

Maryland State Approving Agency

Private Career School VA Certifying Officials Training

August 22, 2011

Update on Changes to Chapter 33
Post 9/11 GI Bill

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Baltimore Education Liaison Representative (ELR)

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GI Bill Chapters

- 33** Post 9/11 GI Bill – some payments to schools
- 30/34** Montgomery GI Bill (AD) – payments to student
- 1606** Montgomery GI Bill (SR) – payments to student
- 1607** Reserve Educational Assistance Program - payments to student
- 35** Dependents Education Assistance Program – payments to student
- 31** VA Voc Rehab – contract between VA & school

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Post 9/11 (Ch-33) GI Bill Notables:

- **Some payments will now be made to the School.**
- Private Institutions will have a per VA Academic Year (1 Aug-31 Jul) \$17,500 maximum for Tuition & Fees for 100% eligible GI Bill users.
- Stipends, paid to the student, may be available for housing and books.

Maryland State Approving Agency Post 9/11 GI Bill - TUITION

What Goes in the Tuition Box on the Enrollment Certification?

1. Start with (In-State) Gross Tuition for the program
2. Compute, with the help of the Billing & Financial Aid Offices, the ***Net (In-State) Tuition***

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Post 9/11 GI Bill – NET TUITION

1. Identify the program's (In-State) gross tuition
2. Subtract out Military TA, Federal TA, ROTC Scholarship, Third Party 'billings', including College employee discounts/waivers, STAR is not subtracted (State money).
3. Subtract scholarships that designate tuition payments (Provost scholarships, etc.)

-more-

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Post 9/11 GI Bill – NET TUITION

4. Subtract MD National Guard Tuition Waiver, State Waivers (Foster Care)
5. DO NOT Subtract Pell Grants, Student Loans, Scholarships for educational/financial need (non-tuition/fee specific),
6. Do not subtract tuition reimbursement between a student/employer
7. Place Net Tuition in Tuition Box #11-A

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Post 9/11 GI Bill – NET TUITION

ENROLLMENT DATA									
8. ENROLLMENT EFFECTIVE DATES <i>(Month, Day, Year)</i>		9. COURSES TAKEN			10. CLOCK HOURS PER WEEK	11. CHARGES FOR PERIODS OF INSTRUCTION		12. YELLOW RIBBON PROGRAM	13. TRAINING TIME <i>(Graduate or Advanced Professional Program)</i>
		CREDIT HOUR COURSE(S)		NON-CREDIT					
A. BEGIN	B. END	TAKEN IN-RESIDENCE A. HOURS	TAKEN BY DISTANCE LEARNING B. HOURS	REMEDIAL/DEFICIENCY/REFRESHER C. HOURS	HOURS	A. TUITION	B. FEES	AMOUNT	
14. ADDITIONAL INFORMATION FOR HIGH SCHOOL AND FARM CO-OP COURSES									

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Post 9/11 GI Bill – FEES

1. Only Mandatory Fees may be included
2. Mandatory fees are considered those fees *required* to be paid to the school
3. True “application” fees are to be excluded
3. Place Fees in Box #11-B

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Post 9/11 GI Bill – FEES

ENROLLMENT DATA									
8. ENROLLMENT EFFECTIVE DATES <i>(Month, Day, Year)</i>		9. COURSES TAKEN			10. CLOCK HOURS PER WEEK	11. CHARGES FOR PERIODS OF INSTRUCTION		12. YELLOW RIBBON PROGRAM	13. TRAINING TIME <i>(Graduate or Advanced Professional Program)</i>
		CREDIT HOUR	COURSE(S)	NON-CREDIT					
A. BEGIN	B. END	TAKEN IN-RESIDENCE	TAKEN BY DISTANCE LEARNING	REMEDIAL/DEFICIENCY/REFRESHER	HOURS	A. TUITION	B. FEES	AMOUNT	
14. ADDITIONAL INFORMATION FOR HIGH SCHOOL AND FARM CO-OP COURSES									

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Post 9/11 GI Bill – CLOCK HOURS

1. Private career school programs are measured and approved in Clock Hours
2. Maryland approves school schedules that identify the number of Clock Hours per Week students will be attending any given program
3. These clock hours per week are identified on the student's enrollment agreement
4. Place these Clock Hours per Week in Box #10
5. Multiple schedules?

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Post 9/11 GI Bill – CLOCK HOURS

ENROLLMENT DATA									
8. ENROLLMENT EFFECTIVE DATES <i>(Month, Day, Year)</i>		9. COURSES TAKEN			10. CLOCK HOURS PER WEEK	11. CHARGES FOR PERIODS OF INSTRUCTION		12. YELLOW RIBBON PROGRAM	13. TRAINING TIME <i>(Graduate or Advanced Professional Program)</i>
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14. ADDITIONAL INFORMATION FOR HIGH SCHOOL AND FARM CO-OP COURSES									

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Post 9/11 GI Bill – CHANGE IN STATUS

- Report Changes in Enrollment
 - schedule, end date, interruption in training, withdrawal/termination
- Report Graduation
- Report Student Placed on Probation

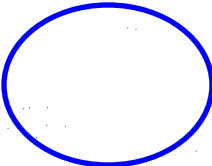

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Post 9/11 GI Bill – CHANGE IN STATUS

- Use “Termination”, whether using VA-Once or Paper 22-1999b, when reporting changes in enrollment status and graduation.
- For *Last Date of Attendance* and *Last Date Credit Accrued*, write in the student’s last date of attendance

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Post 9/11 GI Bill – VA 22-1999b

5. TERMINATION (Complete Items A and B, and C if applicable)											
<p>A. LAST DATE OF ATTENDANCE</p> <p></p>	<p>B. REASON FOR TERMINATION</p> <table><tbody><tr><td><input type="checkbox"/> WITHDRAWAL BEFORE BEGINNING OF TERM</td><td><input type="checkbox"/> END OF TERM OR COURSE</td></tr><tr><td><input type="checkbox"/> WITHDRAWAL DURING DROP PERIOD</td><td><input type="checkbox"/> UNSATISFACTORY ATTENDANCE, CONDUCT, OR PROGRESS</td></tr><tr><td><input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED (If checked, complete Item 8)</td><td><input checked="" type="checkbox"/> GRADUATION</td></tr><tr><td><input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED</td><td><input type="checkbox"/> WITHDRAWAL OR INTERRUPTION (Noncollege Degree Programs)</td></tr><tr><td></td><td><input type="checkbox"/> OTHER (Explain in Item 9, Remarks)</td></tr></tbody></table>	<input type="checkbox"/> WITHDRAWAL BEFORE BEGINNING OF TERM	<input type="checkbox"/> END OF TERM OR COURSE	<input type="checkbox"/> WITHDRAWAL DURING DROP PERIOD	<input type="checkbox"/> UNSATISFACTORY ATTENDANCE, CONDUCT, OR PROGRESS	<input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED (If checked, complete Item 8)	<input checked="" type="checkbox"/> GRADUATION	<input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED	<input type="checkbox"/> WITHDRAWAL OR INTERRUPTION (Noncollege Degree Programs)		<input type="checkbox"/> OTHER (Explain in Item 9, Remarks)
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<input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED	<input type="checkbox"/> WITHDRAWAL OR INTERRUPTION (Noncollege Degree Programs)										
	<input type="checkbox"/> OTHER (Explain in Item 9, Remarks)										
<p>C. LAST DATE CREDIT ACCRUED (For non-college degree courses only)</p> <p></p>											

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Post 9/11 GI Bill – VA-Once

Notice of Change in Student Status

- **Amend** is used to change begin date, end date, tuition and fees, add a remark, and advance pay and accelerated pay requests on a certification *already submitted*.
- **Adjust** is used to report an *increase or decrease in clock hours*. If tuition or fees were reported, they must also be changed to correspond to the adjusted number of clock hours.
- **Terminate** is used to report a *complete withdrawal* from an enrollment period, or to report *graduation or program completion*. If a student certified for multiple enrollment periods completely withdraws from one enrollment period, then terminate the enrollment period from which he withdrew. VA-ONCE will give you the option to terminate any subsequent enrollment periods or to leave those periods as certified.

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Post 9/11 GI Bill – CHANGE IN STATUS

Academic Probation

- Applicable to schools that have a satisfactory progress policy that includes academic and/or attendance probation prior to termination for Unsatisfactory Progress
- Notify VA promptly when a student receiving VA education benefits is placed on academic or attendance probation
- Notifications should be sent using VA's Internet Inquiry System
- Include the student's name and Claim Number along with the statement "Student placed on academic (or attendance) probation"

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Post 9/11 GI Bill - BREAK/INTERVAL PAY

When term or semester ends, payments stop.

Examples:

- Basic Allowance for Housing (BAH) will stop after last day of the term (prorated)
- Ch-30, 1606, 1607, 35 payments to students will stop after the end of the term (prorated).

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Post 9/11 GI Bill - BAH

- Active Duty & Spouses are not eligible
- BAH is based on the zip code of the Main Campus
- Student must be enrolled more than ½ time
- BAH will be pro-rated based on rate of pursuit
- BAH will stop after last day of the term (prorated)

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Post 9/11 GI Bill – RE-CERTIFYING

- In order to change a currently enrolled and certified veteran or eligible dependent to Chapter 33 benefits, the student must be RE-Certified by the school to Chapter 33.
- To do so, RE-Certify the student for Chapter 33 on a new VA Enrollment Certification Form 22-1999 (or RE-Certify the student through VA-Once). RE-Certify for Chapter 33 as described in this training session (i.e., listing net tuition and fees after all applicable 3rd party waivers and payments are granted).
- Under Remarks: ***“RE-Certifying under Chapter 33, effective 10/1/11”***

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Post 9/11 GI Bill – REFUNDS

Generally, overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 9/11 GI Bill when an overpayment is created on a school and funds need to be refunded by the school to the VA.

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Post 9/11 GI Bill – REFUNDS

A debt is established on a school when:

- The student never attended classes for which he/she was certified regardless of the reason for non-attendance
- The student completely withdraws on or before the first day of the term. If student reduces hours, the debt is a student debt
- The school received payment for the wrong student
- The school received a duplicate payment

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Post 9/11 GI Bill – REFUNDS

- The school submitted an amended enrollment certification and reported reduced tuition and fee charges. (Reductions based on student's action should be reported on a 1999b with the changes in the enrollment)
- The student died during the term, or before start of the term
- VA issued payment above the amount certified on the enrollment certification that was used to process the payment (VA data entry error)

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Post 9/11 GI Bill – REFUNDS

A debt is established on the student for tuition and fees when:

- The student withdrew after the first day of the term (FDOT)
- If the student completely withdrew on the FDOT, treat as if student never attended
- The student reduced hours whether the reduction occurred before or during the term

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Post 9/11 GI Bill – REFUNDS

- If the student attended at least one day of any of the classes certified and a payment has been issued, any debt created by the reduction/withdrawal should be charged to the student
- The school submitted a change in enrollment (1999b) and reported a reduction in tuition/fees due to student action
- If a student drops a course and adds a course so that there is no net change in training time, any change to tuition/fees is a student debt

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Post 9/11 GI Bill – REFUNDS

Schools may refund money to VA in one of three ways:

1. Schools may send a check to the agent cashier of the Regional Processing Office of jurisdiction. **It is essential that you include the student's name and VA file number when you make a payment to VA.** Please send payments to the attention of the "VA Agent Cashier" at the Regional Processing Office of Jurisdiction. Those addresses can be found on page 80 of the School Certifying Official Handbook.

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Post 9/11 GI Bill – REFUNDS

2. The school may return an uncashed Department of Treasury check to the following address:

U.S. Department of the Treasury

Financial Management Service

P.O. Box 51318

Philadelphia, PA 19115-6316

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Post 9/11 GI Bill – REFUNDS

3. Schools may refund the VA electronically via Automated Clearing House. To do so, schools shall request their banks return the **full payment amount** using an R31 ACH return code. Each bank has its own time constraints for returning ACH payments. Please speak with your bank's representative to obtain specific instructions on this process.

If your school refunds only a partial amount of a payment, you must utilize option one.

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Post 9/11 GI Bill – REFUNDS

- When the school writes a check, make the check payable to the Department of Veteran Affairs and mail the check to the Agent Cashier.
- Submit any needed paper or VA-ONCE amendment, adjustment or termination *before* mailing the check to the Agent Cashier.
- Mail the check along with the letter found on page 82 of the School Certifying Official Handbook.

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Post 9/11 GI Bill – REFUNDS

- A single check can be submitted for up to 25 students. Do not include more than 25 students on a single check. Modify the body of the example letter (page 82 of the Handbook) or attach a spreadsheet with the following introduction:
- *The attached check in the amount of \$XXXX.XX is submitted to VA. This amount was paid by the VA to (Name of School and VA Facility Code) on behalf of the following students:*
(Spreadsheet columns: Name, File Number, Term Begin Date, Term End Date, Amount).

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Post 9/11 GI Bill – REFUNDS

The school is responsible for clearly identifying each student, the school term(s), and the exact dollar amount of the payment, and any other necessary identifying information for each. It is important that the amount of the check equal exactly the amount on the spreadsheet or letter.

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Requirements for School to Maintain Approval for VA (SAA Approval)

Maryland State Approving Agency Maintaining SAA Approval

- Certified catalogs – two hard copies of catalog with Standard Certification:

**“True and correct as to content and policy”
with Certifying Official’s signature**

- Additional publications – Student Handbook

Maryland State Approving Agency Maintaining SAA Approval

- New/yearly schedules *must* be submitted to the Maryland SAA for approval to the VA
- Preferred delivery is via letter
- One copy of schedule of Start and End dates is sufficient

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<http://www.gibill.va.gov>



School Resource Page

News For School Officials

Accommodating Student Veterans With Traumatic Brain Injury & Post-Traumatic Stress Disorder: Tips For Campus Faculty & Staff

A report produced in partnership with the Department of Labor & the Association on Higher Education & Disability providing information about these most prevalent battlefield injuries for today's returning service members, as well as examples of promising practices. [Read the Report](#)

School Officials Handbook Released

The School Official's Handbook provides pertinent information regarding GI Bill programs for school officials. [Read More.](#)

Upcoming Changes To The GI Bill

A summary of changes of interest to School Officials coming to the GI Bill. [Read More.](#)

[More news](#)

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Certification & Training



[VA-ONCE Guidance](#)

[School Official's Handbook](#)

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[Education Benefit Presentations](#)

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Education Programs & Events

[Conferences & Events](#)

[Program Approval for Foreign Schools](#)

[Yellow Ribbon Information](#)

[2012 School Year Yellow Ribbon Schools](#)



Road Map to Success



Benefits Calculator



Compare the Programs



UNITED STATES DEPARTMENT OF VETERANS AFFAIRS



Search All VA Web Pages Search Open Advanced Search

Home Veteran Services Business About VA Media Room Locations Contact Us GI Bill home



GI BILL HOME APPLY FOR BENEFITS POST 9/11 GI BILL & OTHER PROGRAMS RESOURCES SUPPORT COMMUNITY CONTACT


- School Officials
- VA Once FAQ
- Yellow Ribbon Agreement
- Conferences and Events
- SCO - Training Resources
 - Payment and Debt
 - Information Resources
 - School Responsibility Fact Sheet
 - Online SCO Training
 - Pamphlets
- SCO Handbook
 - PPT / Presentations

School Official Handbook


The School Official's Handbook provides GI Bill information pertinent to all school officials.

- [School Official Handbook Cover Letter](#)
- [School Official Handbook](#)


Choosing a School




Apply For Benefits



Road Map to Success



Benefits Calculator



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