



Veteran's Education Benefits

School of Liberal Arts and Sciences [on-campus]

Contact – School Certifying Official

Rose Epp, Assistant Registrar

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Contact – VA

PH: 1-888-442-4551 WEB: <http://www.benefits.va.gov/gibill/>

Responsibilities

Student	College	VA
<ul style="list-style-type: none"> Submit all required forms to the VA Submit all required documents to CCCK Communicate with the VA Communicate with the School Certifying Official at CCCK* 	<ul style="list-style-type: none"> Send enrollment certifications to the VA Report to the VA any change in the student's enrollment 	<ul style="list-style-type: none"> Inform the student of his/her eligibility and amount of benefits Pay the student's benefits

**This is critically important.*

Required Documents

(Must be received by School Certifying Official before start of class)

Type of Benefit	VA Benefits Status	Required Document(s)
Post 9/11 ONLY	NOT approved <i>(i.e. Certificate of Eligibility NOT yet received)</i>	<ul style="list-style-type: none"> Acknowledgement of Risk form* Screenshot or copy of confirmation email that the application for benefits has been submitted
Post 9/11 (33) M. GI Bill (30) DEA (35) VEAP (32)	Approved	Certificate of Eligibility or screenshot from eBenefits account or print-out from Vets.gov account showing available education benefits*
GI Bill: Selected Reserve (1606)	Approved	Notice of Basic Eligibility (NOBE)*
Voc Rehab (31)	Approved	"Authorization and Certification of Entrance...into Rehabilitation..." (28-1905) signed by Voc Rehab case manager/counselor

***NOTE:** If you have used your education benefits before attending CCCK, you MUST electronically submit to the VA the "Change of Program or Place of Training" form to transfer the benefits to CCCK.

Average Time to Approval/Finalization of Benefits

If applying for benefits for the first time: **1 – 2 months**

If requesting transfer of benefits to CCCK: **1 – 2 weeks**

Shopping Sheet

The "shopping sheet" is a standard document that lists cost information and can make it easier for students to compare schools. Shopping sheets are available upon request from the Financial Aid Office.

Payment of Benefits

The VA will send out payments *no earlier* than 2 weeks before the start of each semester.

It is expected that students will have a plan in place to cover **100%** of tuition, fees, and room/board costs. **No VA benefit on its own** will cover the complete cost of attending an on-campus program *and* living in campus housing.* To make up the difference, you will be expected to apply for federal Financial Aid and/or contact the Business Office to create a monthly payment plan.

*For Post 9/11 and Voc Rehab benefits, any scholarships or grants that are specifically designated for tuition *must* be subtracted off the amount of tuition/fees reported to the VA. If you are receiving a third-party scholarship or other non-College funds, the College may require you to provide additional documentation to verify the use of those funds.

Tuition and Fees Payable under Post 9/11

Payment checks for tuition and eligible fees are sent directly to the College. Final certifications of tuition and fees will not be sent to the VA until after the Add/Drop Date (*the last day to add a course for credit*).

<i>Charge/Fee</i>	<i>Payable under Post 9/11 benefit?</i>
Audit fee	No (<i>the VA does not pay for audited courses</i>)
Aviation – Private Flying course fees	No
Course fees (<i>excluding aviation</i>)	Yes (<i>only if charged to all students enrolled</i>)
Credit for Prior Learning assessment fee	No
Deposit	No
Directed study/Internship/Practicum	Yes
Early/Late Examination	No
E-Portfolio fee	Yes (<i>if required by major</i>)
Exam credit assessment fee (AP, CLEP, etc.)	No
Fit Four Fee (general fee)	Yes
Graduation fee	Yes
ID Replacement	No
Late changes in registration (after Add/Drop date)	No
Retake fee	No
Room and Board	No [The Post 9/11 benefit includes a separate housing allowance that is paid directly to students attending at more than half-time. Students are encouraged to use this money for its intended purpose.]
Student Health Insurance Plan	No
Transcript (official)	No
Tuition	Yes
Vehicle permit	No
Withdrawal fee	No

Withdrawals

If you decide to withdraw, contact your School Certifying Official as soon as possible.

The College will submit the date you withdrew to the VA. Depending on the timing and nature of your withdrawal, **you may still owe the College for courses you have attended**, whether or not the VA will pay for it. To find out how much you might owe, please contact the Financial Aid office. You will also need to contact the VA to find out how the withdrawal will affect your benefits.

If Using Post 9/11 Benefits: If tuition charges are prorated as a result of the withdrawal, excess VA funds will exist on your account. Any credit left on your account, including excess VA funds, will be returned to you after the withdraw process is complete. **Keep in mind that the VA will prorate your benefits based on your last date of attendance and will be asking you to return the excess funds.**

In the event that a student must or chooses to withdraw due to receiving orders for deployment or long-term training, the College will honor the student's service by forgiving any institutional charges that are incurred as a result of their withdrawal (provided proper documentation has been submitted). This includes the waiver of the Withdraw Fee and the refund of Tuition and Fees for courses not attended. It is expected that institutional charges incurred prior to the withdrawal will be satisfied by the student. Students who withdraw for any other reason will follow standard withdrawal and refund procedures.

Courses Taken at a Secondary School (Transfer Credits)

If you are planning to take courses at another school, either during or after attending CCK, intending to transfer them back to complete your degree, please contact your School Certifying Official (SCO) as soon as possible. The courses will need to be pre-approved for transfer and you will receive a letter to give to the SCO at the secondary school, confirming that the courses will transfer to CCK and will count towards your degree. This will authorize the secondary SCO to certify your enrollment.

Frequently Asked Questions

What benefits am I eligible for? / How much will my benefits be?

School Certifying Officials cannot answer this question. You will need to contact the VA.

Do you offer the Yellow Ribbon program?

Yes, CCK is a participant in the Yellow Ribbon program. Students are eligible for the Yellow Ribbon program if they are eligible for 100% Post 9/11 benefits. For private colleges, the VA has capped the amount of tuition/fees they will pay in a year. This program helps cover the remaining balance of tuition/fees. The College has agreed to cover half the balance, up to \$2500, in the form of an institutional grant. The VA will match the amount provided by the College.

Didn't the VA tell you _____?

No. The **only** notification the VA sends to schools is a monthly report of benefits paid. If something has changed, please let your School Certifying Official know as soon as possible.

My benefits/housing allowance/book stipend didn't get paid last month. Why?

We will check to make sure your enrollment certifications have been sent. However, schools don't have access to VA records. So, beyond providing you with the certification number, we cannot assist with payment issues. You will need to contact the VA directly.

Why haven't I received my credit check?

The best office to answer that question is the Business Office.