Veterans Educational Benefits/ Enrollment Certification Procedures

The United States Veterans Administration operates various educational assistance programs for eligible veterans, war orphans, surviving spouses or children of veterans killed while on duty with the Armed Forces, disabled veterans, dependents of veterans with service related total disability, and certain members of the selected reserve.

Students who wish to use veterans’ educational benefits must identify themselves to the Office of Financial Aid so that proper enrollment certification procedures can be initiated for the following entitlement programs. If you don’t know what Chapter you are claiming, please contact the Department of Veterans Affairs (1-888-442-4551).

- Chapter 1606 Montgomery GI Bill - Selected Reserve National Guard
- Chapter 1607 Reserve Educational Assistance Program (REAP)
- Chapter 30 Montgomery GI Bill - Active Duty
- Chapter 31 Vocational Rehabilitation
- Chapter 33 Post 9/11
- Chapter 35 Survivors and Dependents Benefits

More information is available to all veterans from the U.S. Department of Veterans Affairs at: [http://www.gibill.va.gov/](http://www.gibill.va.gov/)

**Students planning to train under Chapter 1606 Selected Reserve, Chapter 1607 Reserve Educational Assistance Program (REAP), Chapter 30 Montgomery GI Bill, or Chapter 35 Survivors & Dependents, are required by the University to pay for tuition, fees, books, and supplies when due.**

Students receiving educational benefits under Chapter 31 Vocational Rehabilitation and Chapter 33 Post 9/11 will have their tuition and fees paid (part or full) depending on eligibility, directly to the University.

**Enrollment Certification Procedures for New or Transfer Applicants**

**Chapter 1606, 1607 and 30 benefits:**

   - VA Form 22-1990 for new applicants
   - VA Form 22-1995 for transfer students

Print a copy before submitting the application, and send it to the VA School Certifying Official in the Office of Financial Aid.

2. Provide a copy of your Notice of Basic Eligibility (NOBE) or Certificate of Eligibility (COE) to the VA School Certifying Official. This document will be
mailed to you from the VA after your application has been processed and your educational benefits have been granted.

3. Provide a copy of your DD-214 (Member 4 copy) to the VA School Certifying Official.

4. Send a request for certification to the VA School Certifying Official each semester you wish to claim VA educational benefits.

Chapter 31 benefits:

1. Your VA Rehabilitation Case Manager must provide you with VA form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status). This form will detail the specific guidelines that the University must adhere to for credit approval, payment of tuition, and purchases of school supplies. A new form must be presented to the VA Certifying Official for each semester you wish to claim VA educational benefits.

2. Provide a copy of your DD-214 (Member 4 copy) to the VA School Certifying Official.

5. Send a request for certification to the VA School Certifying Official each semester you wish to claim VA educational benefits.

Chapter 33 - Post 9/11

1. Complete an online application (http://www.gibill.va.gov/apply-for-benefits/application/) to the Department of Veterans Affairs.

   - VA Form 22-1990 for new applicants
   - VA Form 22-1995 for transfer students

Print a copy before submitting the application, and send it to the VA School Certifying Official

2. Provide a copy of your Certificate of Eligibility (COE) to the VA School Certifying Official.

3. Provide a copy of your DD-214 (Member 4 copy) to the VA School Certifying Official.

4. Send a request for certification to the VA School Certifying Official each semester you wish to claim VA educational benefits.
Chapter 35 benefits:

1. Complete an online application ([http://www.gibill.va.gov/apply-for-benefits/application](http://www.gibill.va.gov/apply-for-benefits/application)) to the Department of Veterans Affairs.

   - VA Form 5490 for new applicants for Survivors and Dependents Educational Assistance.
   - VA Form 5495 for transfer students.

Print a copy before submitting the application, and send it to the VA School Certifying Official.

1. Provide a copy of your Certificate of Eligibility (COE) to the VA School Certifying Official.

2. Send a request for certification to the VA School Certifying Official each semester you wish to claim VA educational benefits.

**National Guard** Tuition Waiver Recipients must provide a Commanders Certificate each semester.

**Go Army Ed** recipients must inform the Office of Financial Aid in writing each semester.

**Enrollment Certification Procedures for Continuing Students**

1. Send a request for certification to the VA School Certifying Official each semester you wish to claim VA educational benefits.

**Retroactive Enrollment Certification and Payment**

Students have one year from the beginning date of their training in which to file an application and to receive benefits. The VA will only pay educational assistance allowance retroactively for school enrollment periods up to one year prior to the date the claim and certification of enrollment are received in the VA regional processing office.

**Payment Procedures and Information**

New and transfer students can expect to begin receiving VA funding, including book and housing stipends (BAH), approximately four to eight weeks from the date the certification is submitted to the VA. Remember that the payment is made to the student for the number of days the student is certified for the month. If a student is certified for a whole month, the full monthly benefit is paid. If the student is only certified for part of the month, the benefit is prorated.

Payment usually comes between the 1st and 15th of each month and is paid for the
previous month. The VA does not consider a check as late until after the 10th of the month. Inquiries regarding check status or other payment issues may be made directly to the VA at: 1-888-442-4551.

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Students receiving educational benefits under Chapter 31 Vocational Rehabilitation and Chapter 33 Post 9/11 will have their tuition and fees paid (part or full) depending on eligibility, directly to the University.

**Monthly Certification of Attendance – WAVE**

All students who are receiving Chapter 1606 Selected Reserve, Chapter 1607 Reserve Educational Assistance Program (REAP), or Chapter 30 Montgomery GI Bill benefits MUST verify their enrollment monthly to receive payment. This verification can be done either by using the Web Automated Verification of Enrollment (WAVE) application at: [https://www.gibill.va.gov/wave/index.do](https://www.gibill.va.gov/wave/index.do) or by using the Automated Telephone System (IVR) at: 1-877-823-2378.

**Pay Rates**

For a list of current pay rates, visit the VA Education Website at: [http://gibill.va.gov/resources/benefits-resources/rates-tables.html](http://gibill.va.gov/resources/benefits-resources/rates-tables.html)

**Enrollment Certification Regulations and Student Responsibility**

The State Approving Agency (SAA) approves programs and courses of instruction so that educational benefits may be paid to eligible students under the programs administered by the Department of Veterans Affairs. Therefore, students must be admitted as matriculated and pursuing an approved program of study for enrollment certification of VA benefits. Students are also expected to make satisfactory academic progress toward completion of a degree. Any changes in enrollment including change of course, course deletions, and complete or partial withdrawals must be reported in writing to the VA School Certifying Official via: mthompson@hcu.edu

Failure to comply with the official school withdrawal procedure may affect both past and future benefits. Payment of benefits will not be allowed for any course in which a non-punitive grade is assigned. Payment will not be allowed for repeated courses which were previously transferred or previously had a passing grade assigned. Payment will not be allowed for courses not required in a degree program.
Military Leave Policy

HCU’s Policy for Military Leave, Academic Credit, and Tuition Refunds for students who are called to active duty is explained on the following link: http://www.hcu.edu/share/pdf/HCU_Policy_for_students_called_to_active_duty1.pdf.

If you are called to active duty, immediately inform the HCU Registrar, the Academic Dean, and the VA School Certifying Official. Failure to comply could result in you incurring a debt to the VA.

Registrar:  Charlotte Orr corr@hcu.edu  x307

Academic Dean:  Dr. Bill Bagents bbagents@hcu.edu  x308

VA School Certifying Official:  Mechelle Thompson mthompson@hcu.edu  x303

...or call 800-367-3565 or 256-766-6610 and enter the appropriate extension as listed above.