



Grantham[®]

UNIVERSITY

Veteran Services Information Packet

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SECTION I: General Information

Contact the Department of Veterans Affairs

The Department of Veterans Affairs is divided into four regions. If you call the toll-free number, you will be automatically connected to the Regional Processing Office (RPO) in Muskogee, Oklahoma. The RPO will answer general questions only; if you require specific information about the status of your application or payment, you must ask to be connected to a representative at the St. Louis RPO.

By Telephone: 1-888-442-4551 (1-888-GIBill 1)

By Internet: www.gibill.va.gov and select "Ask us a Question or Find an Answer"

By Mail: VA Regional Processing Office
St. Louis Processing Office
P.O. Box 66830
St. Louis, MO 63166-6830

Veteran Services at Grantham University

Grantham University has a staff of VA certifying officials dedicated to assist you in your academic endeavors and to facilitate your education benefits through certification, monitoring, and reporting of your enrollment and academic progress. You may contact any of the staff members listed below for assistance:

General Questions

Name: Donna Kunkle
Title: VA Certifying Official
Email: dkunkle@grantham.edu
Phone: (800) 955-2527 ext. 138
Fax: (866) 741-5449

Enrollment Certifications and Withdrawals

Last Names A – K

Name: Alex Jaacovi
Title: VA Certifying Official
Email: ajaacovi@grantham.edu
Phone: (800) 955-2527 ext. 225
Fax: (866) 649-5869

Last Names L – Z

Name: Brad Heizer
Title: VA Certifying Official
Email: bheizer@grantham.edu
Phone: (800) 955-2527 ext. 223
Fax: (866) 647-5761

Vocational Rehabilitation (Chapter 31), Change in Status Due to Course Progress, and Concerns

Name: Rachel Cardwell
Title: Veteran Services Manager
Email: rcardwell@grantham.edu
Phone: (800) 955-2527 ext. 255
Fax: (866) 755-8509

Concerns

Name: Chris Lee
Title: Director of Financial Aid and Veteran Services
Email: clee@grantham.edu
Phone: (800) 955-2527 ext. 182
Fax: (866) 451-0457

Eligibility for VA Education Benefits

Neither Grantham University nor its VA Certifying Officials (VACO) can determine whether you are eligible for VA Education Benefits. If you feel you may be eligible for education benefits, you should submit an application. The Department of Veterans Affairs (VA) will review your application and then officially grant or deny benefits. To submit your application, log onto the VA website at www.gibill.va.gov and complete and submit the electronic version of *VA Form 22-1990* (Application for Education Benefits).

Applying for VA Education Benefits

If you have never applied for VA Education Benefits, submit an online application via the VA website at www.gibill.va.gov.

- At the top menu bar, locate the **Apply Online** tab
- Click the **Education** tab (you will be redirected to the Veterans Online Application website)
- Click **Start VONAPP**
- Follow the prompts to the log-in screen for VONAPP and create a username and password
- Complete the online application (*VA Form 22-1990*)
- Once you have completed the application, submit it electronically.

Be sure to print a copy of the application for your personal records.

In three to five days, you will receive an acknowledgement via email from the VA that your application has been received and the determination of eligibility process has begun. In two to three weeks, the VA will mail you a Certificate of Eligibility (COE). The COE will verify the type of education benefit and the number of months to which you are entitled. You will need to fax a copy of your COE to the Grantham University Veteran Services Department at (866) 755-8509.

Transferring Schools and VA Education Benefits

If you have previously applied for VA education benefits at another college or university and now want to collect VA educational benefits while attending Grantham, you will need to log-in to the VA website at www.gibill.va.gov and use the same application procedure outlined above and submit a *VA Form 22-1995*.

Documents Required for Certification of Enrollment

To begin the process of enrollment certification with the VA, you must complete the *Veteran Certification Data Form* (page 10 of this Information Packet) and forward it to your Admissions or Student Progress Representative. Additionally, you may be required to submit a *VA Form 22-1990*, *VA Form 22-1995*, *Certificate of Eligibility* (COE), *VA Form 28-1905* and/or *Notice of Basic Eligibility* (NOBE).

Additionally, the VA requires that Grantham University evaluate transferring credit from all prior educational institutions. Therefore, transcripts from all post-secondary institutions that you have attended (whether or not VA benefits were used) are required to process your enrollment certification. You will not be certified for payment beyond the second term if these transcripts are not submitted.

Certifying Enrollments to the VA

In order to certify your enrollment, you must submit the *Veteran Certification Data Form* (last page of this packet) to the Veteran Services Department. Your certification of enrollment is submitted to the VA after you start your course(s). Only a Grantham University VACO can submit a *VA Form 22-1999* (Certification of Enrollment) to the VA; this certification is submitted electronically. Once submitted, you will receive an automated email from the Department of Veterans Affairs.

Enrollment Verification on WAVE web site

It is unlikely that your information will be updated by the VA or appear on the WAVE website before four to six weeks from the date that the certification of enrollment is reported to the VA. The processing time begins the date that the VACO submits the certification of enrollment to the VA.

The VA requires that you verify your own enrollment on a monthly basis. The verification is to be completed the last day of each month for that month. If you fail to certify your enrollment with the VA each month that you are enrolled, you will not receive benefits for that month.

Verifying Your Enrollment with the VA

To verify your enrollment:

- Log onto the VA website at www.gibill.va.gov
- Select **Information for Benefit Recipients**
- Select **Verify Your Attendance (WAVE)**
- You will then be directed to the *Web Automated Verification of Enrollment (WAVE)* page, where you can log-in and verify your enrollment.
- If you are not recognized as a VA student by the WAVE website, it may be because the VA has not received your *VA Form 22-1999* (Certification of Enrollment) or has not yet completed processing. You may also verify your enrollment by calling the Department of Veterans Affairs Education Certification System at (877) 823-2378 and follow the prompts.

Receiving VA Payments

Because Grantham University defers payment for 90 days, it is very likely that you will receive a payment* from the VA before your first payment (excluding down payment) to Grantham is due. On the 90th day, payment will be automatically deducted from the credit card or bank account you provided at the time of enrollment. The VA is currently taking eight to ten weeks, even longer during peak periods, to process an enrollment certification and make the first payment. The processing time begins the date that the VACO submits the certification of enrollment to the VA.

*Tuition and fees for Post 9/11 GI Bill (Chapter 33) is paid directly to the institution.

VA Education Benefits and Tuition Assistance (TA) for the Same Course

Currently, only those in the Army National Guard, Air National Guard and Army Reserve may qualify to collect VA benefits under Chapter 1606, Chapter 1607 (REAP) and Chapter 30 (under certain circumstances) while using Tuition Assistance (TA) for the same courses covered during the same period.

Federal law prohibits **active duty servicepersons** from receiving VA benefits for the same courses for which TA is paid, but the student can receive Chapter 30 benefits for the courses for which TA is not paid.

Degree Program Changes

You will be allowed to change degree programs once all course(s) in your current term is completed. If you have not completed all courses in your current term, a termination (withdraw) of the courses will be reported to the VA. However, once you begin a term in your new degree program, a certification of enrollment will be reported to the VA.

SECTION II: VA Education Benefits

Chapter 30: Montgomery GI Bill Active Duty

Chapter 30 benefits are for veterans who began active duty service for the first time **after June 30, 1985**. Servicemembers who may be eligible to use or collect Chapter 30 benefits must have contributed \$1,200.00 towards their Chapter 30 education benefits. The \$1,200.00 is withheld from their pay during their first 12 months of active duty service and is non-refundable. Chapter 30 benefits provide veterans with up to **36 months** of full-time education pay that must be used prior to the **ten-year** delimiting end date.

Chapter 30 Kicker: A kicker is part of the enlistment contract. It is often referred to as the Army or Navy College Fund. Higher monthly benefits are paid to Chapter 30 participants with “kickers.” 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 the VA regarding the discrepancy so that it can be resolved with the Department of Defense.

Chapter 30 Buy-up Program: Some Servicemembers may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, Servicemembers may receive up to \$5400 in additional GI Bill benefits. The increased benefit is payable only after leaving active duty, and the additional contribution must be made while on active duty. For more information, contact your personnel or payroll office.

Chapter 31: VA Vocational Rehabilitation Education Program

VA Vocational Rehabilitation is a program whose primary function is to help veterans with service-connected disabilities become suitably employed, maintain employment, or achieve independence in daily living. The program offers a number of services to help each eligible disabled veteran reach his or her rehabilitation goal. These services include vocational and personal counseling; education and training; financial aid; job assistance; and, if needed, medical and dental treatment. Services generally last up to 48 months, but they can be extended in certain instances.

A veteran may be eligible for Vocational Rehabilitation (Chapter 31) benefits if he/she:

- Received or will receive a discharge under other than dishonorable conditions;
- Incurred or aggravated a service-connected disability which entitles him/her to VA disability compensation; and
- Vocational rehabilitation is needed due to his/her service-connected disability creating an employment handicap.

An eligible veteran generally has 12 years from the date he/she is notified of entitlement to VA compensation to use his/her Chapter 31 benefits. The VA may approve an extension of time and/or length of training in certain cases.

Chapter 32: Post-Vietnam Veterans’ Educational Assistance Program (VEAP)

Individuals must have initially entered **active duty** from January 1, 1977 to June 30, 1985 and must have enrolled and contributed to VEAP before April 1, 1987. Many VEAP-era veterans who separated from active duty after February 2, 1991, had the opportunity to convert from Chapter 32 to Chapter 30.

VEAP is a voluntary contribution and matching program. Participants may have contributed as much as \$2,700.00. The government matches the participants’ contributions on a \$2 to \$1 basis. The monthly rate varies depending on the total contribution made by the veteran and matched by the government. Additional kickers may have been made by the military.

Chapter 33: Post 9/11 GI Bill (Effective 8/1/09)

The Post 9/11 GI Bill provides financial support for education and housing to 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. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

The Post-9/11 GI Bill will become effective for training on or after **August 1, 2009**. The amount of support that an individual may qualify for depends on where they live and what type of degree they are pursuing. For a summary of Post 9/11 GI Bill benefits, see the [Benefit Comparison Chart](#).

Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees, and vocational/technical training. All training programs must be offered by an institution of higher learning (IHL) and approved for GI Bill benefits. Additionally, tutorial assistance, and licensing and certification test reimbursement are approved under the Post- 9/11 GI Bill.

Chapter 35: Survivors' & Dependents' Educational Assistance Program (DEA)

The Dependents' Educational Assistance program, or DEA, provides education and training opportunities to eligible dependents and survivors of certain veterans. To be eligible, a student must be a spouse, son, or daughter (including stepchild or adopted child), of a veteran who is permanently and totally disabled as the result of, or dies, of, a service-connected disability. The disability must arise out of or be aggravated by active duty; a veteran with a permanent and total service-connected disability who dies from any cause; service member who is missing in action or is captured in line of duty and is currently being held by a hostile force; or a service member who is currently being forcibly detained or interned in line of duty by a foreign government or power.

Chapter 1606: MGIB Selected Reserve

It is an educational program for **active members** of the Selected Reserve. Basic eligibility requires a **six-year** obligation to serve in the Selected Reserve and satisfactory participation in required Selected Reserve training. Participation in Chapter 1606 requires no monetary contribution on the part of the Servicemember. The Selected Reserve components of the Ready Reserve include the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard, and Air National Guard. Chapter 1606 eligibility is determined by the Department of Defense or by the Department of Transportation (Coast Guard), not by the VA.

1606 Kicker: An additional amount, called a kicker, may be added to the benefit of some Chapter 1606 students. A Chapter 1606 kicker may be a part of the original enlistment contract or part of a re-enlistment contract.

Chapter 1607: Reserve Educational Assistance Program (REAP)

REAP was established in 2004 as a part of the Ronald W. Reagan National Defense Authorization Act. It is a Department of Defense education benefit program 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. This program makes certain individuals who were activated or mobilized for more than 90 consecutive days after September 11, 2001 eligible for either education benefits or eligible for increased benefits.

SECTION III: Enrollment

56-day Term and 28-day Incomplete Period

If you don't complete your course(s) by the end of the 56-day term, you may request an incomplete (I) from your instructor. If approved, you'll be granted an additional 28-day period to complete the course(s) in which you are enrolled.

You will not receive VA payments during the additional 28-day period. The VA will automatically discontinue benefits on the day after the term end date. Benefits will not resume until the requirements for all courses in which you are enrolled have been satisfied, you enroll in a subsequent term, and the enrollment has been certified to the VA.

Enrollment Status for VA Benefit Purposes

Students using VA benefits may enroll in multiple courses in a term. You must show satisfactory progress in all courses for which you are enrolled and complete all courses in the eight-week (56-day) term. Coursework is completed and VA funding is awarded as outlined below. Although the *asynchronous delivery method* affords you great latitude in progressing through your studies, you are strongly encouraged to interact with your course instructors on a regular basis to maximize your learning experience. Grantham monitors your progress on a regular basis.

Enrollment Status Based on a Term of Eight Weeks (56-days)		
Credit Hours	Grantham Enrollment Status	Enrollment Status for VA Benefits
3 Credit Hours	Half-time	Half-time
4 Credit Hours	Half-time	¾-time
5 Credit Hours	¾-time	¾-time
6 or more Credit Hours	Full-time	Full-time

*Students must complete final exam(s) by the end of the 8th week. If enrollment status is less than full-time and course(s) are completed early, the student may be eligible for full-time benefits based on training time.

Training Time

Training time defines how the VA makes payments to students who attend non-traditional schools. The VA uses a formula to convert a nonstandard semester to a standard semester. The formula is as follows:

$$\frac{(\text{credit hours}) \times (18)}{\text{weeks in a term}}$$

For example, if a student enrolls into one course that is three credit hours and has a term of 8 weeks, the VA will use the following formula:

$(3 \times 18) / 8 = 6.75$ ⇒ *The student is half-time and will be paid at a rate half-time for 8 weeks (56 days).*

If a student enrolls into one course that is three credit hours and has a term of 8 weeks, but finishes the course and final exam in 4 weeks, the VA will use the following formula:

$(3 \times 18) / 4 = 13.5$ ⇒ *The student is now a full-time student and will be paid at a half-time rate. Keep in mind that the student will receive the difference between the half-time rate and full-time rate on the back end.*

Satisfactory Progress

The Department of Veterans Affairs (VA) and the state of Missouri require schools to monitor student progress. To demonstrate compliance, a student must abide by the University's **Attendance Policy**. In addition to maintaining satisfactory progress, each student using VA benefits must also comply with all University policies, including the **Satisfactory Academic Progress** (SAP) policy.

If a student fails to adhere to the Attendance and/or SAP policy, a termination letter (Form 22-1999b) is sent to the VA. Submission of Form 22-1999b discontinues VA benefits and may cause the student to become indebted to the VA.

Probationary Period

According to Grantham's **Satisfactory Academic Progress** (SAP) policy, a student will be placed on academic probation if he/she fails to maintain SAP. A student on Academic Probation will be certified (not to exceed 4 consecutive terms) to the VA for education benefits except where the student was suspended after failing Academic Probation and is readmitted to the University on Academic Probation. Students readmitted to the University on Academic Probation will not be certified to the VA until minimum standards of SAP are met.

Grantham University

7200 NW 86th Street • Kansas City, Missouri, 64153 • www.grantham.edu • 800.955.2527

Veteran Certification Data Form

Student Name: _____ Student #: _____

Term Start Date: _____ Cum GPA (internal use): _____

1. What is your current status?

- Active Duty Reserve/Guard
 Reserve/Guard (on active duty orders) Veteran (separated, discharged, retired)
 Dependent/Spouse using Transfer Benefit (Ch. 33/35)

2. What is your Branch of Service? (if applicable)

- USA USAF USMC USCG USN

3. Which Educational Benefit are you requesting?

- MGI^B Active Duty (Chapter 30) – Service after 7/1/1985
 VA Vocational Rehabilitation (Chapter 31)
 VEAP (Chapter 32) – Service between 1/1/1977 and 6/30/1985
 Post 9/11 GI Bill (Chapter 33) – Service on or after 9/11/01
 Survivors' and Dependents' Educational Assistance (Chapter 35)
 MGI^B Select Reserve (Chapter 1606) – Current Guard/Reserve members
 REAP (Chapter 1607) – Current Guard/Reserve members Activated/Mobilized 90 days on or after 9/11/2001

4. Are you using Military Tuition Assistance (TA) in conjunction with VA benefits? YES NO

NOTE: (At this time, only those in the Army National Guard, Air National Guard and Army Reserve may qualify to collect VA benefits under MGI^B Select Reserve (Chapter 1606), REAP (Chapter 1607) and under certain circumstances, Chapter 30/33, while using Tuition Assistance (TA) for the same courses covered during the same period).

(Federal law prohibits *active duty* servicepersons from receiving VA benefits for the same courses for which TA is paid, but the student can receive Chapter 30/33 benefits for the courses for which TA is not paid.)

5. Have you applied for your education benefits from the VA? YES NO

NOTE: (If you have not applied for your education benefits you will need to visit the VA website at www.gibill.va.gov and follow these instructions:

1. In the upper right hand corner, click *GI Bill Links*
2. Click *Apply for the GI Bill*
3. Click *Start VONAPP*
4. Complete the online application *VA Form 22-1990* (Dependents using the Post 9/11 GI Bill follow the same process but must fill out *VA Form 22-1990E*).

6. Have you previously applied to use your education benefits at another school? YES* NO

NOTE: If you have previously used your education benefits at another school, you will need to visit the VA website at www.gibill.va.gov and follow these instructions:

1. On the upper right hand corner, click *GI Bill Links*
2. Click *Apply for the GI Bill*
3. Click *Start VONAPP*
4. Complete the online application *VA Form 22-1995*

**If you have previously used your education benefits at another school, you must sign and date below*

My signature indicates that I am requesting a change of program or place of training

Student Signature: _____ Date: _____

Return this form to your Admissions Representative or Student Advisor