



Proudly Serving Those Who Have Served Us

UNC Pembroke Veteran & Military Education Services 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

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

Southern Region - Atlanta, GA

P.O. Box 100022

Decatur, GA

30031-7022

Ask A Question

You can send us a secure email that will usually be answered within 48 hours or less. You can also search for answers to frequently asked questions and register to be notified of any updates to the information. This contact method is available 24 hours a day, 7 days a week and can also be utilized worldwide.

Telephone

1-888-GIBILL-1 (1-888-442-4551).

Be advised this line only accepts calls from 7:00 AM - 7:00 PM central time Monday - Friday and you may experience long hold times.

Overseas

If you are overseas you can contact us via telephone during business hours, M - F 8:00 AM to 4:00 PM EDT. Students and School Certifying Officials calling from outside the United States may call the Buffalo Regional Office at 716-857-3196 or 716-857-3197. Once connected, the caller can immediately enter "option 1" to be placed in a special priority queue. This is not a toll-free number but the caller will be routed to the next available Customer Service Representative for priority service.

This is for Overseas customers only; all others should call the toll-free number or contact us via the Questions & Answers section of this website.



Veteran Services at UNC Pembroke

UNC Pembroke has a VA certifying official 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.

General Questions/Enrollment Certifications and Withdrawals

Name: Lee Hammonds
Title: VA Certifying Official
Email: lee.hammonds@uncp.edu
Phone: 910.775.4405
Fax: 910.775.4159

Office of Financial Aid
Room 242 Lumbee Hall
www.uncp.edu/fa
Phone: 910.521.6255
fa@uncp.edu

Veteran Education and Transition Assistance

Veteran Education Campus Assistants (VECA):

Martin Nielsen (US Navy)
James Spence (US Marine Corps)
Shaun Barefoot (US Marine Corps)

Location: UC Annex, 2nd Floor, Room 206
PO Box 1510
Pembroke, NC 28372
Phone: 910.775.4438
Fax: 910.521.4501
Email: veterans@uncp.edu

VA Work Study is a program sponsored by the Department of Veteran Affairs.



Eligibility for VA Education Benefits

Neither UNC Pembroke nor its VA Certifying Official (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 UNC Pembroke's Veteran Certifying Official in the Office of Financial Aid at 910-775-4159.

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 Enrollment Worksheet* (page 9 of this packet) and forward it to your VA Certifying Official with a copy of your semester course schedule. 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).



Certifying Enrollments to the VA

Your certification of enrollment is submitted to the VA after you start your course(s). Only a UNC Pembroke VA Certifying Official 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.

Enrollment Verification on WAVE web site (Chapter 30)

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

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. You may be required to submit payment ahead of time until the VA can reimburse you. *Tuition and fees for Post 9/11 GI Bill (Chapter 33) is paid directly to the institution and a hold can be put on your account to make sure you do not lose your classes that you may have already registered for. Payment is still due for all other expenses that the VA does not directly pay the school.



VA Education Benefits and Tuition Assistance (TA)

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**. Service members 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 Service members may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, Service members 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: This 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 Service member. 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 and Training Time

Enrollment Status for VA Benefit Purposes

Rate of Pursuit (Chapter 33)

VA calculates rate of pursuit by dividing the credit hours (or credit hour equivalents) being pursued by the number of credits 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, 32, 35, 1606, and 1607)

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

12 credits are full-time

9-11 credits are $\frac{3}{4}$ -time

6-8 credits are $\frac{1}{2}$ -time

4-5 credits are less than $\frac{1}{2}$ -time ($<\frac{1}{2}$ -time)

1-3 credits are $\frac{1}{4}$ -time or less ($<\frac{1}{4}$ -time)

NOTE: Full-time is 13 or 14 credit at some schools. These schools should contact their ELR about measuring training time.

Summer Terms and Nonstandard 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 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.



VA converts credit earned during nonstandard quarters or semesters to credit hour equivalents. VA makes the conversion, not schools. Schools must report actual credit.

Refer to credit hour equivalency tables. The formula for converting quarters or semesters to credit equivalents is the same, except for the multiplier. The formulas are:

- Quarter: $\text{Credit} \times 12 \div \text{weeks} = \text{credit hour equivalents}$. Four quarter credits earned in 4 weeks, for example; are the equivalent of 12 credits earned during a standard quarter ($4 \times 12 \div 4 = 12$) and will pay full-time for 4 weeks.
- Semester: $\text{Credit} \times 18 \div \text{weeks} = \text{credit hour equivalents}$. Four semester credits earned in 4 weeks is the equivalent of 18 credits earned during a standard semester ($4 \times 18 \div 4 = 18$) 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.

Example: A student enrolls for 9 credits summer term; 3 credits in a four-week session, 3 credits in an eight-week session, and 3 credits in a 10-week summer quarter.

⇒ If a quarter system school certified summer sessions as follows	Start
Credit	06/14/10
3	06/14/10
3	06/14/10

Satisfactory Academic Progress

Unsatisfactory progress, conduct and attendance

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Benefits can be resumed if the student reenrolls in the same educational institution and in the same program. In other cases, benefits cannot be resumed unless VA finds that the cause of the unsatisfactory attendance, conduct or progress has been removed and the program of education or training to be pursued by the student is suitable to his or her aptitudes, interests, and abilities.

When a student has failed to maintain prescribed standards of progress, VA must be informed promptly so that benefit payments can be discontinued in accordance with the law.



Tuition Assistance

Tuition Assistance (TA) is a Department of Defense (DoD) program. VA does not administer TA. TA rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard.

If a student receives education benefits from VA and receives TA benefits from the military, duplication of benefits may be an issue. The issue might involve VA regulations, DoD regulations, or both since VA and DoD both have regulations about receiving VA benefits and TA at the same time. Potential duplication issues are outlined below.

Chapter 30 and 33 Recipients

Active duty servicepersons may not receive standard VA benefits for the same courses for which they receive TA from the military. If a student takes several courses, the student can't receive Chapter 30 benefits for the courses for which TA is paid, but the student can receive Chapter 30 benefits for the courses for which TA isn't paid.

Chapter 30 and 33 “Top-up”

Servicepersons and veterans eligible for Chapters 30 and 33 and approved for TA are eligible for Top-up.

What is Top-up? If TA doesn't pay the full cost of a course, Top-up will pay the difference between what TA pays and the cost of the course.

YOU MUST DECLARE A MAJOR BY THE TIME YOU HAVE REACHED 59 CREDIT HOURS BEFORE ANY OTHER CLASSES CAN BE CERTIFIED.

Chapter 33 (Post 9/11): Students who feel they are eligible for this NEW benefit program must submit VA form 22-1990 or 22-1990e if eligible for Transfer of Education Benefits to the VA Regional Office in Georgia. These forms can be submitted online at www.gibill.va.gov.

Academic Status

- I am in good academic standing I am under Academic Warning
 I am Suspended/Allowed to continue with conditions I am Suspended

The VA requires that students make satisfactory academic progress and the UNC Pembroke VA Certifying Official will be required to submit this information to the VA as applicable. Your VA Education Benefits could be canceled.

To assure that you are certified appropriately through the VA, you must notify the VA Certifying Official in the Financial Aid Office of any Drops, Adds, or Changes in the Credit Hours on your schedule or if you change your Degree Program.

All signatures are required before any VA certification will be done. Incomplete paperwork will not be accepted.

STUDENT

X _____

Students, please note that by signing this document, you are confirming that the enrolled classes attached are within your current degree program. If they are not and any certification has been done, you may be required to pay money back to VA. This debt will be on you the student.

(DETAILED SCHEDULE IS ATTACHED) YES_____ If no, this worksheet will not be accepted by the VA Certifying Official.

ADVISOR

X _____

Advisor, please note that by signing this document, you are confirming that the enrolled classes attached are required for the students current degree program. If they are not, please do not sign.

Please contact Lee Hammonds, VA Certifying Official if you have any questions:

910.775.4405 or Lee.hammonds@uncp.edu



Memorandum of Understanding for Students Receiving Veteran's Administration Educational Benefits at UNCP

- 1.** Veterans must choose a major (program of study) offered by UNC Pembroke which is listed in the UNCP catalog, and meet all admissions criteria established by UNCP for that program, as well as meeting all VA requirements to receive educational benefits. All Veterans must declare a major by the completion of 59 credit hours (the end of their sophomore year) in order to continue to receive benefits.
- 2.** Once application and admissions steps are completed, the student must meet all academic standards of progress for UNCP. (Please refer to the UNCP catalog for detailed requirements.) Only classes required for the student's specific program can be certified with VA.
- 3.** The UNCP VA file must be complete, which includes an Application for VA Education Benefits or a Request for Change of Program or Place of Training, Member Copy 4 of the student's DD 214, or a Notice of Basic Eligibility (NOBE) form, and other supporting documentation as requested by the certifying official before an Enrollment Certification can be sent to the Department of Veteran Affairs.
- 4.** For normal fall and spring sessions, full-time VA benefits will be paid for students enrolled in 12 or more credit hours, $\frac{3}{4}$ -time pay for 9 to 11 credit hours, and half-time pay for 6 to 8 credit hours. Unless specifically requested, no certification will be made for less than half-time enrollment, which is 1 to 5 credit hours in a standard term. For summer or any other nonstandard term, VA will compute payments based on credit hours and term length.
- 5.** Veterans should be aware that a program change must be completed in writing with the student's academic advisor. The student must notify the VA certifying official that they have changed their program of study. This will require an official evaluation of all previous credits before the student can be certified for the new program. When a new catalog is published, and the student decides to graduate under the new program requirements, the student must notify the school certifying official of this decision so a new evaluation can be completed. Students may not change back to an older catalog requirement at any time.
- 6.** It is the Veterans' responsibility to notify the VA certifying official of any changes that may affect their VA benefits, such as adding or dropping a class, changing between full-time and part-time enrollment status from term to term, withdrawing from school, or ceasing attendance in class for any reason. The student must also notify Student Records, the VA certifying official, and the VA of changes to address and telephone contact information.
- 7.** Veteran's cannot be paid for audited classes, independent study classes, credits by exam,

classes taken outside of the curriculum, repeated classes with a passing grade, classes with a “W” or Incomplete grade, classes for which transfer credit has been awarded, or any other classes not counting toward graduation in their program of study.

8. If substituting a class, an official, signed substitution form must be on file in the Office of the Registrar and a copy sent to the school certifying official.

9. UNCP does not participate in the Advance Pay Program. The student is required to pay all charges at the time of registration. The Department of Veterans Affairs makes payments of education benefits directly to the Veteran for the period of attendance in an eligible program as long as the student has remaining entitlement.

10. If the student is receiving benefits through the Veteran’s Educational Assistance Program, (VEAP) - (Chapter 32), or through the Survivors’ and Dependents’ Educational Assistance Program, (Chapter 35), the student may receive a Certification of Attendance Form. This form must be completed, signed, and returned by the student to the Department of Veterans Affairs in the envelope provided in order for their monthly check to be released. If the information on the form is not correct; the student should bring it to the VA certifying official at UNCP before returning it to the Department of Veterans Affairs. If items on the form are changed, it may result in a delay of payment.

11. If the student is receiving Veteran’s Vocational Rehabilitation Program, (Chapter 31), benefits, the student is required to stay in contact with the Veteran’s Affairs Office in Winston-Salem regarding verification of or changes in enrollment.

12. These requirements and procedures involve only certification and continuation in a VA approved program of study at UNCP, and does not relieve the Veteran of their responsibility of complying with other VA rules and procedures covered in appropriate laws, regulations, and VA pamphlets.

If you have any questions concerning your VA benefits, please contact Lee Hammonds, VA Certifying Official at 910.775.4405 or by email at lee.hammonds@uncp.edu.

By signing this Memorandum of Understanding, you have read and understand all the information provided to you.

SIGNATURE _____

DATE _____