- ITEM 18: Only complete Item 18 if any of the courses certified are contracted out to another school.
- ITEM 19A-E: The signature and title of the certifying official goes in block 19A. Only those persons who have completed VA Form 22-8794, Designation of Certifying Officials, are authorized to sign VA Forms. We also need you school's name, address, telephone number and facility code in blocks 19B, 19C, and 19E. The facility code is important because it identifies your specific school and the type of training your school offers. It is also used to identify the amount of reporting fees paid to your school each year.

Date the form in block 19D.

*Additional Notes: Remember to ensure that you are in compliance with all the applicable certifications on the reverse side of the form.*

*Keep a copy of the enrollment certification in the student's file.*

## PRIOR CREDIT

VA changed its prior credit policy for accredited schools (effective 10/15/07) and for nonaccredited schools (effective 10/10/08). Schools no longer have to report prior credit to VA. They still have to evaluate prior credit, grant credit as appropriate, notify the student, and shorten the program certified accordingly. The change simply means credit evaluations no longer have to be reported to VA. Prior credit still has to be considered and benefits can't be paid more than two semesters or three quarters if prior credit isn't evaluated.

VA will review credit evaluations during compliance surveys and credit evaluation records must be kept and made available to VA and SAA upon request.

The VA policy with respect to Change of Program did not change. An evaluation of prior credit should be completed for the change so you can accurately track the student's program, but you don't have to report the prior credit to VA.

The Prior Training Credit box in VA-ONCE is now NA (Not Applicable) by default and is locked (grayed out).

## CHANGE OF PROGRAM

Schools no longer have to certify a change of program and students no longer have to file a *Request for Change of Program or Place of Training* if a student changes program while enrolled at the same school. If a student changes their program from BA Psychology to BS Biology, for example, the change does not have to be reported by the school or the student. However, the change of program remains a compliance survey issue. When a student changes his or her program the change must be made according to your school's academic regulations, a credit evaluation (all previous credit, including your school's credit) for the new program should be completed, and all credit certified following the change must apply to the new program.

When a student changes programs at your school:

- Change the program on the student's VA-ONCE BIO page then click —Save.
- Evaluate all prior credit for applicability towards the new program.
- Only certify credit that applies to the new program.

## **SUBMITTING AND MAILING CERTIFICATIONS**

### **Chapter 33**

Certify chapter 33 when all enrollment data is known; credit (credit and distance learning), tuition, fees, and, if applicable, yellow ribbon. Estimated tuition and fees cannot be submitted. Schools should not submit enrollment certifications until rates are known. The law requires that schools report the actual tuition and actual fees assessed for the certified enrollment period. Certify one quarter, semester, or term at a time. For modular programs, certifying the number of modules that approximate the length of a quarter or semester.

### **Chapters 30, 35, 1606, and 1607**

Certifications can be submitted before the term begins, unless training time is less than ½-time, the veteran is on active duty, or accelerated payment is requested. If a student is less than ½-time, on active duty, or certified for accelerated payment the Cert must be submitted on or after the first day of class and tuition and fees must be reported.

Education claims are processed in Buffalo. The address is:

**Department of Veterans Affairs  
VA Regional Office  
PO Box 4616  
Buffalo, NY 14240-4616**

INSTRUCTIONS FOR COMPLETING VA FORM 22-1999b  
(NOTICE IN CHANGE IN STUDENT STATUS)

Note: *All changes in enrollment status must be reported to VA promptly (within 30 days). The trainee's benefits are adjusted based on the changes reported.*

ITEM 1-4: Enter name of student, VA file number (*For chapter 35, include suffix. For transferability cases enter veteran's SSN*), current address of student, and social security number.

ITEM 5: Enter the term dates affected.

ITEM 6: **TERMINATION:** Complete this Item if a student withdraws from **all** courses and terminates enrollment. You must complete Item 5A showing the last date of attendance. Complete Item 5B as appropriate.

Submit with "End of term or Course", "Graduation" checked only if you submitted an enrollment certification, VA Form 22-1999 with a subsequent date.

Complete Item 5C only if it is a non-college degree program.

ITEM 7: **ADJUSTMENT:** Complete this Item if the student increases or reduces the credit or clock hour load **without actually terminating or withdrawing from all training**. In Item 7A show the effective date of the adjustment and in Item 7B show the type of adjustment. Be sure to show the credit or clock hours prior to reduction/increase and after reduction/increase in Item 7C or 7F and 7D or 7G.

Item 7E are only used for graduate or advance training. Complete Item 7H only if it affects the students ending date of training.

ITEM 8: Complete items 8A, 8B and 8C for in-service students; student's whose training load after adjustment is less than 1/2 time and all chapter 33 students that have a change in status. List the charges for the adjusted load by school year, term, or other period. This item does not apply to students receiving chapter 32 or 1606 benefits).

ITEM 9: Check appropriate box.

ITEM 10: Complete only if student is call to active duty.

ITEM 11: Complete this Item only if the student received non-punitive grades. The student may be required to submit to the VA a statement of mitigating circumstance. See a list of acceptable mitigating circumstances on pages 51 and 84.

ITEM 12: Use this Item to clarify any other item. (**Only include necessary remarks**)

**You may include the student's current address if he or she has moved since the VA Form 22-1999, Enrollment Certification was sent or if the school's address is the address of record.**

ITEM 13A-C: Date Signature and Title of Certifying Official, **Telephone Number**, Name, Address and Facility Code of School or training establishment.



NOTICE OF CHANGE IN STUDENT STATUS

1. NAME OF STUDENT (First, Middle, Last)	2. VA FILE NO. (For chapter 35, include suffix. For transferability cases, enter the veteran's Social Security Number)
3. CURRENT ADDRESS OF STUDENT	4. SOCIAL SECURITY NO. OF APPLICANT (If not entered on Item 2 above)

5. DATES OF TERM AFFECTED

A. BEGIN DATE	B. END DATE
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5. TERMINATION (Complete Items A and B, and C if applicable)

A. LAST DATE OF ATTENDANCE	B. REASON FOR TERMINATION	
	<input type="checkbox"/> WITHDRAWAL BEFORE BEGINNING OF TERM	<input type="checkbox"/> END OF TERM OR COURSE
	<input type="checkbox"/> WITHDRAWAL DURING DROP PERIOD	<input type="checkbox"/> UNSATISFACTORY ATTENDANCE, CONDUCT, OR PROGRESS
	<input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED (If checked, complete Item 9 & 11)	<input type="checkbox"/> GRADUATION
	<input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED	<input type="checkbox"/> WITHDRAWAL OR INTERRUPTION (Noncollege Degree Programs not on term basis- see Instructions)
		<input type="checkbox"/> OTHER (Explain in Item 12, Remarks)

C. LAST DATE CREDIT ACCRUED (For non-college degree courses only)

7. ADJUSTMENT OF CREDIT OR CLOCK HOURS (Complete Items A, B, and C thru H as applicable)

A. DATE ADJUSTMENT IS EFFECTIVE	B. TYPE OF ADJUSTMENT	
	<input type="checkbox"/> INCREASE	<input type="checkbox"/> REDUCTION AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED
	<input type="checkbox"/> INCREASE ON FIRST DAY OF TERM	<input type="checkbox"/> STUDENT COMPLETED TERM, BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES (If checked, complete Item 8)
	<input type="checkbox"/> REDUCTION ON FIRST DAY OF TERM	<input type="checkbox"/> REDUCTION (Noncollege Degree Programs not on term basis- see Instructions)
	<input type="checkbox"/> REDUCTION DURING DROP PERIOD	<input type="checkbox"/> OTHER (Explain in Item 9, Remarks)
	<input type="checkbox"/> REDUCTION AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED (If checked, complete Item 9 & 11)	

C. CREDIT HOURS BEFORE ADJUSTMENT	D. CREDIT HOURS AFTER ADJUSTMENT	E. TRAINING TIME AFTER ADJUSTMENT (For graduate and advanced professional)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> 3/4 TIME <input type="checkbox"/> 1/2 TIME <input type="checkbox"/> LESS THAN 1/2 TIME <input type="checkbox"/> 1/4 TIME OR LESS

F. CLOCK HOURS OR HIGH SCHOOL UNITS BEFORE ADJUSTMENT	G. CLOCK HOURS OR HIGH SCHOOL UNITS AFTER ADJUSTMENT	H. REVISED ENDING DATE

8. CHARGES FOR PERIOD OF ENROLLMENT (Complete this item for in-service students, student's whose training load after adjustment is less than 1/2 time and all chapter 33 students that have a change in status. List the charges for the adjusted load by school year, term, or other period. This item does not apply to students receiving chapter 32 or 1606 benefits).	A. TUITION	B. FEES	C. YELLOW RIBBON (Chapter 33 only)
	\$	\$	\$

9. DO PREVIOUS CERTIFICATIONS FOR SUBSEQUENT TERMS REMAIN UNCHANGED? <input type="checkbox"/> YES <input type="checkbox"/> NO	10. CALLUP TO ACTIVE DUTY (Complete if student called to active duty- see Instructions) <input type="checkbox"/> STUDENT CALLED UP - No Credit Granted <input type="checkbox"/> STUDENT CALLED UP - Credit Granted
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MITIGATING CIRCUMSTANCES (Complete only if indicated by Item 6 or 7)

11. DOES THE STUDENT CLAIM THAT TERMINATION OR ADJUSTMENT ACTIONS INVOLVED MITIGATING CIRCUMSTANCES?  
 YES     NO     UNKNOWN (If "Yes," attach student's statement together with the student's supporting evidence)

12. REMARKS

IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above.

13A. DATE	13B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL	13C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include Facility Code)

## Mitigating Circumstances

Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. Examples are:

- An illness or death in the student's immediate family.
- An illness or injury afflicting the student during the enrollment period.
- An unavoidable change in the student's conditions of employment.
- An unavoidable geographical transfer resulting from the student's employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

When a student terminates or reduces **after** the drop period and a nonpunitive grade is assigned, mitigating circumstances are an issue. If mitigating circumstances are needed and adequate evidence of mitigating circumstances isn't received, VA will not pay for the course or courses in question. If the student has already been paid for the course or courses, VA will create an overpayment (subject to the 6-Credit Hour Exclusion described below) from the beginning of the term.

If mitigating circumstances are an issue for the adjustment or termination reason you select, VA-ONCE will display a Mitigating Circumstances box. The drop down arrow for the box will display the above list of mitigating circumstances. If you know the circumstance and it's clearly one of the circumstances listed, then select that circumstance. If you don't know the student's circumstance or if you aren't sure the student's circumstance clearly meets a listed circumstance, then leave the mitigating circumstance box blank. If you leave the mitigating circumstance box blank VA will ask the student to provide evidence of a mitigating circumstance.

## 6-Credit Hour Exclusion

VA automatically grants mitigating circumstances for up to 6 credits the first time a student reduces or terminates and mitigating circumstances must be considered. This automatic grant is called the 6-Credit Hour Exclusion. The exclusion is a **onetime grant** made the first time mitigating circumstances must be considered for the student. Up to 6 credits can be excluded if the student has been awarded benefits for the credit. The 6-Credit Hour Exclusion cannot be granted if the student **completes** the term and receives nonpunitive grades.

- If the student withdraws from 3 credits, the exclusion will be granted for 3 credits and the student's one time exclusion is used.
- If the student withdraws from 12 credits, the exclusion will be granted for 6 credits, the student's one time exclusion is used, and the student must provide mitigating circumstances for the other 6 credits.

# **Virginia Military Survivors and Dependents Education Program**

## **Frequently Asked Questions**

The Virginia Military Survivors and Dependents Education Program (VMSDEP) is a Commonwealth of Virginia program which provides education benefits to spouses and children of military service members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict. Military service includes service in the United States Armed Forces, United States Armed Forces Reserves, the Virginia National Guard, or the Virginia National Guard Reserves. Armed conflict includes military operations against terrorism or as the result of a terrorist act, a peace-keeping mission, or any armed conflict after December 6, 1941. The purpose of the Virginia Military Survivors and Dependents Education Program is to provide undergraduate or other postsecondary education free of tuition and all required fees. A stipend to offset the cost of room, board, books, and supplies may also be available, contingent on funding. Benefits are available for up to four years.

### **What benefits are available under the Virginia Military Survivors and Dependents Education Program (VMSDEP)?**

- Waiver of tuition and all required fees at any public institution of higher education or other public accredited postsecondary institution granting a degree, diploma, or certificate in the Commonwealth of Virginia.
- Stipend to offset the costs of room, board, books, and supplies (amount of stipend is dependent on funding) for students attending any public institution of higher education or other public accredited postsecondary institution granting a degree, diploma, or certificate in the Commonwealth of Virginia.

### **How do I access my VMSDEP benefits?**

To access your VMSDEP benefits, follow these steps:

1. Apply to, and be accepted by, a public institution of higher education or other public accredited postsecondary institution granting a degree, diploma, or certificate in the Commonwealth of Virginia.
2. Request a Letter of Eligibility from the Virginia Department of Veterans Services by completing the VMSDEP Application found on the Department of Veterans Services website at: [www.dvs.virginia.gov/downloads/VMSDE%20APPLICATION.pdf](http://www.dvs.virginia.gov/downloads/VMSDE%20APPLICATION.pdf)
3. Present your VMSDEP Letter of Eligibility to your school's Financial Aid Office. The Virginia Department of Veterans Services will mail a copy of the VMSDEP Letter of Eligibility to your school's Financial Aid Office, but it is your responsibility to work with the Financial Aid Office to ensure that the benefits are correctly applied.

**How do I request a Letter of Eligibility?**

Complete the VMSDEP application, found on the Virginia Department of Veterans Services website at [www.dvs.virginia.gov/downloads/VMSDE%20APPLICATION.pdf](http://www.dvs.virginia.gov/downloads/VMSDE%20APPLICATION.pdf) .Print, sign, and mail the application to the address shown on the application.

**When will I be notified if I am eligible for VMSDEP benefits?**

Our goal is to make all eligibility determinations within 30 days of receipt of your application. It is important that you apply early so that the Virginia Department of Veterans Services will have time to review your application, and, if you are eligible, issue your Letter of Eligibility in time for you to use your VMSDEP benefits.

**Do I need to apply just once, or for each year I will attend?**

You must complete a VMSDEP Application for each year you wish to attend. This is to ensure that you are able to take advantage of your VMSDEP benefits for the full four years of eligibility, especially if there is a break in your education.

**When is the VMSDEP Application due?**

VMSDEP Applications are accepted year round. However, you should submit your VMSDEP Application at least 30 days prior to the start of the term (semester) in order to ensure that your Letter of Eligibility is issued in a timely manner.

**How does the waiver of tuition and required fees work?**

You are eligible for up to four years (36 months) of VMSDEP benefits. This means your school will waive your tuition and required fees for up to four years. This also applies if you attend one school for part of the four years and another school for the remainder. Present your VMSDEP Letter of Eligibility to your school's Financial Aid Office to ensure the tuition and fee waiver is applied to your student account.

**What is the stipend for room, board, books, and supplies?**

The 2007 General Assembly created what is known as the Virginia Military Survivors and Dependents Education Fund (VMSDEF). The sole purpose of the VMSDEF is to provide financial assistance for board and room charges, books and supplies, and other expenses at any public institution of higher education or other public accredited postsecondary institution granting a degree, diploma, or certificate in the Commonwealth of Virginia for the use and benefit of qualified survivors and dependents.

**How does the stipend work?**

Each year, the State Council of Higher Education for Virginia (SCHEV) and its member institutions shall determine the amount and the manner in which financial assistance shall be made available to beneficiaries. For the 2007-2008 school year, each eligible student may receive a stipend of up to \$1,500 to offset the costs of room, board, books, and supplies. You must work with your school's Financial Aid Office to determine the exact amount of your stipend.

**A stipend of up to \$1,500 is available. What does that mean?**

The amount of the stipend is dependent on these factors:

- The per student amount set by the General Assembly. For the 2007-2008 school year, the

stipend amount is up to \$1,500 per student.

- The total amount appropriated by the General Assembly for the Virginia Military Survivors and Dependents Education Fund. For the 2007-2008 school year, \$1 million was appropriated. This is enough to provide a \$1,500 stipend for approximately 667 students. If more than 667 students are eligible for the full \$1,500 stipend, the amount awarded to each student will be reduced.
- Enrollment status. The amount you will receive depends on whether you are enrolled full-time, half-time, etc. For the 2007-2008 school year:
  - Students who are enrolled full-time will receive \$750 per semester
  - Students who are enrolled at least half-time but less than full-time will receive \$500 per semester
  - Students who are enrolled less than half-time will receive \$250 per semester
- Other forms of scholarship, grants, or waivers you are receiving. The maximum amount to be expended for each such survivor or dependent cannot exceed, when combined with any other form of scholarship, grant, or waiver, the actual costs related to the survivor's or dependent's educational expenses. If you are receiving another form of scholarship, grant, or waiver, it may reduce the amount of VMSDEP stipend you receive.

#### **How do you define full-time, half-time, etc.?**

For the 2009-2010 school year, enrollment levels are defined as:

- Undergraduate full-time = 12 credit hours or more per term
- Undergraduate at least half time = 6-11 credit hours per term
- Undergraduate less than half-time = less than 6 credit hours per term
- Graduate full-time = 9 credit hours or more per term
- Graduate at least half time = 6-8 credit hours per term
- Graduate less than half-time = less than 6 credit hours per term

#### **What does “the maximum amount to be expended for each such survivor or dependent cannot exceed, when combined with any other form of scholarship, grant, or waiver, the actual costs related to the survivor's or dependent's educational expenses” really mean?**

It means that the amount of your stipend could be reduced if you are receiving a scholarship, grant, or waiver for room, board, books, and supplies. When you visit your school's Financial Aid Office, they will tell you your school's "Cost of Attendance," which is the average cost of tuition, required fees, room, board, books, and supplies for your institution. This could be anywhere from a few hundred dollars to \$20,000 or more per year. Under VMSDEP, your school will waive your tuition and required fees. This leaves the costs of room, board, books, and supplies. Your Financial Aid Office will compare those costs to any form of scholarship, grant, or waiver you may receive. For example, if you have an athletic scholarship or are receiving Chapter 35 benefits, the amount of your VMSDEP stipend could be reduced.

#### **How is the amount of my stipend determined?**

Taking into account the factors discussed above, your school's Financial Aid Office will determine the expected amount of your stipend in this manner:

- Institution Cost of Attendance minus “scholarships, grants, and waivers” equals VMSDEP stipend (up to \$1,500)
- Example: Suppose you’ve received a grant from the Jones Foundation for \$6,000, and your institution’s Cost of Attendance is \$8,000, then the amount of your VMSDEP stipend would be determined like this:
  - Cost of Attendance (\$8,000) minus your grant (\$6,000) equals \$2,000. However, the maximum amount of the VMSDEP stipend is \$1,500. This is the amount you would receive.
- Example: Suppose you’re expected to receive \$5,000 in Chapter 35 benefits for the 2007-2008 school year, and your institution’s Cost of Attendance is \$6,000, then the amount of your VMSDEP stipend would be determined like this:
  - Cost of Attendance (\$6,000) minus your expected Chapter 35 benefits (\$5,000) equals \$1,000. Because the amount of the VMSDEP stipend cannot exceed the actual cost of attendance, your VMSDEP stipend would be \$1,000.

### **When will I receive my stipend?**

Approximately one month after the start of the term. The process works like this:

- At the end of the term’s drop/add date, the State Council of Higher Education for Virginia (SCHEV) will work with the colleges and universities to 1) verify the number of VMSDEP students enrolled for that term, and 2) determine the final award amount for each student. The per student award is based on:
  - The total number of students enrolled
  - The total amount of money available in the Virginia Military Survivors and Dependents Education Fund
  - The per student limit set by the General Assembly
  - Your enrollment status (full-time, half-time, etc.)
  - Any other forms of scholarship, grants, or waivers you are receiving
- SCHEV will then disburse funds to the colleges and universities.
- Your school will apply the stipend to your student account.
- If you are due a refund, your school will issue you a refund in accordance with your institution’s refund policy.
- NOTE: The actual amount of your stipend may differ from the expected amount determined by your school’s Financial Aid Office.

### **Will I receive the stipend in cash?**

No. If you qualify, your stipend will either be applied to your student account or will be refunded to you in accordance with your institution’s refund policy.

- Example: You live in the dorms and you’ve signed up for the meal plan. The cost is \$1,000 a semester for each. You are a full-time student and will receive \$750 per semester. Your student account would show a charge of \$2,000 for the room and board. This would be reduced by \$750 – the amount of your stipend. Your student account would still have a balance of \$1,250 for the semester.
- Example: You live off campus and don’t participate in the meal plan. You are enrolled

half-time, so your stipend is \$500 per semester. Your student account wouldn't show any charges, since you don't live on campus and aren't on the meal plan. You would receive a refund of \$500 in accordance with your school's refund policy.

**Can I use the stipend to buy my books and supplies?**

Yes. However, the stipend won't be applied to your student account until approximately four weeks after the start of the term, and any refund you are due wouldn't reach you until after that time. If you need your books and supplies earlier, we suggest you use other funds to purchase them, and then use your stipend to defray other costs.

**For the purpose of awarding the stipend, how is the academic year defined?**

In general, an academic year will consist of the fall, spring, and summer terms. The first stipend award for an academic year will be for the fall term, and will be generally be equal to half the annual award for each student. The other half of the annual stipend will be awarded in the spring term.

**Is the stipend ever awarded for the summer term?**

Yes. A stipend can be awarded for the summer term if you did not use the full annual award in the fall or spring terms. Contact your school's Financial Aid Office for more details about a stipend for the summer term. The summer stipend is contingent on funds remaining in the Virginia Military Survivors and Dependents Education Fund.

**What are the requirements for this program?**

To be eligible, children and spouses of qualifying military service members must meet the following requirements.

- The child must be between ages 16 and 29; there are no age restrictions for spouses.
- The military service member must have been a bona fide domiciliary of Virginia at the time he or she entered active duty or must have been a bona fide domiciliary of Virginia for at least five years immediately prior to the date of the application for admission.
- In the case of a deceased military service member, the surviving spouse can meet the residency requirements if he or she lived in Virginia for at least five years prior to marrying the military service member or has been a bona fide domiciliary of Virginia for at least five years immediately prior to the date of application.

**Is the surviving spouse of a qualifying military service member eligible to attend school under this program?**

Yes, as long as all eligibility requirements are met.

**May I use my VMSDEP benefits to attend a private school?**

No. You may use your VMSDEP benefits only at state-supported schools in Virginia. However, if you attend a private school, you may be entitled to receive federal educational assistance under the Dependents' Educational Assistance Program (Chapter 35 of Title 39 of the U.S. Code). Visit the U.S. Department of Veterans Affairs website at [www.va.gov](http://www.va.gov) to learn more.

**May I use my VMSDEP benefits to attend a state-supported institution in another state?**

No. You may use your VMSDEP benefits to attend only state-supported schools in Virginia. You may not use them to attend a school in another state.

**If I am entitled to benefits under VMSDEP, am I guaranteed admission to a statesupported**

**college or university?**

No. Eligibility for VMSDEP benefits does not guarantee you admission to a state-supported college or university. Your admission is based on the school's admission requirements and your academic credentials.

**May I attend two state-supported colleges or universities concurrently?**

Yes. You may attend two state-supported schools concurrently, as long as you meet the admission and attendance requirements of each institution.

**May I take on-line classes?**

Yes. You may take on-line classes, as long as those classes are offered through a public institution of higher education or other public accredited postsecondary institution granting a degree, diploma, or certificate in the Commonwealth of Virginia.

**Does the four-year entitlement mean that my tuition and fees will be waived for an entire four years of college?**

Your tuition and all required fees will be waived for up to four years. Your benefits expire after four years whether or not you have completed your degree program.

**May I use my VMSDEP benefits for remedial or refresher education?**

Yes, as long as the remedial or refresher education is at a public institution of higher education or other public accredited postsecondary institution granting a degree, diploma, or certificate in the Commonwealth of Virginia. However, each month of preparatory education will be charged against your entitlement of four years.

**May I use part of my four years of entitlement to earn a masters' or professional degree?**

Yes. VMSDEP benefits may be used at any public institution of higher education or other public accredited postsecondary institution granting a degree, diploma, or certificate in the Commonwealth of Virginia. This includes graduate school, law school, etc.

**May I use my VMSDEP benefits after I reach age 30?**

If you are a spouse of a qualifying military service member, there are no age restrictions on when you may use your VMSDEP benefits. If you are the child of a qualifying military service member, you must use your benefits between 16 and 29 years of age, inclusive. However, the Commissioner of Veterans Services may approve the use of VMSDEP benefits for dependent children older than 29, but only if extenuating circumstances prevented the use of VMSDEP benefits before the age of 30.

**How do I get a waiver to use my benefits past the age of 29?**

You must send a letter to the Commissioner of Veterans Services requesting the waiver. Your letter should clearly state why you were not able to use your benefits before you turned 30. Be sure to attach any supporting documentation. Approval is not automatic – there must be extenuating circumstances that prevented you from using your VMSDEP benefits before the age of 30.

**If I get married while attending school, do I lose my entitlement to VMSDEP benefits?**

No. An eligible student's marital status has no effect on his or her entitlement to VMSDEP benefits.

**If I have to interrupt my education for some reason, can my VMSDEP benefits be**

**reinstated at a later date?**

Yes. To reinstate your benefits:

1. You must request in writing that you wish to be reinstated.
2. You must continue to meet all eligibility requirements.

**Are there attendance or academic requirements that must be met to continue my eligibility under VMSDEP?**

Yes. Your attendance and academic progress must be acceptable within the guidelines established by the school you are attending. If you are suspended from school for any reason, your benefits will be terminated from VMSDEP.

**If I do not successfully complete one of my courses, may I repeat it without charge?**

Yes. Tuition and required fees will be waived; however, your entitlement to benefits under VMSDEP will be reduced for each month you are in school whether you pass or fail a course. If you fail and repeat too many courses, you risk running out of VMSDEP entitlement before completing your education.

**May I be reinstated in VMSDEP if I have been suspended from school?**

If you are readmitted by the school that suspended you, your VMSDEP benefits will be reinstated. For your VMSDEP benefits to continue, your attendance and academic progress must be acceptable within the guidelines established by the school you are attending.

**If I withdraw from school, will it affect my four years of entitlement to VMSDEP benefits?**

If you voluntarily withdraw from school before the final withdrawal date, your attendance will not be counted against your entitlement. However, if you withdraw after the last date to withdraw without penalty, the entire semester will be deducted from your four years of entitlement.

**How is VMSDEP different from the Dependents' Educational Assistance Program (Chapter 35)?**

VMSDEP is a Commonwealth of Virginia Program, and is administered by the Virginia Department of Veterans Services, a state agency. The Dependents' Educational Assistance Program (Chapter 35 of Title 38 of the U.S. Code) is a federal government program and is administered by the U.S. Department of Veterans Affairs (the VA).

**Can I use VMSDEP and Dependents' Educational Assistance Program (Chapter 35) benefits at the same time?**

Yes. You may use your VMSDEP and Chapter 35 benefits at the same time. However, please note that the eligibility periods for the two programs are different. Depending on your circumstances, you may decide to use each program's benefits concurrently, or separately.

**If I have other questions about my benefits under VMSDEP, who can I talk to?**

Feel free to call or write the Virginia Department of Veterans Services. We are here to help and will be happy to provide you with information or assistance. You can reach us at:

**Virginia Department of Veterans Services  
270 Franklin Road, S.W., Room 503  
Roanoke, VA 24011  
(540) 857-7104  
Monday through Friday, 8:00 a.m.—4:30 p.m.**



## RESIDENCY AND OTHER INFORMATION

Was the military service member a citizen and legal resident of Virginia when he or she entered the service?  YES  NO

Was the military service member a citizen and legal resident of Virginia for 5 consecutive years immediately prior to the date of this application?  YES  NO

In the case of a deceased military service member, was the surviving spouse a citizen and legal resident of Virginia 5 years before he or she married the service member?  YES  NO

In the case of a deceased military service member, was the surviving spouse a citizen and legal resident of Virginia for 5 consecutive years immediately prior to the date of this application  YES  NO

List the names and birthdates of siblings or children who have attended college under the Virginia War Orphans Education Program or the Virginia Military Survivors and Dependents Education Program

NAME	<input type="text"/>	DATE OF BIRTH	<input type="text"/>
NAME	<input type="text"/>	DATE OF BIRTH	<input type="text"/>

Applicant will attend the following colleges or universities:

SCHOOL NAME	<input type="text"/>	START DATE	<input type="text"/>
SCHOOL NAME	<input type="text"/>	START DATE	<input type="text"/>

I certify that the information in this application is true and correct to the best of my knowledge.

APPLICANT SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
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### OFFICE USE ONLY

DEATH <input type="checkbox"/> YES <input type="checkbox"/> NO	90 % OR MORE DISABILITY IN ARMED CONFLICT <input type="checkbox"/> YES <input type="checkbox"/> NO	POW/MIA <input type="checkbox"/> YES <input type="checkbox"/> NO
AGE <input type="checkbox"/> YES <input type="checkbox"/> NO	RESIDENCY <input type="checkbox"/> YES <input type="checkbox"/> NO	ELIGIBLE <input type="checkbox"/> YES <input type="checkbox"/> NO
Receiving Chapter 35 <input type="checkbox"/> YES <input type="checkbox"/> NO		

If not eligible, why?

CLAIMS EXAMINER	<input type="text"/>	DATE	<input type="text"/>
CLAIMS EXAMINER	<input type="text"/>	DATE	<input type="text"/>

## *Application for Licensing and Certification Testing Fee Reimbursement*

First -- Middle -- Last Name of Applicant	Social Security No.:
	VA File No. (If Different):
	(For Proper Payment Of Benefits <b>Dependents</b> Must Use VA File Number)
Mailing Address:	Home Telephone No. (Include Area Code)
	Work Telephone No. (Include Area Code)
<p>Have you applied for VA Benefits before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If no</b>, please also complete VA form 22-1990 (Veteran) or VA form 22-5490 (Dependent) and submit it with this application.</p> <p>To request a copy of either form, call 1-800-827-1000.</p>	
Name of Test:	Name and Address of Organization Issuing License
Date Test Taken:	
Cost of Test: (Registration fees, preparation guides, processing fees, etc. will not be reimbursed)	
I hereby authorize the release of my test information to the Department of Veterans Affairs.	
Date Signed:	Signature of Applicant (Do Not Print)
<p>Please return this form, <b>a copy of your test results</b> and VA form 22-1990 or VA form 22-5490 (if required ) to :</p> <p><b>Department of Veterans Affairs</b>  <b>VA Regional Office</b>  <b>P.O. Box 4616</b>  <b>Buffalo, NY 1240-4616</b></p>	

## CERTIFICATION OF NONMATRICULATED/GUEST STUDENT

1. Name of Student: \_\_\_\_\_

VA file Number: \_\_\_\_\_

2. Name of degree Granting School: \_\_\_\_\_

School Address: \_\_\_\_\_  
 \_\_\_\_\_

3. Student's current or intended program: \_\_\_\_\_

4. **CERTIFICATION**

I certify that the above named student

- a. Has applied for admission or is currently a degree seeking student at this school;
- b. This student has permission to take unit courses listed below at the school listed below;
- c. These unit subjects will transfer and apply in full to the requirements for this student's degree or apply to pre-requisites for subjects needed in this student's degree at our school

Name and address school:  
 (supplemental school where  
 the courses will be taken)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Subject courses authorized to be taken at supplemental school:**

Course Title	Course Code	Course Title	Course Code

\_\_\_\_\_  
 Signature & Title of Certifying Official

\_\_\_\_\_  
 Date

## CREDIT HOUR TRAINING TIME EQUIVALENCY TABLES

### SEMESTER HOURS – FULL TIME = 12 OR MORE

#### Number of Weeks Per Term

Semester Hrs per Term	15 to 19	14	13	12	11	10	9	8	7	6	5	4	3	2	1
12 or more	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
11	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
10	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
9	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
8	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
7	1/2	3/4	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
6	1/2	1/2	1/2	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
5	<1/2	1/2	1/2	1/2	1/2	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT
4	<1/2	<1/2	<1/2	1/2	1/2	1/2	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT
3	1/4	1/4	<1/2	<1/2	<1/2	<1/2	1/2	1/2	1/2	3/4	3/4	FT	FT	FT	FT
2	1/4	1/4	1/4	1/4	1/4	1/4	<1/2	<1/2	<1/2	1/2	1/2	3/4	FT	FT	FT
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	<1/2	1/2	3/4	FT

### QUARTER HOURS – FULL TIME = 12 OR MORE

#### Number of Weeks Per Term

Quarter Hrs per Term	10 to 13	9	8	7	6	5	4	3	2	1
12 or more	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
11	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
10	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
9	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
8	1/2	3/4	FT	FT	FT	FT	FT	FT	FT	FT
7	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT	FT
6	1/2	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT
5	<1/2	1/2	1/2	1/2	3/4	FT	FT	FT	FT	FT
4	<1/2	<1/2	1/2	1/2	1/2	3/4	FT	FT	FT	FT
3	1/4	<1/2	<1/2	<1/2	1/2	1/2	3/4	FT	FT	FT
2	1/4	1/4	1/4	1/4	<1/2	<1/2	1/2	1/2	FT	FT
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	<1/2	1/2	FT











\*<1/2 Time- Chapter 32 and 1606 do not have less than one -half time, more than one-quarter time. For these benefits, <1/2 time is treated as 1/4 time

### Pursuit of Trade, Technical and High School courses

Theory/Class	Shop/Practice	Training Time
18 Clock Hours or greater	22 Clock Hours or greater	Full Time
13-17 Clock Hours	16-21 Clock Hours	Three-quarter
9-12 Clock Hours	11-15 Clock Hours	One-half
5-8 Clock Hours	6-10 Clock Hours	< 1/2, but > 1/4
1-4 Clock Hours	1-5 Clock Hours	One-quarter

(Clock hours are certified as “Hours Per Week”)

## INTERVAL PAY CHART

Is the interval > 56 days?	YES 	<b>NO INTERVAL PAY</b>
↓ NO		
Does interval exceed 30 days & involve changing schools?	YES 	
↓ NO		
Did the student change schools AND programs (COP charged)?	YES 	
↓ NO		
Student training <1/2 time during term prior to interval?	YES 	
↓ NO		
Is student on active duty?	YES 	
↓ NO		
Did student request no interval pay?	YES 	
↓ NO		
Is one of the terms before or after interval shorter than interval?	YES 	
↓ NO		
Is the interval between summer sessions?	NO 	<b>PAY INTERVAL</b>
↓ YES		
Is the interval between the sessions 30 days or less?	YES 	
↓ NO		
Is the summer term at least 8 weeks long?	YES 	
↓ NO		
<b>DO NOT PAY INTERVAL!</b>		

**EDUCATION PAY CHART**  
**Effective 10/01/2009**

<b>CHAPTER 30 (MONTGOMERY GI BILL-ACTIVE DUTY)</b>			
<b>Training Time</b>	<b>&lt; 3-Yrs Service</b>	<b>3-Yrs Service</b>	*- Tuition and Fees ONLY. Payment cannot exceed the listed amount
Full-time	\$1,111.00	\$1,368.00	
3/4 time	\$833.25	\$1,026.00	
1/2 time	\$555.50	\$684.00	
< 1/2 time *	\$555.50 *	\$684.00*	
1/4 time *	\$277.75 *	\$342.00 *	

<b>CHAPTER 30/ 34.</b>				
<b>Training Time</b>	<b>No Dependents</b>	<b>One Dependents</b>	<b>Two Dependents</b>	<b>Add'l Dep</b>
Full-time	\$1,556.00	\$1,592.00	\$1,623.00	\$16.00
3/4 time	\$1,167.50	\$1,194.00	\$1,217.50	\$12.00
1/2 time	\$778.00	\$796.00	\$811.50	\$8.50
< 1/2 time *	\$778.00*	*- Tuition and Fees ONLY. Payment cannot exceed the listed amount		
1/4 time *	\$389.00*			

<b>CHAPTER 35 (DEA)</b>		<b>CHAPTER 1606 (Selected Reserve and National Guard)</b>		
<b>Training Time</b>	<b>Monthly Allowance</b>	<b>Training Time</b>	<b>Monthly Allowance</b>	*- Tuition and Fees ONLY. Payment cannot exceed the listed amount
Full-time	\$925.00	Full-time	\$333.00	
3/4 time	\$694.00	3/4 time	\$249.00	
1/2 time	\$461.00	1/2 time	\$165.00	
< 1/2 time *	\$461.00*	< 1/2 time	\$83.25	
1/4 time *	\$231.25 *			

<b>CHAPTER 1607 (REAP)</b>				
<b>Training Time</b>	<b>90 days but &lt; 1 year of service</b>	<b>1 year of service or more</b>	<b>2 years of service or more</b>	*- Tuition and Fees ONLY. Payment cannot exceed the listed amount
Full-time	\$547.20	\$820.80	\$1,094.40	
3/4 time	\$410.40	\$615.60	\$820.80	
1/2 time	\$273.60	\$410.40	\$547.20	
< 1/2 time *	\$273.60*	\$410.40*	\$547.20*	
1/4 time *	\$136.80*	\$205.20*	\$273.60 *	

<b>CHAPTER 33 (Post 9/11 GI BILL)</b>		
<b>2009-2010 Maximum In-State Tuition &amp; Fees</b>		
<b>State</b>	<b>Maximum Charge per Credit Hour</b>	<b>Maximum Total Fees per Term</b>
Virginia	\$326.00	\$3,840.00

Tuition and fees are determined by the highest in-state, undergraduate, public tuition . For information about the Yellow Ribbon program go to: [http://www.gibill.va.gov/GI\\_Bill\\_Info/CH33/Yellow\\_ribbon.htm](http://www.gibill.va.gov/GI_Bill_Info/CH33/Yellow_ribbon.htm)