UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

School Certifying Officials Quick Reference Guide

2010

US Department of Veterans Affairs
Regional Processing Office
400 South 18th Street
St Louis MO 63103-2271

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Directory

Department of Veterans Affairs

Regional Processing Office

400 South 18th Street
St. Louis, MO 63103

Director: David Unterwagner

DVA Most Used Phone Numbers & E-Mail Addresses	
General Information - EDUCATION	**1-888-442-4551**
General Information - Other VA benefits	1-800-827-1000
Education Services	
Monthly Verification of Enrollment	1-877-823-2378 or **www.gibill.va.gov/wave**
Direct Deposit - Sign up or change	1-800-827-1000
VAONCE Help	Contact your ELR
Apprenticeship OJT Monthly Certs - Fax	314-552-9707
Work-Study - Fax	314-552-9533
Work-Study – Phone	314-552-9861
Other Useful Numbers	
CHAMPVA	1-800-733-8387
DANTES	1-800-257-9484
National Personnel Records Center	314-801-0800
Army/Ace Registry Transcript Service	913-684-3430
VA Debt Management Center	1-800-827-0648
Special Issues Information Center	1-800-749-8387
Direct Dial for students living overseas	1-918-781-4379

ELRs and SAAs

	Education Liaison Representatives	State Approving Agencies
Colorado	Thomas Riegle Veterans Affairs Regional Office 155 Van Gordon St. Lakewood, CO 80228 303-914-5977 Thomas.riegle@va.gov	Colorado State Approving Agency Veterans Education & Training 9101 East Lowry Boulevard Denver, CO 80230-6011 303-595-1620
Illinois	Bruce Gardner Veterans Affairs Regional Office (227) 400 South 18th Street St. Louis, MO 63103 314-552-9337 bruce.gardner@va.gov	Department of Veterans Affairs 833 South Spring Street; PO Box 19432 Springfield, IL 62794-9432 217-782-7838/7839
Indiana	Eric Lewis Veterans Affairs Regional Office 575 N. Pennsylvania St. Indianapolis, IN 46204 317-916-3684 eric.lewis@va.gov	Indiana Department of Veterans Affairs 302 West Washington Street, Room E120 Indianapolis, IN 46204-2738 317-232-3916
Iowa	Kathy Mitchell Veterans Affairs Regional Office (227) 400 South 18th Street St. Louis, MO 63103 314-552-9321 kathy.l.mitchell@va.gov	Veterans & Military Education Iowa Department of Education Grimes State Office Bldg.; East 14th & Grand Des Moines, IA 50319-0146 515-281-3317
Kansas	Bernard Berck Veterans Affairs Regional Office 5631 South 48th St. Lincoln, NE 68516 402-420-4008 bernard.berck@va.gov	Kansas Commission on Veterans' Affairs 700 Jackson Street Jayhawk Towers, Suite 701 Topeka, KS 66603 785-296-3976
Kentucky	Al Klar Veterans Affairs Regional Office 110 9th Ave. South Nashville, TN 37203 615-695-6242 alfred.klar@va.gov	Kentucky Approving Agency for Veterans Education 300 North Main Street Versailles, KY 40383 859-256-3235
Michigan	Lisa Cox Veterans Affairs Regional Office Patrick V. McNamara Federal Bldg 12th Floor 477 Michigan Ave. Detroit, MI 48226 313-471-3930 lisa.cox2@va.gov	Michigan Department of Energy, Labor & Economic Growth; Bureau of Workforce Transformation Victor Office Center 201 North Washington Square 5th Floor Lansing, MI 48913 517-335-5858
Minnesota	Barb Stetler Veterans Affairs Regional Office 1 Federal Drive Federal Building, Ft. Snelling St. Paul, MN 55111 612-970-5457 barbara.stetler@va.gov	Minnesota Department of Veterans Affairs Veterans Education and Training 206 Veterans Service Bldg; 20 West 12th St St. Paul, MN 55155-2079 651-757-1569

	Education Liaison Representatives	State Approving Agencies
Missouri	Jimmy Lomax Veterans Affairs Regional Office (227) 400 South 18th Street St. Louis, MO 63103 314-552-9343 Jimmy.Lomax@va.gov	Veterans Education & Training Section State Department of Elementary & Secondary Education PO Box 480 Jefferson City, MO 65102 573-751-3487
Montana	Judy Davis Veterans Affairs Regional Office 155 Van Gordon St. Lakewood, CO 80228 303-914-5780 judy.davis1@va.gov	Veterans Education; Office of Public Instruction PO Box 202501 Helena, MT 59620-2501 406-444-4122
Nebraska	John Streedbeck Veterans Affairs Regional Office 5631 South 48th St. Lincoln, NE 68516 402-420-4081 john.streedbeck@va.gov	Private Postsecondary Career Schools & Veterans Education Nebraska Department of Education 301 Centennial Mall South; PO Box 94987 Lincoln, NE 68509-4987 402-471-4825
North Dakota	Loretta Tollin Veterans Affairs Regional Office 1 Federal Drive Federal Building, Ft. Snelling St. Paul, MN 55111 612-970-5459 loretta.tollin@va.gov	North Dakota State Approving Agency 1815 Schafer Street, Suite 202 Bismarck, ND 58501 701-328-9661
South Dakota	Loretta Tollin Veterans Affairs Regional Office 1 Federal Drive Federal Building, Ft. Snelling St. Paul, MN 55111 612-970-5459 loretta.tollin@va.gov	Veterans Education; South Dakota Division of Veterans Affairs Soldiers & Sailors Building; c/o 500 East Capitol Avenue Pierre, SD 57501-5070 605-773-3648
Tennessee	Melissa Cole Veterans Affairs Regional Office 110 9th Ave. South Nashville, TN 37203 615-695- 6097 Melissa.Cole2@va.gov	Veterans Education Higher Education Comm. Parkway Towers, Suite 1900 404 James Robertson Parkway Nashville, TN 37243-0830 615-741-7569
Wisconsin	John Johnson Veterans Affairs Regional Office 1 Federal Drive Federal Building, Ft. Snelling St. Paul, MN 55111 612-970-5456 john.johnson11@va.gov	State Approving Agency; Wisconsin Department of Veterans Affairs 30 West Mifflin Street, 9th Floor; PO Box 7843 Madison, WI 53707-7843 608-261-8771 Dept. of Workforce Development Div. of Workforce Excellence Bureau of Apprenticeship Standards 201 East Washington Ave, Room 229 PO Box 7972 Madison, WI 53707 608-266-3133
Wyoming	Judy Davis Veterans Affairs Regional Office 155 Van Gordon St. Lakewood, CO 80228 303-914-5780 judy.davis1@va.gov	Office of the Adjutant General Wyoming State Approving Agency 5500 Bishop Road Cheyenne, WY 82009-3320 307-772-5053

Internet Directory

The Internet offers a vast amount of information but finding it is not always easy. We hope you will find this directory helpful in locating web sites useful in your job. Many offer links to other education related sites. Just type the address in the address line or your browser exactly as shown then press enter. Your browser should add http:// in front of the address automatically.

Web Site	Address	Description
VA Education Service	www.gibill.va.gov	Education Service web site includes general information on education benefits and special section for school certifying officials
GI Bill Training & Training Resources	www.gibill.va.gov/training	A valuable resource to help you increase your knowledge, skills and abilities. New certifying officials should check here for special courses offered by VA.
VA-ONCE	www.gibill.va.gov/school_info/once	Everything you ever wanted to know about electronic certification. VA-ONCE is Internet based.
Web Automated Verification of Enrollment (WAVE)	www.gibill.va.gov/wave	This site allows students to submit their monthly verification of enrollment over the Internet.
VA Forms	www.va.gov/vaforms	Many of the forms have multiple pages. To complete a form, you need to download **all** its pages. These forms are in the PDF format (Adobe Acrobat Portable Document Format (PDF) Version 3.0 or higher required.
Web Automated Reference Management System (WARMS)	www.warms.vba.va.gov	Provides on-line access to VBA Manuals, Directives, Circulars, Letters, Title 38 Code of Federal Regulations, and other materials necessary to support our nation's Veterans
VA Debt Management Center (DMC)	www.va.gov/debtman	DMC has collection jurisdiction for all education benefit debts. **DMC e-mail address : dmc.ops@va.gov**
National Resource Directory	www.nationalresourcedirectory.gov	Provides access to over 10,000 services and resources at the national, state, and local levels to support recovery, rehabilitation and community reintegration for wounded warriors, Veterans and their families and caregivers.
Army Transcript Service (AARTS)	aartstranscript.army.mil/	Get a transcript translating army formal military education and job experience into civilian language; also includes college equivalent credit recommendations.

DOD Transferability	www.defense.gov/home/features/2009/0409_gibill/	DOD transferability documents, policy and procedures

Web Site	Address	Description
Sailor/Marine American Council on Education Registry Transcript (SMART)	www.**navycollege.navy.mil/**	Get transcripts translating Navy and Marine formal military education and job experience into civilian language; also includes college equivalent credit recommendations.
Association of Veterans Education Certifying Officials	www.aveco.org	AVECO provides education and training to college and university certifying officials.
National Association of Veteran Program Administrators	www.navpa.org	An organization of institutions and individuals who are involved or interested in the operation of veterans affairs programs and/or the delivery of services to veterans as school certifying officials across the country
American Association of Collegiate Registrars and Admissions Officers (AACRAO)	www.aacrao.org	AACRAO is professional association of higher education administrators to provide leadership in policy initiation, interpretation, and implementation through the identification and promotion of standards and best practices in enrollment management, information technology, instructional management, and student services.
Council for Law in Higher Education	www.clhe.org	Council on Law in Higher Education site contains links to information on recent legislation covering a variety of education issues
The Chronicle of Higher Education	chronicle.com	News site for Higher Education.
Fedworld	www.fedworld.gov	An online locator service for a comprehensive inventory of information disseminated by the Federal Government
Free Application for Federal Student Aide (FAFSA)	www.fafsa.ed.gov	FAFSA on the Web-- the fastest way to apply on-line for student financial aid

Information for Financial Aid Professionals (IFAP)	www.ifap.ed.gov	Resource for financial aid professionals run by the Department of Education.
National Association of State Approving Agencies	www.nasaa-vetseducation.org	National Association of State Approving Agencies (NASAA) State Approving Agencies approved training establishments in each state for VA benefits. Click on "Veterans Educational Officers" to find the agency/person that handles the approval of training establishments and programs in your state.
Web Automated Verification of Enrollment (WAVE)	www.gibill.va.gov/wave	This site allows students to submit their monthly verification of enrollment over the Internet.
FirstGov	www.firstgov.gov	This site provides one-stop access to all online U.S. Federal Government resources. It also enables users to conduct important business online such as applying for student loans, tracking Social Security benefits, comparing Medicare options and even administering government grants and contracts.

NOTE SPACE FOR YOUR USE:

EDUCATION BENEFIT PROGRAMS & BENEFIT PAYMENTS

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.

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 33: Post-9/11 G.I. Bill

The CH33 description that follows is an abbreviated description. Detailed CH33 information is online at 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 (www.gibill.va.gov/documents/Post-911_School_Responsibilities.pdf).

Application

Students who believe they may be eligible for Chapter 33 should review CH33 online at www.gibill.va.gov or call the Education Call Center (1-888-442-4551) if they have questions. This is particularly true of students who, in addition to CH33, are currently eligible for chapters 30, 1606, or 1607.

Students must complete and submit an application to receive CH33. The application is online at www.gibill.va.gov. Students will receive a letter explaining VA's decision about their CH33 eligibility. If a veteran can't apply online, the paper application is available online at www.**vba**.**va**.**gov**/**pubs**/**forms**/22-1990.pdf. The student can also call 1-888-442-4551 and request an application.

Eligibility

Generally, students eligible for CH33 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. CH33 eligibility is sometimes more complex. Eligible students will be mailed a certificate of eligibility letter that describes their eligibility and their CH33 benefits. 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, as of 08/01/09 will be required to pick an election date to start CH33, relinquishing one benefit for CH33.

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 1-888-442-4551 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 their Chapter 30 entitlements receive up to 36 months entitlement under chapter 33. The exception is students who have used chapter 30 entitlements will only receive the number of months of remaining entitlement 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 benefits 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:

Service Requirements (Aggregate active duty after 9/10/01)	% Of Maximum Benefit Payable
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

NOTE: Reservist and National Guard cannot use Basic training / Advanced training as part of the calculation

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.

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 an "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 the actual credit hours student is taking. 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, standard 15 week term, then rate of pursuit for:

- 6 credits (or credit equivalents) is 50% (6 ÷ 12 = 50%)
- 7 credits (or credit equivalents) is 58% (7 ÷ 12 = 58%)

NOTE: Non-standard term 6 maybe more than 50%.

The housing allowance is paid if the student's rate of pursuit is greater 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 exceed 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

Kickers and Additional Contributions

Students eligible for a kicker under chapter 30, 1606, or 1607 may receive the kicker under chapter 33. To receive the full kicker amount per month, student has to complete his contractual obligation. If he is released early this will change is month kicker payment. The kicker will also 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. **NOTE: We are not paying CH33 kickers at this time.**

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 begin to 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.defense.gov/home/features/2009/
The education website also offers a concise summary at www.gibill.va.gov.

Transfer Benefits

1. The Service member will use their CAC card or DFAS pin, log on to the DoD Transferability of EducationBenefits(TEB) Web page located at https://www.dmdc.osd.mil/TEB/

2. The family members eligible for benefits under DEERS will be shown. (If a dependent's name is grayed out or the edit button does not work, it means that the member is not eligible for DEERS benefits and thus is not eligible to receive transferred benefits.)

3. The Service member will click the edit button for each family member you want to transfer benefits to. Choose the start date and end date, and number of months of benefit. (Spouses can use for 15 years after the member separates/retires; children can use until their 26th birthday)

4. Once the Service member added their family members, they should check all the boxes to indicate they have read and understand each statement on the transfer request page.

5. After they have submitted their request to transfer benefits, in the upper left corner of the TEB site, they will see the name, status submitted, and the date of status will be blank.

6. To track the status of their request, they will have to return to the TEB page and monitor the status.

7. After the request is approved, the status of their request will change to 'approved' and the date of status (approval) will be the date they ***submitted*** their request. The TEB site will automatically transfer the data to the VA, so that they can process a family member's request for a certificate of eligibility.

8. Once the request is approved, the family member has to submit a request for a certificate of eligibility to the VA. They should use VA Form 22-1990e, and can do so via the VA Web site: http://vabenefits.vba.va.gov/vonapp/main.asp

9. After receiving the certificate of eligibility from the VA, family members will provide the certificate to the school.

10. If the family member has not received the certificate of eligibility from VA, please submit an enrollment certification for the academic term to VA.

11. Spouses using transferred benefits while spouse is on duty will receive 100% of tuition and fees only.

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.

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 7/31/10 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. 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.

Chapter 30: Montgomery GI 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 10/1/09, the basic full-time monthly benefit is $1,368.00 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 $1,111.00 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 as the 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 $1,368.00 full-time chapter 30 benefits to $1,701.33.

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 $1,518.00 for categories IB, IC and some other categories, and to $1,265.00 for category 1A.

CHAPTER 30 (BASIC RATES)						
	3 years or more service			**Less than 3 years service**		
Starting	**Full-time**	**3/4-time**	**1/2-time**	**Full-time**	**3/4-time**	**1/2-time**
10/1/09	$1,368.00	$1,026.00	$684.00	$1,111.00	$833.25	$555.50
Less than ½-time: Reimburse tuition and fees, not to exceed ½-time rate. Quarter-time or less: Reimburse tuition and fees, not to exceed ¼ of the full-time rate.						

CHAPTER 34/30			
	Starting 10/1/09		
Dependents	**Full-time**	**3/4-time**	**1/2-time**
None	$1,556.00	$1,167.50	$778.00
1	$1,592.00	$1,194.00	$796.00
2	$1,623.00	$1,217.50	$811.50
Each Additional	$16.00	$12.00	$8.50
Less than ½-time: Reimburse tuition and fees, not to exceed ½-time rate with no dependents. Quarter-time or less: Reimburse tuition and fees, not to exceed ¼ full-time rate with no dependents.			

On Active Duty

Chapter 30 servicepersons are paid the veteran rate or a calculated rate that reimburses tuition and fees, whichever is **lower**. Servicepersons occasionally enroll a few days or weeks before their discharge from active duty. Servicepersons on terminal leave before discharge are paid as servicepersons while on terminal leave and as veterans starting the day following discharge. Always report tuition and fees for chapter 30 servicepersons and servicepersons on terminal leave.

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."

	Starting 10/1/09		
Service	**Full-time**	**3/4-time**	**1/2-time**
90+ days	$547.20	$410.40	$273.60
1 year +	$820.80	$615.60	$410.40
2 years +	$1,094.40	$820.80	$547.20

Chapter 1606: Montgomery GI 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 10/1/09, members of the Selected Reserve are entitled to full-time education benefits of $333.00 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 1606				
Starting	**Full-time**	**3/4-time**	**1/2-time**	**<1/2-time**
10/1/09	$333.00	$249.00	$165.00	$83.25

Chapter 35: Dependents Educational Assistance (DEA)

Educational Assistance paid to dependents of veterans. Starting 10/1/09, the full-time monthly rate is $925.00. 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 service member 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 35				
Starting	**Full-time**	**3/4-time**	**1/2-time**	**1/4-time**
10/1/09	$925.00	$694.00	$461.00	$231.25
Less than ½-time: Reimburse tuition and fees, not to exceed ½-time rate. Quarter-time or less: Reimburse tuition and fees, not to exceed ¼-time rate.				

Veterans Educational Assistance Program (VEAP)

VEAP is available if you first entered active duty between January 1, 1977 and June 30, 1985 and you elected to make contributions from your military pay to participate in this education benefit program. Your contributions are matched on a $2 for $1 basis by the Government. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Summary of Benefits Under the Educational Assistance Test Program (Section 901 of Public Law 96-342)

Section 901 is an Educational Assistance Test Program created by the Department of Defense Authorization Act of 1981 (Public Law 96-342) to encourage enlistment and reenlistment in the Armed Forces. Benefits are available to individuals who entered on active duty after September 30, 1980, and before October 1, 1981 (or before October 1, 1982, if entry was under a delayed enlistment contract signed between September 30, 1980, and October 1, 1981).

NOTE: Although Public Law 96-342 established a beginning date for the test program as October 1, 1980, the military service departments did not start offering the test program to new enlistees until December 1, 1980.

Air Force Eligibility Requirements for Section 901. All three of the following criteria must have been met to establish eligibility for this benefit.
Must have enlisted between December 1, 1980 and September 30, 1981.
Enlistment must have been in one of the following Air Force Specialties: 20723, 20731, 20830, 46130, 46230A, B, C, D, E, F, G, H, J, or Z, 46430, 81130
Enlistment must have taken place at one of the following locations: Beckley, WV; Buffalo, NY; Dallas, TX; Fargo, ND; Houston, TX; Jackson, MS; Louisville, KY; Memphis, TN; Omaha, NE; Philadelphia, PA; Seattle, WA; Sioux Falls, SD; Syracuse, NY

National Call to Service Program

This National Call to Service Incentive program requires a participant to perform a period of national service to be eligible for benefits. It is a Department of Defense program that is administered by VA.

NOTE SPACE FOR YOUR USE:

What is the Vocational Rehabilitation and Employment Program?

The Vocational Rehabilitation and Employment (VR&E) Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is sometimes referred to as the Chapter 31 program. The mission of VR&E is to help veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. For veterans with service-connected disabilities so severe that they cannot immediately consider work, VR&E offers services to improve their ability to live as independently as possible.

Services that may be provided by VR&E include:

- Comprehensive rehabilitation evaluation to determine abilities, skills, interests, and needs
- Vocational counseling and rehabilitation planning
- Employment services such as job-seeking skills, resume development, and other work readiness assistance
- Assistance finding and keeping a job, including the use of special employer incentives
- If needed, training such as On the Job Training (OJT), apprenticeships, and non-paid work experiences
- If needed, post-secondary training at a college, vocational, technical or business school
- Supportive rehabilitation services including case management, counseling, and referral
- Independent living services

Who is Eligible for VR&E Services?

To receive an evaluation for VR&E services, a veteran must:

- have received, or will receive, a discharge that is other than dishonorable
- have a service-connected disability rating of at least 10%
- submit a completed application for VR&E services

The basic period of eligibility in which VR&E services may be used is 12 years from the latter of the following:

- date of separation from active military service, or
- date the veteran was first notified by VA of a service-connected disability rating.

The basic period of eligibility may be extended if a Vocational Rehabilitation Counselor (VRC) determines that a veteran has a Serious Employment Handicap

What Happens after Eligibility is established?

The veteran is scheduled to meet with a VRC for a comprehensive evaluation to determine whether the veteran is **entitled** to services. The comprehensive evaluation includes:

- An assessment of the veteran's interests, aptitudes, and abilities
- An assessment of whether service connected disabilities impair the veteran's ability to find and/or hold a job using the occupational skills he or she has already developed
- Vocational exploration and goal development

What is Entitlement Determination?
A VRC determines whether a veteran has an employment handicap based on the results of the comprehensive evaluation. Entitlement to services is established if the veteran is within his or her 12-year basic period of eligibility and has a 20 % or greater service-connected disability rating and an employment handicap.
If the service-connected disability rating is less than 20% or if the veteran is beyond the 12-year basic period of eligibility, then a serious employment handicap **must be** found to establish entitlement to VR&E services.

What Happens after the Entitlement Determination is made?
The veteran and the VRC work together to:

- Select a VR&E program track leading to an employment or independent living goal
- Identify viable employment or independent living services options
- Determine transferable skills
- Explore labor market and wage information
- Identify physical demands and other job characteristics
- Narrow vocational options to identify a suitable employment goal
- Investigate training requirements
- Identify resources needed to achieve rehabilitation
- Develop an individualized rehabilitation plan to achieve the identified employment or independent living goal

What is a Rehabilitation Plan?
A rehabilitation plan is an individualized, written outline of the services, resources and criteria that will be used to achieve successful rehabilitation. It is an agreement that is signed by the veteran and the VRC and is reviewed annually to determine whether any changes may be needed.

Depending on their circumstances, veterans will work with their VRC to select one of the following Five Tracks of services:

- Reemployment (with a former employer
- Rapid employment services for new employment
- Self-employment
- Employment through long term services
- Independent living services

What Happens after the Rehabilitation Plan is Developed?
After a plan is developed and signed, a VRC or case manager will continue to work with the veteran to implement the plan to achieve suitable employment or independent living. The VRC or case manager may coordinate services such as tutorial assistance, training in job-seeking skills, medical and dental referrals, adjustment counseling, payment of training allowance, if applicable, and other services as required to achieve rehabilitation.

Summary of the Vocational Rehabilitation and Employment Program (Chapter 31) Process
A veteran who is eligible for an evaluation under Chapter 31 must complete an application and meet with a VRC. If the VRC determines that an employment handicap exists as a result of a service-connected disability, the veteran is found entitled to services. The VRC and the veteran will then continue counseling to select a track of services and jointly develop a plan to address the rehabilitation and employment needs of the veteran.
The rehabilitation plan will specify an employment or independent living goal, identify intermediate goals, outline services and resources needed to achieve these goals. The VRC and the veteran will work together to implement the plan and achieve successful rehabilitation.

If a veteran is found not entitled to services, the VRC will help the veteran locate other resources to address any rehabilitation and employment needs identified during the evaluation. Referral to other resources may include state vocational rehabilitation programs, Department of Labor employment programs for disabled veterans, state, federal or local agencies providing services for employment or small business development, internet-based resources for rehabilitation and employment, and information about applying for financial aid.

For More Information, Call Toll-Free 1-800-827-1000

What is CHAMPVA?
CHAMPVA is a health benefits program in which the Department of Veterans Affairs (VA) shares the cost of certain health care services and supplies with eligible beneficiaries (see Eligibility Fact Sheet 01-03 for criteria for CHAMPVA coverage). CHAMPVA is managed by the VA's Health Administration Center (HAC) in Denver, Colorado. We process CHAMPVA applications, determine eligibility, authorize benefits, and process medical claims.

Who is eligible for CHAMPVA?
To be eligible for CHAMPVA, the beneficiary cannot be eligible for TRICARE. CHAMPVA provides coverage to the spouse or widow(er) and to the children of a veteran who:
• The veteran is permanently and totally disabled (P&T) because of an adjudicated service-connected disability, or
• The veteran died as a result of an adjudicated service-connected disability or who at the time of death was rated P&T, or
• the veteran died while in an active duty status and in the line of duty, not due to misconduct. The term "active duty" may include periods of inactive duty for training.
Effective October 1, 2001, CHAMPVA benefits were extended to beneficiaries' age 65 and older. To be eligible, you must also meet the following conditions:
• If the beneficiary was 65 or older prior to June 5, 2001, and was **otherwise eligible** for CHAMPVA, and was entitled to Medicare Part A coverage, then the beneficiary will be eligible for CHAMPVA without having to have Medicare Part B coverage.
• If the beneficiary turned 65 before June 5, 2001, and has Medicare Parts A and B, the beneficiary must keep both Parts to be eligible.
• If the beneficiary turns age 65 on or after June 5, 2001, the beneficiary must be enrolled in Medicare Parts A and B to be eligible.

What does CHAMPVA pay?
In most cases, CHAMPVA pays equivalent to Medicare/TRICARE rates. CHAMPVA has an outpatient deductible ($50 per person up to $100 per family per calendar year) and a cost share of 25% up to the catastrophic cap (up to $3,000 per calendar year). You should collect the 25% allowable cost share from the patient except when the patient has other health insurance.
If the patient has other health insurance, then CHAMPVA pays the lesser of either 75% of the allowable amount after $50 calendar year deductible is satisfied, or the remainder of the charges and the beneficiary will normally have no cost share.

Can a beneficiary have other insurance and use CHAMPVA?
Yes. If the beneficiary has other health insurance (OHI), the OHI should be billed first. The explanation of benefits (EOB) from the OHI should then be submitted with the claim for reimbursement to CHAMPVA. By law, CHAMPVA is always secondary payer except to Medicaid, State Victims of Crime Compensation Programs and supplemental CHAMPVA policies.

What is the impact of Medicare on CHAMPVA?
As a result of a Federal law passed June 5, 2001, CHAMPVA expanded benefit coverage to eligible family members and survivors of qualifying veteran sponsors effective October 1, 2001.
If the beneficiary is eligible for CHAMPVA and also has Medicare Part A entitlement (premium-free hospitalization coverage) and Medicare Part B (outpatient coverage) we will cover many of the costs not covered by Medicare. CHAMPVA will pay after Medicare and any other insurance, such as Medicare HMOs and Medicare supplemental plans, for health care services and supplies.
CHAMPVA does not pay Medicare Part B premiums.

How do I get more information?
• Mail: VA Health Administration Center CHAMPVA PO Box 469028 Denver, CO 80206-9028
• Phone: 1-800-733-8387 Monday– Friday 8:05 a.m.– 7:30 p.m. Eastern Time
• FAX: 1-303-331-7804
• Email: Follow the directions for submitting secure email at this web link:
http://www.va.gov/hac/contact
• Website: **www.va.gov/hac**

For More Information Call Toll-Free 1-800-733-8387

Work Study Program

Who is Eligible for the Work Study Program?

- A student must receive VA education benefits as authorized under Title 38 USC, Chapters 33, 30, 31, 32, or 35; or Title 10 USC, Chapter 1606, Chapter 1607; and

- Attend school and receive benefits at the 3/4 or full time rate.

What Type of Work Does a Work Study Student Do?

Students must be assigned to work sites that will permit them to perform VA related activities. These work sites include, but are not limited to: Regional Offices, VA Medical Centers, Vet Centers, VA Outpatient Clinics, National Cemeteries, and local education institutions.

If assigned to a non-VA work site, the student's primary employment responsibilities must be to perform VA related outreach assignments.

NOTE: In the case of a student receiving education assistance under Title 10 USC, Chapter 1606, activities relating to the administration of the Chapter 1606 program at Department of Defense facilities are authorized.

How Much Does VA Pay?

Pay is based on the higher of the Federal minimum wage or the State/Local minimum wage. Work performed on or after the effective date of any minimum wage increase will be paid at the higher rate even though the contract may show a lower rate.

How Do Students Apply for the Work Study Program?

The student should contact their preferred work site supervisor to determine if there is an opening for work-study and if the supervisor will hire the student. If the student is unaware of work site locations, contact the St. Louis Work Study Unit (WSU) for work sites in their area. The WSU will give local work sites' names, supervisors' names and phone numbers for the student to contact.

If the work site would like to hire the applicant as a work-study, fax a completed VA Form 20-8691, "Application for Work-study Allowance" to the St. Louis WSU at (314) 552-9533. We would also like for the work site to identify the supervisor's name and phone number in block #18 for exact identification purposes. Please include a copy of the work-study position description with each application.

Work sites and schools should have a supply of these forms on hand for students. Contact the RPO WSU if you need any forms. These forms will also be mailed directly to a student upon request or given at the time of a personal interview.

How Many Students Can Work at a Work-Study Job Site?

Worksites are required to provide VA with an estimate of the number of work-study hours they need for the school year. The number of work-study students allowed at any approved work site is determined by the VA and is based on the type of work site (VA Regional Office, VA hospital, School, Military base) and the amount of VA related work available based on the position description provided by the school.

To contact Work Study call: 1-314-552-9861 between 10:00 am and 2:00 pm central time or email: WS.VBASTL@VA.GOV

NOTE SPACE FOR YOUR USE:

Department of Veterans Affairs

On the Job Training and Apprenticeship

Did you know Chapter 30, 32, 35,1606, and 1607 veterans can use their GI Bill benefits for apprenticeship training and on-the-job training (OJT), if they are employed and are being trained for the job?

Eligibility

Eligible veterans, National Guard or Reservists and Dependents of Veterans can receive GI benefits **in addition** to their salary when enrolled in a company's approved OJT or apprenticeship training program.

What is on-the-job training?

On-the-job training is training that occurred while actually performing a job and earning wages. Veterans may be eligible to receive GI Bill benefits while in an OJT program.

Getting an on-the-job training program approved

To be approved for education benefits the employer interested in establishing an OJT program must meet certain criteria.

• The employer identifies a job that requires entry-level training.
• The employer agrees to pay the veteran a set wage – commission, piece rate or other variables do not qualify as a set wage. There must be at least one wage-increase during the training period.
• The employer designates an on-the-job training supervisor.
• The employer agrees training will be conducted for at least six months and will not exceed 24 months.
• The employer agrees to the VA criteria of the on-the-job training program which, when approved by the State Approving Agency, becomes the standard for training.
• The employer agrees not to artificially lower the wage to compensate for the eligible monthly benefits the veteran is entitled to receive.
• The on-the-job training should lead to continuous employment for the veteran who completes the program.

Employers interested in having a training program approved should contact their State Approving Agency for Veterans Education and/or Training.

What is apprenticeship training?

Apprenticeship training is on-the-job training combined with related technical instruction. Veterans receive benefits while working full-time **and** receiving wages. Apprenticeship programs are usually two to five years in length.

Getting an apprenticeship training program approved

To be approved for education benefits the employer interested in establishing an Apprenticeship program must meet certain criteria:

• An employer identifies a trade or occupation that requires at least 2,000 hours of hands-on training.
• Apprentice wages start at a percentage of journey worker wages; they should progress during training to the journey worker wage at the completion of the training program.
• Apprenticeship training is typically for higher-level skilled occupations. Additionally, 44 hours a year of occupationally related classroom training are required. Upon completion of the program, the apprentice receives a state-recognized *Certificate of Completion* in the occupation.
• The employer agrees to the requirements of the apprenticeship training program which, when approved by the State Approving Agency, become the standards for training.
• The apprenticeship training should lead to continuous employment for the veteran who completes the program.

What happens after the program is approved?

After an employer's training program is approved, the employer receives an approval packet containing procedural information. The veteran receives a certification form each month, to verify the hours worked each month. The certifying official and the veteran must sign this form and keep a copy with the employee's other work records. **Note:** A supervisory visit will be conducted by the State Approving Agency at least annually with each active participating sponsor.

Monthly benefit check amount

Monthly benefit payment rates are based on a percentage of the full-time school rate, which varies depending on each veteran's circumstances. In most cases, the amount will be 75 percent of the basic full-time school rate for the first six months, 55 percent for the next six months and 35 percent for the balance of the program or until eligibility is exhausted.

COMPARISON OF EDUCATION PROGRAMS

	CH 33	CH 30	CH 35	CH 1606	CH 1607
ELIGIBILITY	Eligibility criteria are complex. The following statements are general snippets about eligibility criteria. Students should file an application so the Regional Processing Office can determine if they are eligible and the conditions of their eligibility.				
	Servicepersons who served on active duty for at least 90 aggregate days after 9/10/01.	2 years active duty, 3 years active duty, **or** 2 years active duty plus 4 years reserves.	Veteran's death or permanent and total disability result of service.	Completion of initial active duty for training. Must be active reservist with 6-year obligation.	90 days or more active duty support of contingency operation or full-time National Guard duty responding to national emergency.
BENEFITS FOR INSERVICE STUDENT	CH 33 100% tuition and fees. Other chapters the statutory rate or a calculated rate that will reimburse tuition and fees, whichever is **lower**. Servicepersons often apply for benefits a few days or weeks before their discharge from active duty. Servicepersons on terminal leave before discharge do not have to obtain their education officer's signature on the ***Application for VA Education Benefits***. Also, they are paid as servicepersons while on terminal leave and as veterans starting the day following discharge.				
	Eligible after completing 90 days of aggregate service.	Payable after 2 years continuous active duty.	No	Yes	Yes
ENTITLEMENT	**48 months maximum under two or more programs**				
	36 months. May extend to end of term if expires during term. Note: If there's a kicker, the kicker doesn't extend.	36 months. May extend to end of term if expires during term. Note: If there's a kicker, the kicker doesn't extend.	45 months. No extensions except for child in special restorative training.	36 months. No extensions.	36 months. No extensions.
DELIMITING DATE	15 years from last discharge or separation.	10 years from last discharge or separation. May extend for later period of active duty or disability that prevents completion of program.	**Child**: 8 years **Spouse**: 10 years. 20 years if vet rated permanent and total within 3 years of discharge. **Surviving Spouse**: 10 years. 20 years if death while on active. Eligibility rules are complex. Claimant should carefully read eligibility letter and call VA if questions and see online pamphlet	14 years from your beginning date of eligibility, or on the day you leave the Selected Reserve. May extend if disability incurred or aggravated by service in selected reserve prevents completion of program.	10 years from the separation date if separated after completing service contract and discharge isn't dishonorable. 10 years from chapter 1607 eligibility date if separated for disability.

Education Rates

As of October 1, 2009

	CH30-3 or more year obligation	Ch 30 Less than 3 year obligation	Chapter 1606 Selected Reserve	Chapter 35 Survivor & Dependents
Full Time 12 Credits or more	$1,368.00	$1,111.00	$333.00	$925.00
Three-Quarter 9-11 Credits	$1,026.00	$833.25	$249.00	$694.00
One-Half 6-8-Credits	$684.00	$555.50	$165.00	$461.00
Less than half-time more than 1/4 time	Tuition & fees not to exceed $684.00	Tuition & fees not to exceed $555.50	$83.25	Tuition & fees not to exceed $461.00
1/4 time or less	Tuition & fees not to exceed $342.00	Tuition & fees not to exceed $277.75	$83.25	Tuition & fees not to exceed $231.25
App/OJT 1st 6 Mos	$1,026.00	$833.25	$249.75	$674.00
App/OJT 2nd Mos	$752.40	$611.05	$183.15	$505.00
App/OJT Remainder	$478.80	$388.85	$116.55	$333.00 $168.00

Chapter 1607 (REAP)

	90 days but less than one year	Service of 1 year +	Service of 2 years +
Full Time	$547.20	$820.80	$1094.40
¾ Time	$410.40	$615.60	$820.80
½ Time	$273.60	$410.40	$547.20
< ½ time >¼	Tuition & fees not to exceed $273.60	Tuition & fees not to exceed $410.40	Tuition & fees not to exceed $547.20
¼ Time or less	Tuition & fees not to exceed $136.80	Tuition & fees not to exceed $205.20	Tuition & fees not to exceed $273.60

ELRs (Educational Liaison Representatives)

- Determine the proper measurement method for each course and record this information in the WEAMS.
- Advise schools on how to complete VA Form 22-1999, Enrollment Certification.
- Assist adjudicators with measurement issues.

Responsibilities of the Certifying Official

As the Certifying Official, you are responsible for certifying the enrollment and changes in enrollment of eligible students to the VA. This section will briefly describe your responsibilities.

The primary function of the Certifying Official is to let the VA know if a student is registered for classes by showing the type of training, program as approved by the State Approving Agency, beginning and ending dates, number of credit hours for the term or clock hours per week. You are also required to ensure prior credit is evaluated and credits granted are applied to the student's program of education.

A student may be certified after applying for admission and pre-registering for classes. The Certifying Official should encourage the student to look into financial aid since VA benefits are not sufficient to cover all educational costs. (VA students are paid benefits based on the number of approved credit hours they carry and under Chapter 33 the state maximum allowable tuition and fees rates.)

You can certify a student for VA benefits by filling out VA Form 22-1999, (Certification of Enrollment) or electronically certifying the student through VA-ONCE (an electronic certification program). They are basically the same, but VA-ONCE is faster. First familiarize yourself with the form, and then use the electronic method. We use the term Cert, short for Certification.

VA-ONline Certification Enrollment (VA-ONCE)

VA-ONCE is VA's web based computer program for electronically certifying student enrollments and changes in enrollment. Information on VA-ONCE is available by going to the following Internet address:
www.gibill.va.gov/school_info/once

What To Do When A Student Asks 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.

If the student asks; Am I eligible for VA benefits? I have questions about VA benefits.

Refer the student to the VA Education Call Center at toll-free **1-888-442-4551**, or to the VA Education web site at: http://**www.gibill.va.gov.** 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.

The following are questions you should ask the student, and information on how you should proceed.

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 for admission and are pre-registered for classes, you cannot certify their enrollment. Direct them to the Admissions Office and also recommend they apply for Financial Aid. Tell them to advise you when they have registered.

Did you have active military service, or are you an active reservist?

If they say "**YES"** continue with the following determinations and explain the student's responsibilities regarding withdrawals affecting a change of status, maintaining satisfactory progress, and taking only courses applicable toward the diploma, certification or degree goal.

Have you ever received VA education benefits before?

If the student says "**YES**" do the following:

- Have them fill out an application, VA Form 22-1995 or VA Form 22-5495 if they are a Chapter 35 student. The form does not need to be sent to VA if you follow the certification procedures.
- 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 multiple chapters - they were active and are now active reserve. Chapter 33 is the newest benefit and pays tuition and fees directly to the school, along with the student having potential eligibility for several stipends paid directly to the student. When students are eligible for multiple benefits encourage students to visit http://www.gibill.va.gov/GI_Bill_Info/CH33/step-by-step.htm to determine which benefit is best for them. Chapter 30 pays 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. VA students are entitled to a combined 48 months of full-time benefits under all chapters. Individuals transferring to the Post-9/11 GI Bill (Chapter 33) from the Montgomery GI Bill (Chapter 30) will be limited to the amount of remaining Chapter 30 entitlement, not to exceed 36 months of benefits.

- Individuals receiving Chapter 31 do not need to fill out either the 22-1995 or 22-5495, refer them to the Vocational Rehabilitation case manager for authorization.

If the student answers **"NO"**, do the following:

- Have them fill out an application, VA Form 22-1990 or VA Form 22-5490 if they are a Chapter 35 student. VA form 22-1990 can be filed electronically through the GIBILL web site at **www.gibill.va.gov.**

- Determine the type of military service that is involved

∗ If they have been ***discharged***, tell them they need a copy of their DD-214 copy 4 that they get at the time of their separation from active duty. They should submit this with their application for benefits. If they do not have a copy immediately available, **do not** delay submission of paperwork. VA will ask for a copy if necessary.

∗ If they are ***still on active duty***, they will not have a DD-214. Please **do not** delay submission of paperwork pending a DD-214. VA will ask for a copy if necessary.

∗ Individuals that signed a 6-year contract with a Unit either in the ***Active Reserves or National Guard*** that are actively drilling require a copy of the Notice of Basic Eligibility (NOBE) from their unit. If they do not have a copy immediately available, **do not** delay submission of paperwork. VA will ask for a copy if necessary

∗ 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 VA Form 22-5490. (They need to know the veteran's file or claim number.)

∗ If the student has a service-connected disability rated by the VA and wants to apply for Vocational Rehabilitation (Chapter 31), refer them to the Vocational Rehabilitation Specialist. Explain that they will be certified once VA furnishes the authorization (VA Form 28-1905) to the school.

Recordkeeping Requirements

The Certifying Official must retain copies of certifications and changes in enrollment

either in paper form or electronic form for three years. It is also helpful to keep copies of the Notice of Basic Eligibility (NOBE) and DD Form 214. The original document should be sent to VA. It may be beneficial to keep a copy of notes regarding any conversations with the student. You must keep VA student records for at least 3 years following the last date the student is certified.

Organizing Student Folders

Contents should be in chronological order. This will make it more convenient for anyone working with the folder. (School official, SAA, VA, etc.) Here are our recommendations on what should be included in a student's file and our suggestion on how to organize the files:

Left Side (Academic):

I. A copy of student's application for admission to the school
II. Copies of transcripts from ALL colleges and schools previously attended and our school's transfer evaluations
III. A summary grade report of the student's progress
IV. Copies of degree plans for all certified objectives with ALL credits posted
V. Copy of remedial/deficiency test scores and justification for any remedial/deficiency courses certified to VA
VI. Course substitution form from the department when applicable
VII. Course elective approval from the department when applicable
VIII. Copies of drop slips and/or withdrawal forms when applicable
IX. Other school documentation
X. Copy of academic suspension appeal approval document from the school

Right Side:

XI. Copies of VA Form 22-1990 or 22-5490 if available
XII. Copies of VA form 22-1995 or 22-5495 if available
XIII. Copies of all enrollment certifications (VA Form 22-1999) with class schedule
XIV. Copies of all notices of changes in student status (VA Form 22-1999b)
XV. Any correspondence from VA which you may receive for the student
XVI. Copies of DD-214's and NOBE's if available
XVII. Copy of tuition and fees charged to the student

Rules of Certification

Course Applicability

A program guide or graduation evaluation form should be kept in the student's file on the left side and courses certified should be checked. Only courses that satisfy requirements outlined by the program guide or graduation evaluation form can be certified for VA purposes. If a student takes a course that does not fulfill a program requirement, it can't be certified for VA purposes. If 12 credit hours are certified, all 12 must apply. If a student enrolls for 12 credits, but only 9 credits satisfy a program requirement, then certify 9 credits.

There are two exceptions to the rule about course applicability that apply to all chapters:

- The last quarter or semester before graduation, all credit taken can be certified if 1 or more of the credits **satisfy a graduation requirement**. Last means **last**. There is only one last quarter or semester.

- If the college allows substitutions for program requirements, VA will allow course substitutions if the school approves them and they are documented in the student's file.

Leveling Courses

If a school requires a student with a bachelor's degree to pursue undergraduate courses to satisfy admission requirements for a graduate degree program (leveling), then the courses required for admission may be certified as part of that graduate degree program. In order to certify the courses, however, the following requirements must be met:

- The student must apply to the school as a graduate degree-seeking student and the student must furnish the school transcripts of all previous education and training.

- The school must determine whether the student meets its matriculation criteria. This process includes evaluation of prior credit. If the student cannot matriculate immediately upon enrollment, then the requirements the student must meet in order to matriculate must be identified and documented.

- If undergraduate courses are required to matriculate, the school must prepare a statement on the school's letterhead, signed by a responsible school official–the department head, for example–that outlines the required undergraduate courses (identified by course number and name). This statement must be kept in the student's file.

- If the student is only certified for undergraduate courses, report training time

according to undergraduate credit measurement.

- If both graduate and undergraduate course work is certified, report training time according to undergraduate or graduate measurement, whichever is greater?

Repeat Courses

Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated.

Courses that are successfully completed may not be certified for VA purposes if they are repeated. If students must take additional courses in order to raise their GPA to graduate, the courses must be courses that have not already been successfully completed by the student.

Many schools have policies that allow failing or unacceptable grades to be replaced if repeated. For example, a school's grading policy may provide that only one unsuccessful attempt is computed into attempted credit or cumulative GPA. In effect, the original unsuccessful grade is replaced by a nonpunitive grade. Schools are not required to report successful grade replacements to VA as nonpunitive grades. **If a student is again unsuccessful and repeats a course a second time the second replacement grade must be reported to VA as a nonpunitive grade.**

Practical Training

Practical training is academic training that includes actual job experience. Practical training courses must be approved by the SAA. Some practical training is only measured in clock hours—a medical residency, for example— and some practical training is measured in credit hours. When a practical training course is measured in credit hours by a school, the school can certify the course by credit hours or by clock hours, whichever is to the advantage of the student. Twelve credit hours or 18 clock hours per week are equal to full-time.

Student Teaching

If a student takes a 6 credit hour student teaching course that requires 30-clock hours attendance a week, certify the course in clock hours. The student is ½-time by credit hours, but full-time by clock hours. If you certify clock hours, in remarks enter: "Student teaching course measured in clock hours for practical training."

Other Practical Training

Other courses may be approved by the SAA as practical training; for example, externship, internship, and practicum. Like student teaching, these courses can be certified in credit hours or by clock hours, whichever is to the student's advantage. Examples: (1) If a student takes a 6 credit hour externship that requires 24-clock hours attendance per week, certify the course in clock hours. (2) It's possible to certify credit hours and clock hours during the same quarter or semester. If a student takes a 3-credit lecture course and a 4-credit internship that requires 12 clock hours per week, certify 3 credit hours and 12 clock hours. Seven credits would

be ½-time, but 3 credits and 12 clock hours would be ¾-time. In remarks enter, "Student taking a 3 credit lecture course and a 3 credit, 12 clock hour internship. Measure according to M22-4, Part IV, Paragraph 7.09."

Independent Study (Internet and Distance Learning)

Independent study is a course or program offered without regularly scheduled, conventional classroom or laboratory sessions. The courses or programs must consist of a prescribed curriculum with provision for interaction by mail, telephone (toll-free to the student), computer, or personally between the student and a regularly employed faculty member of the school. Independent study courses are paid the same as resident courses. Independent study courses and programs must be accredited and must lead to a standard college degree or certificate at an Institution of Higher Learning (IHL). Further, **they must be specifically approved for VA purposes by the SAA**.

Credit for Internet and distance learning courses and programs can be certified. The courses must have a defined begin and end date. Usually these dates are standard quarter and semester dates.

Any course (including a hybrid or blended):

VA has a regulation that defines residence training (see 38 CFR 21.4267(d) and (e)) that meets the definition of residence training will qualify a student for the housing allowance. Hybrid and blended courses are not automatically considered distance learning.

> **In-residence** training for undergraduate students consists of regularly scheduled standard class sessions (at least once every two weeks). The total number of hours of classroom instruction (based on 50 minutes of instruction per hour) must equal, or be greater than, the number of credit hours awarded for the course multiplied by the number of weeks in the term.
>
> EXAMPLE: A student is enrolled in a 3-credit course over a 16 week semester. The course must be scheduled for a total of 48 hours of class sessions and meet at least every other week.
>
> In-residence training for graduate students consists of regularly scheduled standard class sessions, research (either on or off campus), or a combination of both.

Distance learning

Distance learning consists of interaction between the student and the instructor (who is physically separated from the student) through the use of communications

technology instead of regularly scheduled, conventional classroom or laboratory sessions. Communications technology includes mail, telephone, audio or videoconferencing, computer technology (on-line internet courses or email), or other electronic means such as one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadway lines, fiber optics, satellite, or wireless communications devices.

Any courses that consist of some interaction using communications technology and some weeks of standard class sessions, but that do not meet the requirements to be classified as in-residence training, are considered distance learning.

Audited courses

Audited courses may not be certified. If the school's grading policy allows a student who registers for credit to later change to audit, report the change from credit to audit as a withdrawal, effective the day the student changed from credit to audit. Report the withdrawal as you would other withdrawals

Program of Education

The Program of Education certified must be a program offered by your school and approved by the State Approving Agency (SAA). Approved programs are listed in the SAA approval letter and in VA's Web Enabled Approval Management System (WEAMS). Your approved programs are available for review at inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do

Enter approved programs as listed in WEAMS into VA-ONCE. Select Admin/Maintenance/Standard Programs. On the Bio screen, enter the name of the student's "Program" from the drop down list.

- **Undeclared Major**

Students pursuing a bachelor's degree may not have to declare a major before their junior year at some schools. If a freshman or sophomore hasn't declared a major, report the student's program as "Bachelor (undeclared)". The student cannot be certified beyond his or her sophomore year unless a major is declared.

- **Nonmatriculated Students**

VA defines matriculated as having been formally admitted to a college or university as a degree-seeking student. VA educational benefits cannot be paid to nonmatriculated college or university students unless they are pending admission to your school. In that case they can be certified for two quarters or semesters. The student can be certified beyond this two-term limit only if the student is admitted to your school as a degree-seeking student, irrespective of the number of credits taken.

Certify nonmatriculated students' as "Bachelor (nonmatriculated)" or "Post-baccalaureate (nonmatriculated)" and certify for one quarter or semester. The student can only be certified one more quarter or semester as a nonmatriculated student. The only courses that can be certified are those required for admission and those required if admitted. When a nonmatriculated student is formally admitted change and save the program name on the student's VA-ONCE BIO page.

NOTE: A student who isn't matriculated at your school may be pursuing a degree at another college or university. The two-quarter or two-semester limit doesn't apply to a Guest Student taking courses at your school that apply to a program at another school.

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 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.

Advance Payment

Chapters 30, 35, 1606, and 1607. Not available for chapter 33 at this time.

Advance payment provides funds at the beginning of a school term to help the student meet expenses concentrated at the beginning of the term. Advance payment is the amount payable for the initial month or portion of a month the quarter or semester begins plus the amount payable for the following month.

Participation in advance payment is voluntary on the part of schools. If you aren't set up for advance payment and want to be, contact your ELR. Schools must certify they can carry out the provisions of advance payment: Schools must handle advance paychecks securely and they must give the advance paycheck to the student when he or she registers (or not more than 30 days before the beginning of school if registration is earlier).

Advance payment is authorized for all chapters, but can't be processed for chapter 33 yet due to system limitations. If a school participates in advance payment, it can be paid if:

- The student requests advance pay, **and**
- There's more than 30 days between terms and break pay won't be paid. The student is enrolled at least half-time, **and**
- VA receives the advance payment request at least 30 days but not more than 120 days before the enrollment period.

Create a form students can sign and date to request advance pay. If a student wants advance pay, have the student complete the form and staple it to the file copy of the Cert. If you have a signed request, check the "Advance Pay" box when you create the student's Cert for the quarter for which he or she is requesting advance pay. The Cert will be annotated "Advance Payment Requested and Signature of Student on Record".

Advance pay requests should be submitted 30 to 120 days before the begin date. The check will be sent to the school, payable to the student. A separate Certification of Delivery (VA Form 22-1999V) will be sent to the school. When the check is given to the student, immediately complete and return the Certification of Delivery.

An advance payment will pay the first and second month. The first month may be a partial month, with payment prorated for the number of days attended that month. Advance pay for a student certified 9/21/10 through 12/11/10 would pay 9/21/10 through 10/31/10. Since VA normally pays after a month is completed, the student wouldn't receive another check until December when payment for November is made.

When an advance paycheck is issued, the next check won't issue unless the Certification of Delivery mailed to the school is received and processed by VA. If VA sends a letter that says a Certification of Delivery you returned wasn't received,

there are three things you can do.

- Call VA (1-888-442-4551) and explain the problem to the Education Case Manager who answers the phone. If the Certification of Delivery has not been input, ask the Education Case Manager to input the certification of delivery.

- Contact us in the Right Now Web system, explain the problem and ask us to enter the certification of delivery (COD) on the CERT screen.

- Send or transmit VA Form 22-1999b annotated “In lieu of COD–advance pay check delivered” in remarks.

VA-ONCE: *Create a form that students can sign and date to request advance pay. Attach the completed form to* ***your file copy*** *of the 1999. If you have a signed request, check the “Advance Pay” box when you create the 1999. The 1999 will be annotated “Advance Payment Requested and Signature of Student on Record”.* ***As an alternative****, the student can simply sign your 1999 file copy next to the advance payment annotation.*

NOTE SPACE FOR YOUR USE:

RATE OF PURSUIT AND TRAINING TIME

Undergraduate

Rate of Pursuit (Chapter 33)

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.

The chapter 33 housing allowance is paid if rate of pursuit is more than 50%.

Training Time (Chapters 30, 35, 32, 1606, and 1607)

VA benefits are paid based on training time. In a standard quarter or semester, VA measures training time as follows:

12 credit is full-time
9-11 credit is ¾-time
6-8 credit is ½-time
4-5 credit is less than ½-time (<½-time)
1-3 credit is ¼-time or less (<¼-time)

Graduate

Rate of Pursuit (Chapter 33)

VA calculates rate of pursuit based on the training time reported by the school. The monthly housing allowance is paid if rate of pursuit is more than 50%.

Training Time (Chapters 30, 35, 1606, and 1607)

VA benefits are paid based on the training time certified by the school.

Clock Hours

Sometimes training can be measured by clock hours. Practical training, advance professional training such as medical residencies, and some vocational/technical programs.

If a program is measured in clock hours, benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported. If clock hours per week vary **and** the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates.

Full-time measurement is 18 clock hours if classroom instruction predominates and 22 clock hours if shop practice predominates. The clock hour measurement for all approved programs measured and paid by clock hours is listed in WEAMS (Web Enabled Approval Management System).

Rate of Pursuit (Chapter 33)

Converting clock hours to equivalent credit hours by adding the total number of clock (18 hours or 22 hours), pursued during the term, quarter or semester; dividing the sum of by the total number of weeks in the training program, multiplying the result rounding to the nearest hundredth.

Tuition Assistance Top-up

To be eligible for the Top-up benefit, the student must be approved for federal Tuition Assistance by a military department and be eligible for The Post 9/11 GIBILL and the MGIB-Active Duty benefits. To be eligible for MGIB benefits, the student must be an **MGIB - Active Duty** (chapter 30) participant and must have served at least 2 full years on Active Duty. A reservist receiving federal Tuition Assistance could use the Top-up program as long as he/she qualifies for chapter 30.

The **amount of the benefit** is limited to the amount that the student would receive for the same course if regular MGIB benefits were being paid. In no case can the amount paid by the military combined with the amount paid by VA be more than the total cost of the course.

If a student receives the Top-up benefit, his or her regular MGIB entitlement will be reduced. The amount of entitlement charged for Top-up payments is determined by dividing the amount of the payment by the claimant's full-time monthly rate.

The benefit is available for all courses that began on or after October 30, 2000. A copy of the Tuition Assistance Authorization form for the course that has been signed by an authorized military official will be required.

If student hasn't previously filed a claim for MGIB, he/she should do the following:

- Request TA from his/her branch of service. Refer them to his/her military education services officer or education counselor. **Do not submit a VA 22-1999 on a TA student.**

- Complete an application for VA education benefits, VA Form 22-1990. Indicate "Top-up" on the VA application in item 1A under the MGIB–Active Duty block.

- Send Tuition Assistance approval form, along with the application for VA education benefits, to the VA Regional Processing Office where you are

attending school.

If the student has previously filed a claim for MGIB and was not denied benefits, simply submit the signed TA approval form to the VA Regional Processing Office that handles the claim.

Important Note: These claims are handled differently from claims for MGIB without TA. For Top-up claims, the student **does not** need to check in with the school official that certifies VA benefits. VA does not need an enrollment certification on VA Form 22-1999. Top-up can be used for education programs that are not approved for other benefit programs, because Top-up is payable for **any** course for which TA is payable under DoD criteria.

VA determines their eligibility for MGIB. If the student is eligible for MGIB, the TA approval form establishes their eligibility for Top-up. No certifications from the school are needed.

What about the signatures on the TA approval form? The approving DoD officials must sign the TA approval form. Some branches of service require the commanding officer's signature; some require the education service officer's signature.

TA Federal Funds & CH33:

Schools should report the amount of tuition and fees initially charged the individual after deducting any amounts paid with **Federal Funds** (excluding title IV funds).

1. Examples of programs that provide educational assistance with non-title IV Federal Funds include:
   - Reserve Officers Training Corps (ROTC)
   - Military Spouse Career Advancement Accounts (MyCAA)
   - Health Professionals Scholarship Program (HPSP)
   - Government Employees Training Act (GETA)

NOTE: The list above is not all-inclusive. It just lists examples of Federal programs that offer tuition assistance to certain individuals.

2. The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

- Unsubsidized and Subsidized Federal Family Education Loans (FFEL),
- Unsubsidized and Subsidized Federal Direct Stafford Loans,
- Federal Perkins Loans,
- FFEL Parent (PLUS) Loans, Federal Direct PLUS Loans,
- Federal Pell Grants,
- Federal Supplemental Educational Opportunity Grant.

VA Payment Application: VA should always be considered as first payer. VA will pay the amount the individual is entitled to under the Post-9/11 GI Bill. Even if that payment comes in after other payments are received, the school should accept VA's payment and return any additional funds received to other sources in accordance with established policies. We are aware that some state laws require National Guard tuition assistance to be returned to the guard unit. Schools should be sure to issue refunds in accordance with their state laws and published policies.

VA will pay the amount an individual is entitled to under the Post-9/11 GI Bill. VA has no authority to provide guidance regarding the impact of receipt of Post-9/11 GI Bill payments on non-federal financial aid. Eligibility and/or continued eligibility to non-federal financial aid should be coordinated between the recipient and the provider.

NOTE SPACE FOR YOUR USE:

RESOLVE PROBLEM CASES USING RIGHT NOW WEB

What does the Internet inquiry system do?
The Internet inquiry system allows you to find answers to frequently asked questions without calling the 1-888 toll free number. Claimants/Veterans who have been using the inquiry system are very pleased with the ease of using it. One of the most popular features is the search feature. This feature allows you to find answers to questions by category. We currently have added a category for certifying officials with regard to questions about VA-ONCE. To view these Q&A you must be logged on to the system as a School Official. We plan on expanding this feature with many more frequently asked questions pertinent to certifying officials. The inquiry system also allows users to ask VA questions not in the "Answers" area. If the answer is not available, or if you have a question on a certain student, you can send an inquiry to VA using "Ask a Question."

What should I do now?
In order to use the Internet inquiry system it is necessary to create an account. Please do not feel intimidated by the registration process! You only need to register once to use the system. Once you have your password you will use your login and password to access special information for school certifying officials and to submit inquiries on problem cases and read our replies.

How do I send an Inquiry?
Once you have been registered, go to the "Ask a Question and Answers" area of our website. Click on login. Enter your e-mail address and password. Once you are logged in, click on "Ask a Question" and fill out the form. If you have a problem case where payment is due, enter "School Certifying Official Hardship Case" in the subject line. Your inquiry will be handled on a priority basis
(24 to 48 hours). If you have a general inquiry such as delimiting date or remaining entitlement, please do not identify it as a hardship case. You should receive a reply to your general inquiry in 3 to 5 working days. *NOTE: you will receive a system-generated message when you submit your question advising you to expect an answer in 8 to 10 days.*

IMPORTANT: *Responses to your inquiries are not e-mailed to you. You must go to the website, click on "Ask a Question and Answers" and login in order to view the answers. Responses to your inquiries will be in the area, "My Questions and Answers." Click on the "Questions" button to see a listing of your inquiries.*

Who do I contact if I have question?
If you have any questions about the new inquiry system please call us toll free at 1-888-442-4551 or contact your ELR.

How to register to use the VA inquiry system.

The Education Service's Frequently Asked Questions web site provides a safe and secure way to correspond with the VA Regional Processing Offices. The site uses 128 bit data encryption to insure that the personal questions you ask and the answers we give will always remain confidential.

The following text will lead you through the registration or enrollment process. We believe the process is straightforward and simple.

1. Go to our web site at www.gibill.va.gov, click on Question and Answers on the left side of the page, at the top you will see a tab, "Ask a Question".

2. Complete the page providing the following information:
   - **E-mail address** -- Self explanatory
   - **Subject** – "School Official" – This is important since we use it to route this Inquiry to someone who can set-up your account.
   - **Question** -- Provide the name of your school and the VA Facility Code
   - **Product** – Select "GI Bill" from the drop-down menu
   - **Category** – Select "VA-ONCE School Officials ONLY" from the drop-down menu

This information is important because we use it to establish your account as a school official, and some of the information gives your inquiries priority routing once they enter our system.

Note: If you already have an account set-up, you are done at this point. We ask that you access your account information to make sure it is current.

3. Now you are on our last form. **Remember, you only have to do this once.** Again, you have several items to complete. **Password:** Make up a strong password- something you can remember but not too easy.
   - **Verify Password:** Just type it again to make sure you have it right.
   - **First Name:** Your first name
   - **Last Name:** You got it- your last name
   - **State:** The State where your school is located. This is important because the questions are routed initially to the appropriate RPO based on this field.
   - **Soc Sec / Claim Number:** Just leave it blank or you can put in your school's facility code.
   - **Suffix:** Leave it blank
   - **Phone Number:** Provide a phone number where you can be reached. You never know we just might call you.

   Finally, Click on the "Create Account" button and you are done.

ENROLLMENT CERTIFICATIONS BASICS

The certifying official will generally be certifying the student's entry into training by completing an Enrollment Certification. If using the VA Form 22-1999, **DO NOT GIVE THIS FORM TO STUDENTS TO FILL OUT!** Entitlement to benefits administered by VA cannot be established nor award action taken until the Enrollment Certification is properly completed by the school's or training facility's certifying official and received by VA. In limited instances involving telephone inquiries or special hardship cases, a verbal certification by the certifying official may be accepted. Written confirmation, however, should follow. If an Advance Payment is delivered to the student, a VA Form 22-1999v, Certification of Delivery of Advance Payment and Enrollment (COD), must also be submitted within 30 days after the student begins training. It is recommended that the certifying official make a copy of any VA Form 22-1999v completed as evidence of having submitted that certification.

Supplies of VA Form 22-1999 are distributed to all institutional certifying officials by the VA regional processing office or ELR. Contact your ELR to obtain the form. It is not available from the VA web site.

Chapter 33

Certify chapter 33 when all enrollment data is known; credit (resident 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.

Chapters 30, 35, 32, 1606, and 1607

Certifications can be submitted before the term begins, unless training time is less than ½-time, the student is on active duty, or accelerated payment is requested.

Mailing and Transmitting Enrollment Certifications

Education claims are processed in St. Louis. The address is:

Department of Veterans Affairs
VA Regional Processing Office
PO Box 66830
St. Louis, MO 63166

Enrollment certifications can be submitted up to 120 days before the term begins, unless training time is less than ½-time or the student is on active duty. If a student is less than ½-time or on active duty, the Enrollment Certification must be submitted on or after the first day of class and tuition and fees must be reported. Enrollment Certifications for flight training must also be submitted on or after the first day of training.

VA-ONCE: *If an* ***original*** *application (22-1990 or 22-5490) must be filed,* ***you may transmit*** *the 1999 electronically.* ***IMPORTANT: In remarks state the application was mailed or transmitted electronically and the date sent****. When sending subsequent enrollments, do not enter anything in the 1999's remarks section unless it's required or absolutely necessary. Use those remarks exactly as they are described.*

Electronic 1999s are processed by VA's Electronic Certification Automated Processing (ECAP) program. Some 1999s can be processed by ECAP the day they are received. If there's an entry in the remarks section, ECAP can't process the 1999 completely. It can only input the 1999's data into a "pending issue file" and refer the 1999 to an adjudicator to review and to finish. Some examples of unnecessary remarks are: Confirmed Enrollment, Summer 1999, full-time, overlapping terms, accelerated terms, and Chapter 30.

Keep in mind that ECAP can currently only process up to 3 separate enrollment lines per enrollment certification. Please try to limit your electronic submissions to 3 enrollment lines at a time. However, it is important to list each term separately. For instance, don't combine the academic year into one line if the student is taking the same number of hours each quarter or semester. Each quarter or semester should be reported on a separate line.

TYPE OF TRAINING

Select the appropriate “Training Type” for the student’s program. The types of training available at your school are preset on your VA-ONCE site by your ELR.

- Select “IHL_Undergrad” for undergraduate degree programs, post-baccalaureate programs required to obtain a teacher certification or endorsement, and post-baccalaureate courses required to gain admission to a graduate degree program.

- Select “IHL_Grad” for graduate degrees and graduate certificates.

- Select “NCD (Noncollege Degree)” for diploma and certificate programs.

NOTE SPACE FOR YOUR USE:

ENROLLMENT PERIODS

Academic years are divided into enrollment periods. VA defines these enrollment divisions as:

- **Ordinary School Year**: Generally a period of 2 semesters or 3 quarters which is not less than 30 nor more than 39 weeks in total length.
- **Term**: Any regularly established division of the ordinary school year under which the school operates.
- **Quarter**: A division of the ordinary school year from 10 to 13 weeks long.
- **Semester**: A division of the ordinary school year from 15 to 19 weeks long.
- **Summer term**: The whole of the period of instruction at a school which takes place between ordinary school years. A summer term may be divided into several summer sessions.
- **Summer session**: Any division of a summer term.

Certifying Enrollment Periods

Each quarter, semester, term, or session is a new cert. Select the enrollment period you want to certify from the “Term Name” drop-down list when you create a new Cert. VA-ONCE will enter the Term Name, Begin Date, and End Date. Enrollment periods that aren’t stored in “Standard Terms” can be typed directly into a new Cert.

A standard quarter is 10 to 13 weeks in length and a standard semester is 15 to 19 weeks in length with courses beginning the first week and ending the last week, the last day of final examinations. **The start date is the first day of the quarter or semester and the end date the last day of final examinations.**

Terms and sessions vary in length and have start dates and end dates. When courses begin the first week and end the last week of the term or session the start date is the first day of the term or session and the end date is the last day of the term or session.

If a course doesn't begin and/or end the first and last week of a standard quarter, semester, term, or session, then certify the actual begin date, end date, and credit for the course(s) on a new Cert.

Enrollment Dates (Chapter 33)

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 terms (modules, or units), certify the number of terms that approximate the length of a standard quarter or semester.

Enrollment Dates (Chapters 30, 35, 32, 1606, and 1607)

Certify students for one or more enrollment periods. If when you certify the fall enrollment period you know the student plans to attend through spring, then certify the student for both fall and spring. If a student will attend summer, certify summer as soon as you know the student's summer schedule. Certify the student's summer enrollment period(s) before you certify the early fall registration and spring term.

SUMMER TERMS AND NON-STANDARD ENROLLMENT PERIODS

Standard quarters are 10 to 13 weeks in length and standard semesters are 15 to 19 weeks in length. Standard quarters and semesters generally adhere to the school's academic calendar. When a session or course doesn't follow this standard format, certify the actual begin date, end date, and credit for the session or course. Courses taken during a defined session–an eight week summer session, for example–should be certified from the beginning date to the ending date of the session if the courses start the first week and end the last week of the session.

Credit Equivalents

VA converts credit earned during nonstandard quarters or semesters to credit hour equivalents. **VA makes the conversion, not schools. Schools must report actual credit.** Credit hour equivalency tables are on the page. The formula for converting quarters or semesters to credit equivalents is the same, except for the multiplier. The formulas are:

- **Quarter:** Credit × 12 ÷ weeks = credit hour equivalents. Four quarter credits earned in 4 weeks, for example, is the equivalent of 12 credits earned during a standard quarter (4 × 12 ÷ 4 = 12) and will pay full-time for 4 weeks.

- **Semester:** Credit × 18 ÷ weeks = credit hour equivalents. Four semester credits earned in 4 weeks is the equivalent of 18 credits earned during a standard semester (4 × 18 ÷ 4 = 18) and will pay full-time for 4 weeks.

VA pays education benefits for nonstandard enrollment periods based on credit equivalents. Remember, schools report actual number of credits; VA makes the conversion. When enrollment periods overlap, credit hour equivalents for the period of overlap are combined.

Equivalency Tables

The credit hour equivalency tables below shows undergraduate training time for nonstandard length quarters and semesters at schools where 12 credits is full-time.

NOTE: These tables are for assisting you in determining training time. VA claims examiners use the formula and do not use these tables to determine training time.

Calculate number of weeks by counting the number of days in the enrollment period (first day through the last day) and dividing by 7. Disregard a remainder of 3 days or less and consider a remainder of 4 days or more a full week.

Equivalency Tables

www.gibill.va.gov/Training/Job_Aids.html

Quarter Hour Equivalency Table

Number of Weeks Per Term

Quarter Hours 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

Semester Hour Equivalency Table

Number of Weeks Per Term

Semester Hours 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

NOTE SPACE FOR YOUR USE:

Equivalent credit hours

Schools complete VA Form 22, 1999, Enrollment Certification, showing the number of credit or clock hours the student is enrolled in.

Schools follow special certification requirements for independent study, noncredit courses (deficiency, remedial, or refresher), open circuit television, and other special situations, see ELR for assistance.

NOTE: The following is an example of how a Veterans Claim Examiner will enter the enrollment information into our award system. The student is enrolled as follows in a school in which 12 semester hours is considered full time:

Term 1: 10/1/09 through 12/20/09 (12 weeks) 4 semester hours
Term 2: 10/15/09 through 12/6/09 (8 weeks) 4 semester hours

Equivalent Credit Hours
Term 1: (4 x 18)/12 = 6
Term 2: (4 x 18)/8 = 9

Authorize:
1/2 time from 10/1/09 (based on 6 equivalent credit hours)
Full time from 10/15/09 (based on 15 equivalent credit hours)
1/2 time from 12/7/09 through 12/20/09 (based on 6 equivalent credit hours

NOTE SPACE FOR YOUR USE:

Resident Training and Distance Learning

Undergraduate Resident Training

In-residence training for undergraduate students consists of regularly scheduled standard class sessions (at least once every two weeks). The total number of hours of classroom instruction (based on 50 minutes of instruction per hour) must equal, or be greater than, the number of credit hours awarded for the course multiplied by the number of weeks in a standard quarter or semester.

> **Example**: A student is enrolled in a 3-credit semester course with 15 weeks of instruction followed by a final exams week. The course must be scheduled for a total of 45 hours of class sessions and meet at least every other week.

Courses approved as practical training for example internship, practicum, and externship, are considered resident training. A course of student teaching or flight training that is part of a standard undergraduate degree is also considered resident training.

Graduate Resident Training

In-residence training for graduate students consists of regularly scheduled, conventional classroom or laboratory sessions; or

- Consists of research (either on campus or in absentia) necessary for the preparation of the student's master's thesis, doctoral dissertation, or similar prerequisite treatise, or
- Consists of a combination of scheduled classroom or research.

Distance Learning (Independent Study)

NOTE: NONACCREDITED SCHOOLS CANNOT CERTIFY DISTANCE LEARNING (INDEPENDENT STUDY) COURSES. Courses offered in whole or part by independent study cannot be approved at nonaccredited schools.

Distance Learning (Independent Study) consists of interaction between the student and the instructor (who is physically separated from the student) through the use of communications technology instead of regularly scheduled, conventional classroom or laboratory sessions. Communications technology includes mail, telephone, audio or videoconferencing, computer technology (on-line internet courses or email), or other electronic means such as one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices.

Courses that consist of some interaction using communications technology and

some weeks of standard class sessions, but don't meet the requirements to be classified as residence training, are considered distance learning

Distance leaning courses must have a defined begin and end date based on the school's regularly established practices. Usually these dates are standard quarter, semester, or term dates.

Remedial and Deficiency Courses

Remedial and deficiency credit should be put in the R/D column, rather than the credit (Cr) column. When students have both credit and R/D credit, VA combines the credit to determine training time. R/D credit is used to correctly charge entitlement for chapter 35 students. Deficiency courses do not need to be listed in remarks.

NOTE: Remedial and deficiency courses offered as independent study (online) cannot be approved and cannot be certified to VA.

Certifying Credit (Chapter 33)

Note: Only courses that satisfy requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. If a student takes a course that does not fulfill a program requirement, it can't be certified for VA purposes.

Chapter 33 tuition and fees, monthly housing allowance (rate of pursuit), book stipend, and Yellow Ribbon benefits are based in whole or part on the number of credits certified. Students whose enrollment is exclusively distance learning are not eligible for the housing allowance.

Undergraduate

If the course does not meet the undergraduate resident training definition the course must be certified as a distance-learning course.

Certify the actual number of resident credits (Cr) and distance learning credits (Dist) the student takes that are required to complete his or her program. When using VA-ONCE if resident credit "Cr" is "0" leave the field blank and if distance "Dist" credit is 0, enter 0. Don't include distance-learning credits under "Credit" or resident credits under "Dist." When added together, "Credit" and "Dist" should equal the student's total college credits. If taking remedial credits, report in the "R/D" field. Remember all remedial courses must be taken in-residence.

Graduate

If the course does not meet the graduate resident training definition the course must be certified at a distance course.

Certify the actual number of resident credit (Cr) and distance learning credit (Dist) the student takes that are required to complete his or her program.

If Training Type is “IHL Grad” on the student’s Bio Page there will be a TT/FT box on the “certs” page. Enter the number of credits your academic regulations require to be considered full-time for the enrollment period certified. The number of credit can vary by program or enrollment period. VA will divide the number of credits certified by the number of credit required to be full-time to determine rate of pursuit.

Example: If a student takes 6 credits fall semester enter 6 credits. If the school’s academic regulations state 9 credits or more is full-time enter 9 in the TT/FT box. VA will divide credit taken by full-time (FT) to determine the student’s rate of pursuit (6 ÷ 9 equals .66). The student’s rate of pursuit is 66% and the housing allowance is payable. Rate of Pursuit determines the Monthly Housing Allowance.

Certifying Credit (Chapters 30, 32, 35, 1606 and 1607)

Note: Only courses that satisfy requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. If a student takes a course that does not fulfill a program requirement, it can’t be certified for VA purposes.

The Distance Learning field (Dist) in VA-ONCE is only enabled for chapter 33. Resident credit and distance learning credit is reported separately only for chapter 33. If member is only taking a distance-learning course they are not eligible for the Monthly Housing Allowance under CH33.

Undergraduate

Enter the number of credit the student will take each quarter, semester or term. If the student will be full-time, but you don't know the exact number of credit the student will take, enter 12. In a standard quarter or semester VA considers:

- 12 credits or more are full-time
- 9-11 credits are ¾-time
- 6-8 credits are ½-time
- 4-5 credits are less than <½-time
- 1-3 credits are ¼-time or less

Graduate

Enter the training time (full, ¾, etc) in the TT/FT for the enrollment period based on your school’s academic policy.

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.

Tuition

Tuition is the actual established charges for tuition that similarly circumstanced non-veterans enrolled in the program of education are required to pay.

Fees

Fees are mandatory charges (other than tuition, room, and board) applied by the school for pursuit of an approved program of education. Fees include, but are not limited to, health premiums, freshman fees, graduation fees, and lab fees. Fees do not include study abroad course(s) unless the course(s) is a mandatory requirement for completion of the approved program of education.

Chapter 33

Tuition and fees must be reported for all chapter 33 students. Tuition and fees are reported separately, not combined.

If the student is charged out-of-state tuition add the VA Standard Remark, “Student is Not A Resident and is Being Charged Out-Of-State Tuition And Fees.”

Chapters 30, 35, 1606, and 1607

Tuition and fees must be reported for enrollment periods when training time is less than ½-time, when the student is on active duty, and when accelerated payment is requested. If none of these conditions apply, tuition and fees do not have to be reported and you can enter 0 in tuition and in fees. When reporting tuition and fees, report the actual tuition and fee amounts charged for the credit certified.

If you certify overlapping enrollment periods report tuition and fees for any enrollment period that’s less than ½-time by itself. Example: If you certify 9 quarter credits for an 8-week summer session and 3 credits for an 11-week summer quarter that both begin 6/15/09, then tuition and fees must be reported for the 3 credit, 11 week quarter. Report the amount charged for the 3 credits, not the amount charged for all 12 credits.

NOTE: Put the tuition and fees if you are unsure of the benefit type, this will save us from development causing delays in delivering benefits.

Yellow Ribbon

The chapter drop down menu on a student’s VA-ONCE BIO page includes 33 and 33Yellow selections. If your school participates in the chapter 33 Yellow Ribbon Program and the student will be a Yellow Ribbon participant select 33Yellow. If the

student will not participate in the Yellow Ribbon Program select 33.

Enter the amount the school will contribute. The amount entered must be greater than zero.

Accelerated Payment (Chapter 30 & 1607)

The Veterans Education and Benefits Expansion Act of 2001 authorized accelerated payment for Chapter 30 and Chapter 1607 students enrolled "in certain high cost programs that lead to high technology employment in high technology industry." Accelerated payment applies to Chapter 30 and Chapter 1607. Student must attend course that are measured as semesters, quarter hours, and finally the terms must begin on or after 10/1/02 for Chapter 30 and 10/1/08 for Chapter 1607.

Complete information about accelerated payment is available for students and for schools on our website (www.gibill.va.gov). On the home page, click the Accelerated Payment Information for High Technology Programs link.

Acceleration Basics

Accelerated payment is a lump sum payment of 60% of tuition and fees for certain high cost, high tech programs. If there isn't enough entitlement to cover 60% of tuition and fees, VA will pay based on actual remaining entitlement. Accelerated payments are paid one semester, quarter, or term at a time. If a program isn't offered on a semester, quarter, or term basis, the accelerated payment is paid for the entire program.

High cost means tuition and fees must be more than double the chapter 30 or chapter 1607 benefits the student would otherwise receive. Example: A typical semester is 1/20/06–5/14/06 (16 weeks) and a typical quarter 1/6/06–3/21/06 (11 weeks). If chapter 30 pays $1034 per month full-time, it pays $3,963 for the semester or $2,618 for the quarter. In order to meet the "high cost" requirement, tuition and fees must be more than $7,926 for the semester or more than $5,236 for the quarter before a student could receive an accelerated payment.

High technology means students must enroll in a high tech program and they must certify their intent to seek employment in a high tech industry as defined by VA. VA maintains a list of high tech programs and high tech industries on the Internet as noted in the second paragraph above.

Certifying Accelerated Payment

If students request accelerated payment, make sure they understand the basics described above and, if they haven't already been there, direct them to the accelerated payment at www.gibill.va.gov/pamphlets/acceleratedpayinfo.htm

Certify accelerated payment on enrollment certifications in the usual manner, with the following exceptions.

- Only certify one term at a time and include the total charges (tuition and fees) for the student's courses. The student must request accelerated payment separately for each term.

- 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, 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.”

If the student’s enrollment status changes, submit notices of change in student status (VA Form 22-1999b) in the usual manner. Be sure to include tuition and fees. Mitigating circumstances are an issue in these cases as in other cases.

VA-ONCE: Certify students in the manner described above. However, remarks should include the phrase “Acceleration certification on file.” To make this certification, you must keep the student's written request for accelerated payment described above in your files for each term-accelerated payment is requested.

Supplemental and Concurrent Enrollments

A student may take courses at more than one school that apply to his or her degree. The school that will grant the degree is the student’s “parent” school. All other schools are “secondary” schools.

VA can pay benefits for courses taken at secondary schools. If the student is enrolled at the secondary school, VA will pay for the credits taken at the secondary. If the student is enrolled at the parent and the secondary school at the same time (“concurrent”); VA will pay for the combined credit, taking overlapping enrollment dates into account.

If You're the "Parent" School

If a student takes courses elsewhere that satisfy requirements of a degree he or she is pursuing at your school, then you are the parent school and the other school is the secondary school. Prepare a letter (hereafter called a "parent school letter") addressed to the VA Certifying Official at the secondary school. Mail, e-mail, or let the student hand carry the letter to the secondary school. Keep a copy of the letter in the student's file. The letter must:

Identify the student (name and social security number) as a student at your school (name and facility code) pursuing a <*insert name of program*>.

State, "The courses listed below satisfy <*insert name of program*> requirements and will transfer at full value to <*insert name of your school*>."

List the courses the student is or will take at the secondary school that your school will accept as transfer credit towards the student's program.

Ensure a transcript is obtained from the secondary school and that transfer credit is granted, grades permitting. When a compliance survey is conducted, your records will be reviewed to see if the course applied to the student's program and to see if transfer credit was granted, grade permitting. When certifying a student, the parent school only certifies those credits taken at the parent school. The parent school also must notify VA of any changes of enrollment at the parent school. The secondary school must report credits taken at the secondary school and any changes in enrollment at the secondary school.

If You're the "Secondary" School

If a student takes courses at your school that will apply to a degree the student is pursuing elsewhere, you are the secondary school and the other school is the parent school. The student's parent school will send you a parent school letter. Mail an *Enrollment Certification* or transmit a 1999 for the student as you would for any veteran student (remember tuition and fees), except:

Only certify courses listed in the parent school letter.

Enter "Supplemental enrollment, see remarks" for name of program.

Enter "NA" for Credit Allowed.

IMPORTANT: In remarks, write: "Supplemental enrollment. Parent school letter from <*insert name and facility code of parent school* > is on file. Student taking <*insert the course number, course title, and number of credits of each course you certified*>."

Secondary schools must report all changes in enrollment for students they have

certified. Only report changes in enrollment at your school. Do not report any changes in enrollment at the parent school. It is the responsibility of the parent school to report any changes in enrollment at the parent school. Mail a *Notice of Change in Student Status* or transmit a 1999b to VA. Complete notices of change as you would for any veteran student, but in remarks include the statement: "Change in supplemental status. *<Insert name of parent school>* is parent school." Keep copies of all secondary enrollment paperwork. As a courtesy, mail copies of secondary enrollment certifications and notices of change in student status to the parent school. Annotate the copy "File copy FYI".

4. In VAONCE you will adopt the student, put a check mark in the guest student block

NOTE: *E-mail parent school letters are fine but* ***please do not e-mail them to the VA****. You send the e-mail to the supplemental school with the information in the parent school instructions and a copy of the message must be kept by the parent school in the students file.*

NOTE SPACE FOR YOUR USE:

INTERVAL PAYMENT

Interval Payment (Break pay) is paid between quarters, semesters, and sessions according to the rules described below and outlined in the flow chart that follows. Intervals are paid at the rate in effect on the ending date preceding the interval. VA pays interval pay automatically unless one of the following bars precludes payment for the break.

Bars to Interval Payment. VA is <u>not</u> allowed to pay benefits for:

1. An interval between terms that exceeds 8 weeks (56 days).

2. An interval between terms that is longer than the terms before or after the interval.

3. An interval between terms that **exceeds** 30 days if the student transfers from one school to another, but is not charged with a change of program.

4. An interval of any length when a student transfers from one school to another and is charged with a change of program. If a change of program occurs and the student remains in the same school, normal interval pay rules apply.

5. Any interval between terms, regardless of length, if the student is:

   On active duty, **or**

   The student is training at the less than ½-time rate on the last day preceding the interval.

6. Any interval that is a break between the end of one school year and the beginning of another at a school that does not operate on a term basis.

7. Any interval for which the student requests that the interval not be paid as long as the request is made before the award is authorized.

8. An interval where it is to the student's advantage not to receive break pay. For example, if entitlement for a chapter 30 or 33 student is exhausted during the break, the break won't be paid so the student can be paid for the term that follows the break.

9. An interval of any length where the student withdraws from all courses in the term preceding the interval.

Special Rules that Apply to Summer Terms

Interval payment for summer terms (the intervals between individual summer sessions and between summer sessions and the spring or fall terms) follows unique rules.

1. Interval pay is paid for a break **between summer sessions** only if the break does not exceed 30 days.

2. To pay the interval between Spring and Summer terms or Summer and Fall terms, the term **before and after** the interval must be longer than the interval period and the interval may not exceed 56 days. The length of the summer term is the combined length of summer sessions the student is enrolled excluding any break between sessions.

Summer Term Rule

Summer term is the period of instruction that takes place between ordinary school years. Summer term may be divided into several summer sessions. The length of summer term is the actual number of school days the student is certified, being careful not to count a day twice when sessions overlap.

Summer term may have multiple sessions. A quarter system school might have an 8-week (06/15/10–08/07/10) session, an 11-week (06/15/10–08/28/10) standard length quarter, and three 4-week (06/15/10–07/10/10, 07/13/10–08/07/10, and 08/10/10–09/04/10) sessions during its “summer term”.

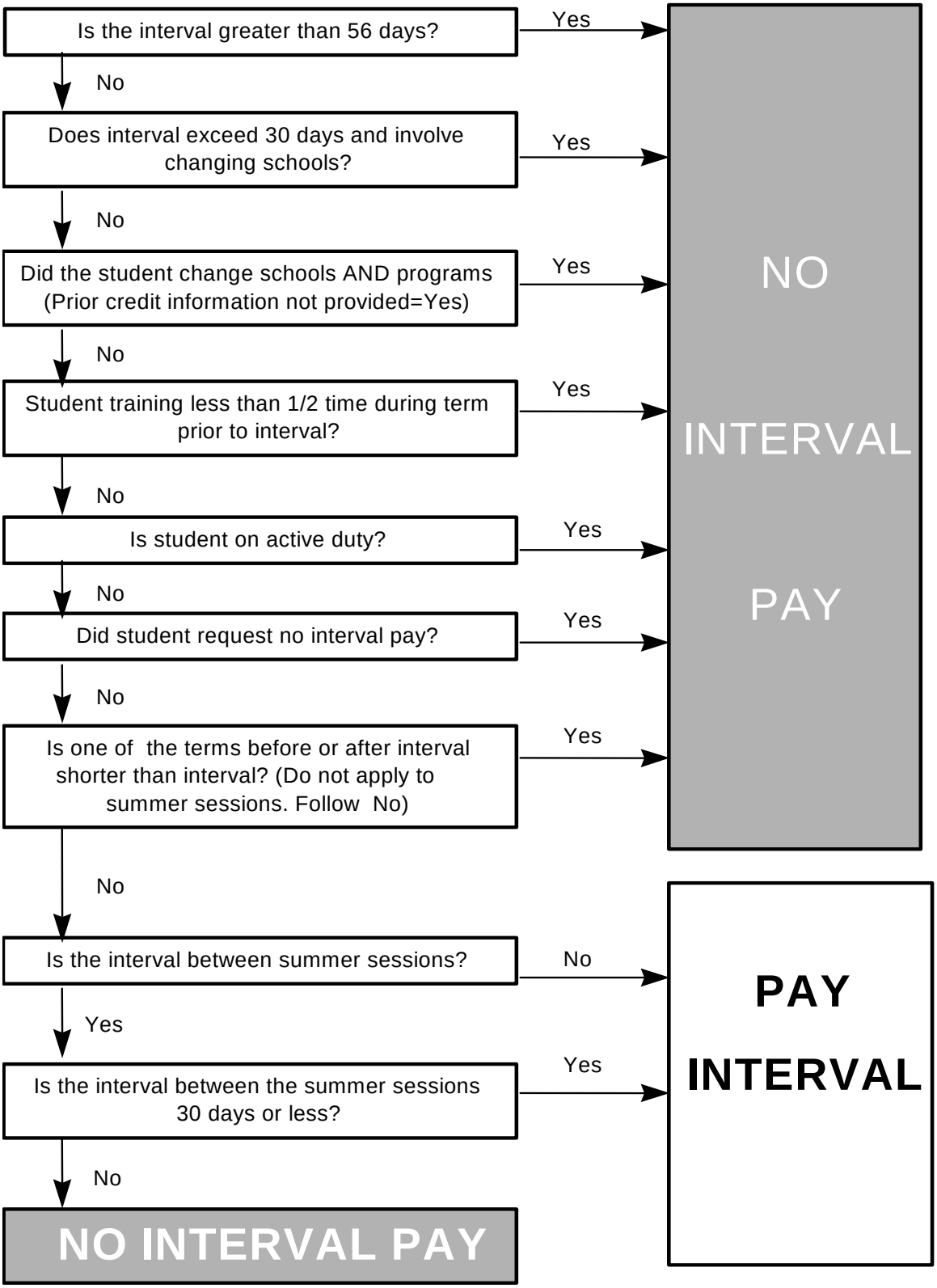
- If a student only attends the 8-week session, VA will pay benefits for the 8-week session and will pay the spring-summer break and the summer-fall break following the basic restrictions on break pay.

- If a student attends the first and the third 4-week session, the student’s summer term is 12 weeks with a 4-week break between the first and third sessions. VA will pay each session and will pay the break between the first and third session because it’s 30 days or less. It’s exactly 30 days. If it were 31 days or more, the break between the first and third sessions wouldn’t be paid. VA will consider this student’s summer term to be 12 weeks and will pay the spring-summer break and the summer-fall break following the basic restrictions on break pay.

- If terms overlap, the basic rules apply and the break is paid using the combination of dates that pays the highest rate to the student. Using the same dates, a student is certified 8 credits for the 8-week session and 3 credits for the 11-week summer quarter. The student will be paid full-time for 8 weeks and <½-time for 3 weeks. If the student is certified fall quarter starting 9/21/09, VA will adjust the break to pay the last three weeks of the 11 week term and the summer-fall break full-time, the higher combination. The logic is if the student didn't take the 3 credits, 11-week term the student would be paid full-time for the summer-fall break. The "last day of the preceding term is less than ½-time" restriction is moot in this case.

FOR ALL TERMS: When there are overlapping enrollment periods, each beginning and ending date must be considered and the interval paid using the combination of dates that pay the highest rate to the student.

NOTE SPACE FOR YOUR USE:



Interval Pay Flowchart
March 2003

REPORTING ENROLLMENT CHANGES

Whenever there is any change in a student's enrollment status from what had previously been reported to VA, it is the school's responsibility to report such change promptly using VA Form 22-1999b. The student's benefits will be adjusted by VA in accordance with how this form is completed. Therefore, it is very important that all items be completed accurately by the certifying official to reflect the actual enrollment changes made. The data included on this form are generally in accordance with the same procedures used for completion of the Enrollment Certification, VA Form 22-1999.

How to Submit Terminations and Adjustments

The *Notice of Change in Student Status* (VA Form 22-1999b) is divided into two distinct parts: adjustment and termination.

- **Adjustment** means a change needs to be made to the data previously certified. The day the change is effective and the type of adjustment should be reported. If training time drops to less than ½-time, tuition and fees must be reported.

- **Termination** means the student is no longer in school. The last date of attendance and the reason for termination should be reported.

Drops and Withdrawals

Drops and Withdrawals (Chapter 33)

All changes in credit **must be reported** [Cr Hrs (resident credit), Dist Hrs (distance learning/online credit), R/D (remedial and deficiency credit), and/or Clock Hrs (clock hours per week)], along with the corresponding change in tuition and fees. Example: If a student reduces Cr Hrs from 12 to 8 report the change in credit and report the tuition and fee amounts that would have been charged for the 8 remaining credit.

Drops and Withdrawals (Chapters 30, 35, 1606, and 1607)

Changes in credit that do not change the student's training time do not need to be reported unless the student is a serviceperson and there is a change in tuition and fees. Example: You do not have to report a change from 12 to 15 hours or vice versa because both are full-time for a standard quarter or semester.

If a reduction drops a student to <½-time, tuition and fees must be reported. Changes in tuition and fees should always be reported for students on active duty and students training at <½-time even if there is no change in the training time.

Before Term and First Day of Term

Adjustments

- If a student does not attend and withdraws from a course before the first day of the term report the adjustment as “Preregistered But Never Attended” and report the “LDA/EFF Date” as the first day of the term.

- If a student attends and withdraws from a course the first day of the term report the adjustment as a “Reduction On First Day of Term.” VA-ONCE will enter first day of the term as the “LDA/EFF Date.”

Terminations

- If a student does not start the term, report the termination reason as “Withdraw Before Beginning Of Term.” VA-ONCE will enter the day before the term as the “LDA/EFF Date.”

- If a student attends class and then terminates the first day of the term the student should be paid for the break and for the first day. Report the termination reason as “Withdrawal During Drop Period” and report the “LDA/EFF Date” as the first day of the term.

- If a student does not attend class and terminates on the first day, the student should not be paid for the break and for the first day. Report the termination reason as “Withdraw Before Beginning Of Term.” VA-ONCE will enter the day before the term as the “LDA/EFF Date.”

During Drop Period

If a student withdraws during the school’s drop period, identify the adjustment or termination as “During Drop Period”. The drop period is the designated period at the beginning of a term when students can add and drop classes without a grade being recorded on their transcript.

NOTES: (1) Put the “Drop Date” in “Standard Terms” when you add terms. (2) For VA purposes the drop date cannot be more than 30 days from the beginning date of the term. (3) If there isn’t a designated drop date and the student drops during the term, report the drop as “After Drop Period” as follows.

After Drop Period

If a student withdraws after the drop period, report the adjustment or termination as “After Drop Period – Non-punitive Grades Assigned” or “After Drop Period – Punitive Grades Assigned” as appropriate. Accurately identify whether the grade assigned is nonpunitive or punitive. The action VA takes differs for nonpunitive and punitive grades.

Nonpunitive Grades

A nonpunitive grade is a grade that doesn’t count as earned credit and isn’t considered in progress standards for graduation. A withdrawal after the drop period is nonpunitive if it isn’t calculated into the student’s GPA or it isn’t considered in academic progress criteria like probation and suspension. Nonpunitive grades have the same effect as an audit. They don’t apply to the degree and they don’t affect academic progress.

Punitive Grades

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. The common punitive grade is “F”. Punitive grades, unlike nonpunitive grades, factor into the progress standards; for example, GPA standards or earned/attempted credit standard.

If students complete the term with punitive grades, the punitive grades do not have to be reported. If punitive grades lead to unsatisfactory progress, however, students must be terminated for Unsatisfactory Progress (page 78).

NOTES

Some schools assign “W” or “WF” grades that are calculated into GPA. A “W” or “WF” assigned 0 points and calculated into GPA has the same effect as an “F” assigned 0 points. These “W” and “WF” grades are punitive, not nonpunitive.

Some schools have a “forgiveness” policy that allows students to repeat failing or other unacceptable grades for a better grade. If the student receives a better grade, the original failing or unacceptable grade is “forgiven” and converted to a nonpunitive grade. This particular nonpunitive grade does not have to be reported to VA. If the student repeats and fails or receives an unacceptable grade a second time, however, the second grade must be reported to VA as a nonpunitive grade if it converts to a nonpunitive grade.

Non-punitive Grades–End of Term

A non-punitive grade is a grade that doesn't count as earned credit and that doesn't affect progress standards for graduation. Non-punitive grades have the same effect as an audit.

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. There's one exception to this rule. Do not report end of term non-punitive grades that students receive for courses that were certified as remedial courses. Examples of non-punitive grades are an "X" (no basis for grade), a "NP" (no pass), a "NC" (no credit) or a "U" (unsatisfactory) that do not count as earned credit and that are not calculated into the grade point average.

The "LDA/EFF Date" for end of term non-punitive grades is the end date of the term.

- If the change is an adjustment, the reason is "Student Completed Term But Non-punitive Grades Assigned For One Or More Courses." If a student certified 12 credits receives a non-punitive grade for a 3-credit class, report the non-punitive grade as an adjustment from 12 to 9 credits.

- If the change is a termination, select "Other" or "Unsatisfactory Attendance, Conduct, or Progress" as the reason as appropriate. In remarks, report the number of non-punitive credits. Example: "Student received 6 non-punitive credits, reducing him from 12 to 6 credits."

Incompletes

There are two procedures for incomplete grades, one for incompletes that remain permanent nonpunitive grades and another for incompletes that convert to a letter grade.

Incompletes Remain Permanent Nonpunitive Grades

Incomplete grades that will remain permanent nonpunitive grades must be reported to VA. Track incomplete grades you report to VA. If a student makes up an incomplete, report its completion to VA.

- Report incomplete(s) as an adjustment if the student receives incompletes and will continue in school as previously certified.

Example 1: A student certified 12 credits fall, winter, and spring completes winter term with 3 credits incomplete.

Adjust winter from 12 to 9 credits, select “Other (Explain in Remarks)” as the reason, and enter the winter end date as the “LDA/EFF Date”. In remarks enter “Student completed term with 3 credits incomplete. Diary the incomplete for one year.”

If the student completes the incomplete adjust winter term from 9 to 12 credits. The “LDA/EFF Date” is the end date of the term. In remarks enter “Student completed incomplete previously reported.” An “F” (punitive grade) is considered completion.

Example 2: A student certified 12 credits fall, winter, and spring completes winter term with 3 credits incomplete and 3 credits nonpunitive grade.

Adjust winter from 12 to 6 credits, select “Other (Explain in Remarks)” as the reason, and enter the winter end date as the “LDA/EFF Date”. In remarks enter “Student completed term with 3 credits incomplete. Diary the incomplete grade for one year. Student also completed the term with 3 credits nonpunitive grade.”

If the student completes the incomplete adjust winter term from 6 to 9 credits. The “LDA/EFF Date” is the end date of the term. In remarks enter “Student completed incomplete previously reported.” An “F” (punitive grade) is considered completion.

Report incomplete(s) as a termination if the student doesn’t continue in school or is terminated for “Unsatisfactory Attendance, Conduct, or Progress”.

Example 3: A student certified 12 credits fall, winter, and spring completes winter term with 3 credits incomplete and did not register for spring.

Take two actions so VA-ONCE’s cert list and history make sense when you look at them. First, adjust winter for the incomplete as described in example 1. Second, terminate spring and report the termination reason as “Withdraw Before Beginning Of Term.” VA-ONCE will reduce winter from 12 to 9 credits, will terminate spring, and VA will not pay the break between winter and spring.

Example 4: A student certified 12 credits fall, winter, and spring completes winter term with 3 credits incomplete, 9 credits non-punitive grades, and is terminated for unsatisfactory progress.

Terminate winter. VA-ONCE will reduce credit to 0 and will enter the end date of the term as the “LDA/EFF Date”. Select “Other (Explain in Remarks)” as the reason. In remarks enter: “Student completed term with 3 credits incomplete and 9 credits non-punitive grades. Student terminated

for unsatisfactory progress. Tuition and fees for 3 credits incomplete is $241.50." (VA will reduce winter from 12 to 3 credits for the non-punitive grades, will adjust the winter benefit for tuition and fees if required, will diary the incomplete, and will terminate the student for unsatisfactory progress. VA-ONCE will automatically terminate spring.)
If the student completes the incomplete submit a New Cert for winter. Certify 3 credits (the other 9 credits were a non-punitive grade reduction). In remarks enter "Student completed 3 credits incomplete certified on 4/1/06 termination. Tuition and fees $241.50."

VA diaries incompletes grades for one year. Unless you report incompletes as made up, at the end of the one year diary VA will assume the incomplete wasn't made up, will reduce benefits retroactively, will retroactively create an overpayment, and will ask the student for evidence of mitigating circumstances.

The one-year diary is nothing more than a control date for VA to take the actions cited. VA regulations do not limit the length of time during which a course can be completed. If your school's academic policy allows a grade to be completed after one year and it is completed after one year, report the change to VA.

An incomplete doesn't need to be reported if training time isn't affected. Example: A student takes 15 credits, completes 12 credits, and receives 3 credits incomplete. Training time isn't affected because the incomplete doesn't reduce the student below full-time.

CAUTIONS: 1. If the 12 completed credit included non-punitive grade credit, then the incomplete would affect training time.
2. Be careful with nonstandard enrollment period.

If your school has a short deadline for making up incompletes after which they become permanent, non-punitive grades wait and report the incompletes as end of the term non-punitive grades if they aren't completed. At some schools, for instance, incompletes become permanent, non-punitive grades if not completed by the fourth week of the following term. If this is the case, simply wait the four weeks and report the incompletes as end of the term non-punitive grades if they aren't completed.

Incompletes Convert to a Letter Grade

Incompletes at many schools convert to an "F" or to an alternate letter grade if they are not completed by a specific date. Incompletes do not need to be reported to VA if they convert to a letter grade (A, B, C, D, F, or Pass). Incompletes do need to be reported as nonpunitive grades if they convert to a

nonpunitive grade (for example, NP if NP is nonpunitive). If the converted grades result in unsatisfactory progress, the student may need to be terminated for unsatisfactory progress.

NOTE SPACE FOR YOUR USE:

UNSATISFACTORY PROGRESS

Termination for Unsatisfactory Progress

Unsatisfactory Progress (Academic Suspension) must be reported to VA as a termination. Terminate the semester the student is suspended. If suspension follows fall semester, for example, terminate fall semester. Choose "Unsatisfactory Attendance, Conduct, or Progress" as the reason. VA-ONCE will insert the end date of the term as the default "LDA/EFF Date". You can change the default end of term date if it isn't the correct date.

If a student successfully petitions the dismissal, is readmitted, and is already certified the subsequent term, don't terminate the student. Instead, annotate the student's file that the student was dismissed and readmitted following a successful appeal. If enrollment status changed the subsequent term, be sure to adjust the credit for the term.

When you submit the termination a window will ask about subsequent terms if any are certified. Consider this window carefully:

- If the student won't attend the subsequent term select "Cancel". VA-ONCE will terminate the following terms.

- If you terminate a student and the student is readmitted after your termination, certify the student as you normally would. If VA-ONCE terminated the term as described in the previous bullet, the term will have to be certified again.

Standards of Progress

Schools must have and enforce adequate standards of progress. Progress standards must be approved by the SAA.

1. Progress standards should clearly define when and under what conditions a lack of progress results in suspension or dismissal.

2. Progress standards should not allow an indefinite probationary period without improvement. Standards that allow a student to remain in a probationary status for more than two consecutive terms without defined improvement in academic standing do not meet minimum requirements for approval.

3. If a school's overall standards do not meet the requirements for approval, school officials may establish a different standard specifically for VA students. These standards will be used for reporting unsatisfactory progress to VA.

4. Progress standards must be in the school catalog or other appropriate documentation and they must define the following:

    - The school's grading system.
    - The minimum satisfactory grade level.
    - The grade level required for graduation.
    - The specific point at which progress is unsatisfactory and a student is subject to suspension or dismissal.
    - The probationary period, if any.
    - Conditions for dismissal due to unsatisfactory conduct.
    - Conditions for a student's reentrance following dismissal or suspension for either unsatisfactory progress or unsatisfactory conduct.

Progress Records

All schools must maintain progress records (academic transcript, for example) that clearly illustrate students' progress towards the completion of their program.

- Courses organized on a term basis must have records that show the subjects taken each term and the grade assigned at the end of the term.

- For courses not organized on a term basis, the school must establish standards that define a minimum proficiency level necessary for successful completion at given periods of time. The school must establish specific points within the course for evaluation of a student's progress toward completion.

Appeals

It's not uncommon for schools to allow students to appeal suspensions to an academic dean or to an academic review committee. Such an appellate process must be equally available to all students. Once the school accepts the student the school can certify that student for VA purposes. In these cases the school must:

1. Report that the student was subject to suspension but allowed to remain enrolled by appeal.

2. Annotate the suspension on the student's transcript or other permanent record.

3. Submit a Cert terminating the student effective the last day of the term in which progress was unsatisfactory.

4. Submit a Cert reenrolling the student effective the beginning of the term the student reenrolls.

- If the student is re-enrolling in a program other than the one from which the student was just terminated because of unsatisfactory progress, then the school should include a statement in the Cert remarks that describes the conditions for the student's continued enrollment. The conditions must describe the minimum performance standards the student must achieve during a specified period of enrollment; for example, a 1.4 grade point average by the end of the first quarter, a 1.7 grade point average by the end of the second quarter, et cetera.

- If the student is re-enrolling in the same program from which the student was just terminated for unsatisfactory progress, then the school does not have to submit a statement of conditions for continued enrollment.

Benefit Overpayments

Schools are required to promptly report changes in enrollment status of all students receiving education benefits. Prompt reporting of changes in enrollment minimizes overpayments.

Generally overpayments of VA benefits are the responsibility of the student. Historically the only checks issued to schools were advance payment checks. Where schools received an advance payment check and a student did not pick up the advance payment and did not attend, the advance payment check was returned to VA.

The requirement to promptly report changes in enrollment status of students also applies to chapter 33. Under chapter 33, Tuition, Fees, and Yellow Ribbon payments are sent to schools on behalf of the student. In addition to reporting changes in enrollment status, schools are responsible for refunding payments as appropriate. The following list explains who should receive refunds of Tuition, Fees, and Yellow Ribbon payments:

- If a student enrolls, begins attending classes and subsequently drops out, schools must follow their current refund policy and deal directly with the student. If the change in enrollment causes a VA debt, VA will collect the debt from the student.

- If a student dies during a term, quarter, or semester, and a refund is due, the school must refund VA.

- If a student enrolls and never attends classes the school must refund to VA the full amount of the payments received on behalf of the student.

- If VA sends a payment to the wrong school, the school must refund to VA the full amount of payments received.

- If VA inadvertently sends a duplicate payment, the school must refund the duplicate payment to VA.

How to Return Tuition and Fee Payments to VA

Money can be returned to VA three different ways.

1. Returning the electronically received Automated Clearinghouse (ACH) payment using ACH return code R31.

   NOTE: Schools may only return a full payment to VA using the R31 ACH return code. If a student died during a term and would have only been eligible for a partial refund, the school must send the appropriate amount to the RPO of jurisdiction (see #3 below).

2. Returning the paper check to the:

   U.S. Department of the Treasury
   Financial Management Service
   P.O. Box 51318
   Philadelphia, PA 19115-6316

   NOTE: Institutions should only return government issued paper checks received for a student to the Department of Treasury. All other checks for return of tuition and fees should be forwarded to the appropriate Agent Cashier.

3. Sending a check to the Agent Cashier of the Regional Processing Office of jurisdiction. The check must include student's full name and social security number.

   Department of Veteran Affairs
   Attn: Agent Cashier
   400 South 18th Street
   St. Louis, MO 63103

Tutorial Assistance

Chapters 30, 33, 35, and 1606

Tutorial assistance may be paid to students under chapters 30, 33, 35 and 1606. Tutorial assistance is not authorized for chapter 1607 at this time. Tutorial assistance helps the student pay for necessary tutoring and is a supplement to the student's regular education benefit.

Overview

VA may pay tutorial assistance to a student receiving education benefits.

The monthly rate may not exceed the cost of tutoring or $100. The maximum amount payable is $1200. There is no entitlement charge for the first $600 under chapters 30 and 1606. There is no entitlement charge under chapter 35.

The student, tutor, and certifying official must complete an *Application and Enrollment Certification for Individualized Tutorial Assistance* (VA Form 22-1990t). The application may be submitted at the end of each month or combination of months. The application must be signed and dated on or after the date of the last tutoring session certified. VA can pay for tutorial assistance during the one-year period before the date VA receives the application.

Eligibility

All of the following criterion must be met for a student to be eligible for tutorial assistance.

- The student must be in a post secondary program on a ½-time or more basis.
- The student must have a deficiency in a course that is part of his or her approved program.
- The student must be enrolled in a course during the same quarter in which tutoring is received for that course. Tutoring may not occur between quarters or semesters.

School Certification

When a certifying official signs VA Form 22-1990t, he or she certifies that:

- Tutoring is essential to correct a deficiency. A letter from the course instructor should be put in the student's VA file. The letter must state that the student is deficient in the course and that individual tutoring is required to correct the deficiency.

- The tutor meets the college's qualifications. Ideally, the school maintains a list of approved tutors. The list should indicate the subjects a tutor is qualified to tutor and the hourly charge. Students should be assigned a tutor from the approved list. A tutor may not be a close relative of the student.

- The charges do not exceed the usual charges for tutoring.

- The tutoring is given on an individual basis.

NOTE SPACE FOR YOUR USE:

FORMS

These are the forms you are most likely to see as a certifying official. Most VA forms are available on the VA website located at www.gibill.va.gov. Enrollment Certificates VA Form 22-1999 and Changes in Student Status, VA From 22-1999b are not on the website. Contact your ELR for these forms

DD-214	Discharge from Military Service
NOBE	Notice of Basic Eligibility
21-686c	Declaration of Status of Dependents
21-674	Request for Approval of School Attendance
21-8924	Application of Surviving Spouse or Child for REPS Benefits
21-8926	Certification of School Attendance - REPS
22-1990	Application of Education Benefits
22-1990t	Application and Enrollment Certification for Individualized Tutorial Assistance
22-1995	Request for Change of Program or Place of Training
22-5490	Application for Survivors' and Dependents' Education Assistance
22-5495	Request for Change of Program or Place of Training
22-1999	Enrollment Certification - Completed only by the School Certifying Official (SCO)
22-1999b	Notice of Change in Student Status Completed by SCO
22-8794	Designation of Certifying Official(s)
22-8873	Supplemental Information for Change of Program or Reenrollment after Unsatisfactory Attendance, Conduct or Progress
28-1900	Disabled Veterans Application for Vocational Rehabilitation
28-1905	Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status

A description of the use for each form follows.

MILITARY FORMS

DD-214

The DD-214 is the veteran's discharge or separation papers. You need to ask for Member Copy 4. This is indicated on the bottom of the form, and this form shows the individual's type of discharge and reason for discharge.

NOBE

The NOBE is a Notice of Basic Eligibility. This is a temporary eligibility certificate that is issued to individuals in the active Selected Reserves or National Guard who have established eligibility for Chapter 1606, but whose computer record has not yet been updated to show the eligibility.

VA FORMS

21-686C - Declaration of Status of Dependents

Is used to notify VA of a veterans' dependents, including spouse, children, step-children and adopted children. Only some Chapter 30 veterans and those applying for Vocational Rehabilitation are entitled to additional payment for dependents.

21-674 - Request for Approval of School Attendance

Is used for each dependent child between the ages of 18 and 23 if the child is attending school or if the child is permanently disabled. This is used only for dependents of some Chapter 30 veterans and those applying for Vocational Rehabilitation.

21-8924 - Application of Surviving Spouse or Child for REPS Benefits

(Restored Entitlement Program for Survivors)

This form is used by certain spouses and school children to apply for benefits under the Restored Entitlement Program for Survivors (REPS). This program restores certain Social Security benefits that were reduced or terminated by Public Law 97-35. Claimants under this program should submit their applications to the St. Louis Regional Office, 400 So. 18th Street, St. Louis, MO 63103.

21-8926 - Certification of School Attendance - REPS

This form, will be sent to the student no later than 30 days after commencement of scheduled attendance. It must be completed by the school certifying official and returned to VA within 30 days or further REPS payments will be discontinued.

22-0830 - Agreement for Release of VA Education

Information to Third Party

This form will allow RPO veteran service representatives to discuss authorized to discuss VA education benefit information with a designated third party. This release excludes address and direct deposit changes.

22-1990 - Application For Education Benefits

(Chapters 33, 30 and 32, title 38, U.S.C., Section 903, Public Law 96-342, Chapter 1607 and 1606, title 10, U.S.C.)

This is an original application to be used by servicepersons, veterans, and reservists to apply for the following VA education benefits; VEAP (Chapter 32), Non-Contributory VEAP (Section 903), Montgomery G.I. Bill - Active Duty Educational Assistance Program (Chapter 30), and Montgomery G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 1606). If an applicant is on active duty, Part ll must also be completed by the serviceperson's Education Services Officer.

22-1990t-Application and Enrollment Certification for Individualized Tutorial Assistance

Form 22-1990t, Application and Enrollment Certification for Individualized Tutorial Assistance, is a multipurpose form. It combines an application for tutorial assistance from the claimant and a certification of the need for tutorial assistance from the institution. All claims for tutorial assistance are to be made on Form 22-1990t. An individual claim may be submitted at the end of each month or the claim may be delayed and cover more than 1 month. However, tutorial assistance may be authorized only for tutoring received within the 1-year period prior to the date the claim was received in VA. In no case may the allowance of any one-month exceed $100.

22-1995-Request for Change of Program or Place of Training

Form 22-1995, Request for Change of Program or Place of Training is a multi purpose form. It combines, changing schools, changing your educational, professional, vocational goals. It can be used if a student left their program due to unsatisfactory attendance, progress, or conduct; reentering the same program or can be used for changing status from active military to veteran.

22-5490 - Application for Survivors' and Dependents'

Educational Assistance (Chapter 35)

This application is to be used by eligible spouses, surviving spouses, and children of veterans who died while on active duty or as a result of a service-connected condition and dependents of veterans who are permanently and totally disabled due to a service connected condition, to apply for education benefits.

22-5495 - Request for Change of Program Or Place Of Training: Survivors' And Dependents' Educational Assistance

Form 22-5495, Request for Change of Program or Place of Training is a multi purpose form. It combines, changing schools, changing your educational, professional, vocational goals. It can be used if a student left their program due to unsatisfactory attendance, progress, or conduct; reentering the same program or can be used for changing addresses.

22-1999 - Enrollment Certificate

The certifying official will generally be certifying the student's entry into training by completing an Enrollment Certification, VA Form 22-1999. **DO NOT GIVE THIS FORM TO YOUR STUDENTS TO FILL OUT!** Certifying officials should note all of the certifications listed under instructions. Entitlement to benefits administered by VA cannot be established nor award action taken until the Enrollment Certification is properly completed by the school's or training facility's certifying official and received by VA. In limited instances involving telephone inquiries or special hardship cases, a verbal certification by the certifying official may be accepted. Written confirmation, however, should follow.

Certification of Delivery: If an Advance Payment is delivered to the student, a VA Form 22-1999v, Certification of Delivery of Advance Payment and Enrollment (COD), must also be submitted within 30 days after the student begins training. It is recommended that the certifying official make a copy of any VA Form 22-1999v completed as evidence of having submitted that certification.

Supplies of VA Form 22-1999 are distributed to all institutional certifying officials by the VA regional processing office or ELR. Contact your ELR to obtain the form. It is not available from the VA web site.

22-1999b - Notice of Change in Student Status

Whenever there is any change in a student's enrollment status from what had previously been reported to VA, it is the school's responsibility to report such change promptly using VA Form 22-1999b. The student's benefits will be adjusted by VA in accordance with how this form is completed. Therefore, it is very important that all items as appropriate be completed accurately by the certifying official to reflect the actual enrollment changes a student may make. The data included on this form are generally in accordance with the same procedures used for completion of the Enrollment Certification, VA Form 22-1999.

Note: *VA* Form 22-1999b, Notice of Change in Student Status, is used to notify VA of changes to previously certified periods of enrollment. It is not to be used as an Enrollment Certification for subsequent periods of enrollment.

22-1999V, Certification of Delivery of Advance Pay

This form is used to verify that the student has received the advance pay from the school, and that the student is registered. The student signs the 22-1999V after registering, and after receiving the advance pay, and the school returns the 22-1999V to VA.

22-8794 - Designation of Certifying Official(s)

This form is completed by a responsible official with the authority to designate certifying officials for the school or training establishment.

This form must be completed whenever there is a change in any of the information. **IMPORTANT**: Include the names, titles and signatures of <u>all</u> certifying officials, not just the changed information.

The ELR for your state is responsible for processing changes in certifying officials. Send the completed form to your ELR. You should also notify your State Approving Agency. (SAA)

22-8873 - Supplemental Information for Change of Program or Reentrance after Unsatisfactory Attendance, Conduct or Progress

When counseling has not been requested on VA Form 22-1995 and no or insufficient evidence is on record for VA to determine eligibility for resumption of benefits, a VA Form 22-8873, Supplemental Information for Change of Program or Reenrollment After Unsatisfactory Progress or Conduct, will be sent to the student. This form requests information relative to the cause for unsatisfactory progress or conduct, its removal, and the suitability of the program to be pursued.

Vocational Rehabilitation Forms

28-1900 - Disabled Veterans Application for Vocational Rehabilitation

(Chapter 31, Title 38, U.S.C.)

This application is used by veteran to apply for Vocational Rehabilitation benefits. If the veteran is found eligible, VA will schedule an appointment with a counseling psychologist for an initial evaluation to establish the veteran's entitlement to Vocational Rehabilitation.

28-1905-Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status

The veteran's entrance into rehabilitation is authorized with VA Form 28-1905. This form is valid for the period designated by the case management contractor. The school will receive the VA Form 28-1905 (copies 1, 2, 3 and 4) after the veteran has completed rehabilitation counseling. If an advance payment has been approved, the certifying official will find that indication in Section B of the form. If the advance payment has been approved, the certifying official should complete Section C of the form based upon the early registration data available. The completed VA Form 28-1905 should then be returned to the case management. If advance payment is not approved, the certifying official may complete Section C of the form as verification of the veteran's entrance into training up to 30 days prior to the beginning date of the enrollment period. The school copy of VA Form 28-1905 should be removed and kept as part of the school records and the veteran's copy should be removed and given to the student before returning copies I and 2 to case management.

Reports of changes in the enrollment status of a Chapter 31 program participant are required in the same circumstances as applicable to students training under any other VA educational assistance program.

Since no special form has been issued by VA for reporting changes in enrollment for a Chapter 31 trainee, the certifying official may use VA Form 22-1999b with the annotation, "Chapter 31 Trainee" added in the top margin of the form. Send the form to the case management contractor.

Glossary of Terms and Abbreviations

Accrediting Agency
A nationally recognized agency or association which the 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 U.S.C. 3675 as an accredited program.

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 a student for the first fractional (or full) month and the following full month of enrollment. These payments are mailed to schools prior to the beginning of classes for release to students who have completed registration.

Advertising
VA will not approve an enrollment in any course offered by an institution which uses advertising, sales, or enrollment practices which are erroneous, deceptive, or misleading by actual statement, omission, or intimation. Any institution approved for the enrollment of veterans and other eligible persons must maintain a complete record of all advertising, sales, or enrollment materials used during the preceding 12-month periods.

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 which 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 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 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 which 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.

Audited Course
The term means any credit course which 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, and these types of courses should not be certified to VA.

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.

Basic Educational Assistance
As used under the Montgomery GI Bill - Active Duty, "basic educational assistance" means a monetary benefit payable to all individuals who meet basic requirements for eligibility under Chapter 30, title 38, U.S. Code, for pursuit of a program of education.

BIRLS
Beneficiary Identification and Records Locator Subsystem. This is a computerized record system directly accessed by regional offices by means of computer terminals. It contains basic identifying information on a VA claimant including the current location of the claimant's folder and service information.

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.

Certificate of Eligibility (C/E)
A VA 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 at an institution who has been delegated authority to sign enrollment certifications, other certification documents and reports relating to VA benefits. (See VA Form 22-8794)

Certification of Delivery of Advance Payment and Enrollment
Often referred to as the "COD," the 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.

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 percent of the training completed for other types of courses.

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 exception of some insurance programs and certain medical benefits) payable to veterans or their dependents require that the particular period of service upon which entitlement is based be terminated under conditions other than dishonorable. However, a veteran must obtain an "Honorable" discharge to receive educational benefits under the Montgomery GI Bill, not "under honorable conditions" or "general," which will disqualify the individual for those 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 of providing directives on new procedures. A circular may also be used to disseminate information regarding issues which 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 which will permit VA to determine individual eligibility and entitlement.

Concurrent Enrollment
When a student cannot successfully schedule his or her complete program at one school, or cannot complete his or her program within the period in which he or she plans to complete an objective, a student may pursue courses at a second institution. A student is enrolled in more than one school at the same time (the dates of course pursuit at each school may overlap) and the primary institution certifies that supplemental school pursuit will be accepted at full credit toward the student's course objective.

Continuous Active Duty
The term "continuous active duty" means active duty served without interruption. A complete separation from active duty service will interrupt the continuity of active duty service. Time lost while on active duty will not interrupt the continuity of service.

Cost of Course
The term "cost of course" means the total cost for tuition and fees for a course, which an educational institution charges to non-veterans whose circumstances are similar to veterans enrolled in the same course. "Cost of course" does not include the cost of supplies or books which the student is required to purchase at his or her own expense.

Course
As used in this manual, "course" means a specific class or subject of instruction (e.g., English 110).

Cycle, Cooperative Program
Most cooperative programs have terms devoted exclusively to institutional study at both the beginning and the end of the program. Between these terms are a series of cycles in which the student alternates between classroom instruction and on-the-job training. A cycle may begin with either the institutional phase or with the work phase, but the cycle continues until both phases are completed. Alternating periods may be a part-day in school and a part-day on the job or may be such periods which alternate on a daily, weekly, monthly, or term basis. The alternate in-school periods of the course must be at least as long as the alternate periods in the business or industrial establishment.

DD Form 214
The Certificate of Release or Discharge from Active Duty which 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 expiration date for education benefits. It is the first day after a claimant's period of eligibility expires. Benefits are not payable on or after the delimiting date. **Generally, the delimiting dates are:**
CH33 - 15 years from the RAD
CH30 - 10 years from the RAD
CH1607 - 14 years from their date of eligibility
CH1606 - 14 yrs from their date of basic eligibility
CH32 - 10 years from the RAD
CH35 – Spouse (W) – 10 yrs from date of election
CH35 – Spouse (W) – 20 yrs date of death
CH35 – Children – 8 yrs from date of election or 8 years from date of death

NOTE: The length to use benefits can change due to other circumstances, which are not mentioned here.

Dependents' Educational Assistance (DEA)
See Survivors' and Dependents' Educational Assistance.

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

Drop Period
A reasonably brief period of time at the beginning of a term officially designated by a school for dropping courses. 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 an aggregate total of 48 months, or the equivalent in part-time benefits. A person having dual eligibility may not receive such benefits concurrently.

ECAP - Electronic Certification Automated Processing
ECAP is a computer program that **processes** chapter 30 enrollment certifications and it will accept all other benefits that are transmitted to VA RPOs by schools using VA-ONCE, an electronic certification program.

Education Liaison Representative (ELR)
The person at a VA regional office responsible for the education liaison and program approval functions in your state. The ELR is responsible for promptly informing state approving agencies, schools, and training establishments of changes in policies and procedures.

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 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.

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 number 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 program the individual qualifies under. In no event will entitlement exceed 48 months under any combination of laws.

Equivalent Credit Hours
When a term is not a standard semester or quarter, VA will determine the equivalent for full-time undergraduate training. Using a formula, the resulting quotient is called equivalent credit hours. VA treats equivalent credit hours as credit hours for measurement purposes.

Facility Code
The numerical code assigned by VA to an institution specifically identifying it or one of its subdivisions.

File Number
A seven-, eight- or nine-digit number assigned by VA to identify a claimant's records. Most veterans have their Social Security numbers assigned as their VA file number. Dependents or survivors of veterans eligible for chapter 35 benefits are assigned a letter suffix (e.g., "A," "B," "W) *to the file number of the veteran*.

G.E.D.
An official General Educational Development 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 G.E.D. equivalency are acceptable evidence of completion of high school educational requirements.

Holiday Vacation
The term "holiday vacation" means a customary, reasonable vacation period connected with a federal or state legal holiday which is identified as a holiday vacation in the educational institution's approved literature. Generally, VA interprets a reasonable period as not more than one calendar week at Christmas and one calendar week at New Year's and shorter periods of time in connection with other legal holidays.

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 offered by a degree granting institution and consist of a prescribed program of study with provision for interaction either by mail, telephone, 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 which 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
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.

Kickers
The Department of Defense (DOD) may contribute amounts as deemed appropriate to an education fund on behalf of participants to encourage enlistment or retention in the Armed Forces. These amounts are added to any other education benefits to which the person may be entitled. DOD provides VA with kicker eligibility information. Because this information can be delayed, students with kickers can send VA a copy of their kicker contract with their application for benefits to help speed the payment of this additional benefit.

Matriculated Student
A college or university student who has satisfied all prerequisites for formal admission and recognition by the institution 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."

M.G.I.B.
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 nonpunitive grade for a course that 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 the course(s) with a creditable grade(s).

NOBE
This is a DD Form 2384, Selected Reserve Educational Assistance Program Notice of Basic Eligibility, which the Selected Reserve member obtains from his or her National Guard or Reserve component unit stating his or her eligibility for the Montgomery GI Bill - Selected Reserve. If available, this form should accompany the reservist's application for benefits.

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
The term means any grade assigned for pursuit of a course, whether upon completion of the course or at the time of withdrawal from the course, which has the effect of excluding the course from any consideration in determining progress toward fulfillment of requirements for graduation, i.e., "W" or "NC" grades. No credit toward the school's requirements for graduation is granted for such a grade, nor does the grade affect any other criteria for graduation by the policies of the school, such as a grade point average. Therefore, it has the same effect as an audited course. A student will be charged with an overpayment of the benefits received for those courses in which a nonpunitive grade is received unless he or she presents evidence of acceptable mitigating circumstances to explain the grade assigned.

Non-standard Term
A term that is of a shorter or longer length (i.e., weeks and days) than a standard quarter or semester. The number of instructor-student contact hours is increased proportionately each week to compensate for a shorter-term length. VA will compute equivalent undergraduate credits to measure courses pursued during nonstandard terms.

Normal Commuting Distance
Two locations that are within 55 miles of each other are within normal commuting distance. Furthermore, a branch, extension or additional facility of a school located more than 55 miles from the school's main campus or parent facility may be considered within normal commuting distance only if school records show that, prior to the establishment of the additional teaching site, at least 20 students or 5 percent of the enrollment, whichever is less, on the main campus or parent facility were regularly commuting from the area where the additional teaching site is located; or other comparable evidence clearly shows that students commute regularly between the two locations.

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 which 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.

Ordinary School Year
This is generally a period of 2 semesters or 3 quarters which is not less than 30 nor more than 39 weeks in total length.

Pre-registered Enrollment
An Enrollment Certification (VA Form 22-1999) that is submitted for a student that is already enrolled in school and has pre-registered for the next term with less than an 8-week break between terms.

Primary Institution
The institution which will confer or grant the current degree sought, or certify that the student has completed the program qualifying him or her for the current objective sought, will be the principal or primary institution. Generally, the student will be enrolled at the principal or primary institution for the majority of the program. See page 66 regarding supplemental enrollments where a student's approved program of education involves training at more than one school.

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 which the appropriate state approving agency has determined meets the legal requirements for payment of VA educational assistance benefits to veterans and other eligible persons. Effective March 1, 2001, the definition of the term "program of education" was expanded to include licensing and certification tests.

Punitive Grade
The term means a grade assigned for pursuit of a course which is used in determining the student's overall progress toward completion of the school's requirements for graduation, e.g., a failing grade. Unlike the nonpunitive grade, the punitive grade does affect the criteria to be met by the student for graduation, i.e., it is a factor in computing the student's grade average or grade point average, for example. For this reason it is not the same as an audited course, since it does have an effect upon the student's ability to meet the school's criteria for graduation.

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, which operate on a quarter system calendar. Credits are earned and measured in quarter hours. A "standard quarter" is a period of instruction usually 10 to 13 weeks long.

Rate of Pursuit
For CH 33 educational assistance program means the measurement obtained by dividing the number of credit hours (or the equivalent credit hours for a nonstandard term course) an individual is enrolled in, including credit hours applied to refresher, remedial, and deficiency courses, by the number of credit hours considered to be full-time training at the institution of higher learning. The resulting percentage will be the individual's rate of pursuit not to exceed 100 percent. VA will consider any rate of pursuit higher than 50% to more than one-half time training.

REAP (Reserve Educational Assistance Program)
REAP (Chapter 1607) was established as a part of the Ronald W. Regan National Defense Authorization Act for fiscal year 2005. This Department of Defense education benefit program is designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain individuals who were activated after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

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.

Reporting Fee
VA pays annually to each educational institution furnishing training under the various VA education programs a reporting fee for required reports or certifications. This fee is intended to help defray the costs of processing various reports and certifications required to be submitted to VA and are in lieu of any other compensation or reimbursement. The annual fee is computed based on the number of VA beneficiaries enrolled at the institution in during the calendar year. 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 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, which 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.

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, which 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 "service member."

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.

Survivors' and Dependents' Educational Assistance
The benefits payable to eligible dependents or survivors of veterans. It is often abbreviated simply as DEA (Chapter 35).

The Post-9/11 GI Bill
The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. This program will pay eligible individuals:

- Tuition & fees paid directly to the school not to exceed the maximum in-state tuition & fees at a public Institution of Higher Learning.
- Monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school.
- Annual books & supplies stipend of $1,000 paid proportionately based on enrollment.
- Eligible individuals can get a one-time rural benefit payment.

This benefit is payable only for training at an Institution of Higher Learning (IHL). If your student is enrolled exclusively in online training, or still in the military, that student will not receive the housing

allowance or books & supplies stipend. This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following your release from active duty.

Tuition Assistance Top-Up (TATU)
VA payment to an individual for all or a portion of the difference between the Tuition Assistance amounts paid by the military component and the total cost of tuition and related charges. TATU is only available to persons eligible for chapter 30. Although Reserve and National Guard components also offer Tuition Assistance, there is no Top-up provision for chapter 1606 recipients. A person eligible to receive chapter 30 who is receiving Tuition Assistance from a Reserve or National Guard component is eligible for TATU.

VA-ONCE
An Internet based computer program for school officials. It is accessed using either Microsoft Internet Explorer or Netscape Navigator. It allows the school official to maintain records on VA students and to generate enrollment certifications (VA Form 22-1999) and notices of student status (VA Form 22-1999b.) Schools may transmit these enrollment certifications and changes in student status to VA through a secure Internet server operated by VA. Schools interested in using the program should visit the VA-ONCE web site located at http://www.gibill.va.gov/once

VEAP
Refers to the Veterans' Educational Assistance Program, Chapter 32 of title 38, U.S. Code. This is the contributory education benefits program for post-Vietnam era veterans.