



# Veteran's Education Benefits

School of Liberal Arts and Sciences [on-campus]

## Contact – VA

PH: 1-888-442-4551 WEB: <https://www.va.gov/>

## Contact – School Certifying Official (SCO)

Rose Fitch, Assistant Registrar

PH: (620) 241-0723 ext 134\*

\*dial extension as soon as recording starts

EM: [rose.fitch@centralchristian.edu](mailto:rose.fitch@centralchristian.edu)

FX: (620) 241-6032

## Responsibilities

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

*\*This is critically important.*

## Required Documents

*All documents must be sent to the School Certifying Official before starting classes for the first time.*

*Updated copies will be required periodically if the benefit is part of the student's financial plan (see page 2).*

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

**\*NOTE:** If you have used your education benefits before attending CCKK, you MUST **electronically** submit to the VA the "Change of Program" form **or** redo the application for benefits.

## Average Time to Approval/Finalization of Benefits

If applying for benefits for the first time: **1 month**

If requesting transfer of benefits to CCKK: **2 weeks**

## Payment of Benefits

It is expected that students will have a plan in place, **approved by the CCK Financial Aid office**, to cover **100%** of tuition, fees, and room/board costs. **Only Post 9/11 and VR&E benefits can be used as a part of this plan.** No VA benefit on its own will cover the complete cost of attending an on-campus program *and* living in campus housing. You will be expected to cover the remainder via scholarships,\* grants,\* state aid,\* military aid,\* federal Financial Aid, and/or a monthly payment plan.

\*For Post 9/11 and VR&E benefits, any scholarships or grants that can **only** be used 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 how the funds are to be used. **NOTE:** *Both Kansas National Guard and federal military tuition assistance are always restricted to tuition and must be subtracted off the amount certified to the VA.*

### Post 9/11 (chap 33) and VR&E

- tuition/fees sent to school (*some fees/charges excluded, see chart on page 3*)
- monthly housing stipend sent to student (*prorated according to official class days and full/part time status*)
- **Post 9/11** – book stipend sent to student
- **VR&E** – books usually paid for by VR&E, contact School Certifying Official for more information

The school must send an enrollment certification before the VA can process payments. *Provided the student is fully registered*, certifications are sent 3-4 weeks before each semester. Tuition/fees are not certified until after the add/drop date and may take up to 2 months to post to the student's account. Housing stipends are sent at the **end** of each month of enrollment (*e.g. first payment for Fall semester comes at the end of August*).

### Montgomery GI Bill (chap 30 or Selected Reserve), DEA (chap 35), VEAP

- monthly stipend sent to student (*prorated according to official class days and full/part time status*)

The school must send an enrollment certification before the VA can process payments. *Provided the student is fully registered*, certifications are sent 3-4 weeks before each semester. Stipends are sent at the **end** of each month of enrollment (*e.g. first payment for Fall semester comes at the end of August*).

## Withdrawals

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

The College is required to submit the last date of your attendance to the VA. Depending on the timing and nature of your withdrawal, **you may owe the College and/or be required to return excess VA payments. This could include returning portions of housing or book stipends.** For help determining how much you might owe the College or the VA, contact the School Certifying Official.

***If you've received active duty orders*** (including those for short-term training) and decide to withdraw or are involuntarily withdrawn due to a 14-day period of nonattendance, it is vitally important that you notify the School Certifying Official as soon as you can (or immediately after your return if advance notice is not possible). Dependent on circumstances, it may be possible to receive retroactive withdraws for failed courses, tuition forgiveness, or special provisions for readmission.

***If using Post 9/11 or VR&E benefits:*** If tuition charges are refunded as a result of the withdrawal, you will likely have "extra" VA funds on your account. The College is required to send the extra back to the VA and the funds will be held on your account until we receive the official debt letter from the VA. Although there

will be a credit on your account, you should not expect to receive a credit check. Dependent on the timing of your withdrawal, you may still owe the College after the extra funds are sent back.

**If you are in financial difficulty**, the VA has options other than paying the whole amount but you must contact the Debt Management Center immediately after receiving your debt letter. If you owe the College, contact the Business Office to discuss a payment plan that will work for your situation.

## Charges Payable under Post 9/11 and VR&E

If a fee is not listed, please ask the School Certifying Official about whether it is payable.

| <i>Charge/Fee</i>                                  | <i>Will the VA pay for this?</i>   |
|--|--|
| Audit fee  | No ( <i>the VA does not pay for audited courses</i> )                    |
| Aviation course fees                               | No   |
| Course fees, all ( <i>excluding aviation</i> )     | Yes ( <i>only if charged to <b>all</b> students enrolled in course</i> ) |
| Courses not required for degree, all charges       | No   |
| Credit for Prior Learning assessment fee           | No   |
| Deposit  | No   |
| Directed Study/Internship/Practicum                | Yes  |
| E-Portfolio fee                                    | No ( <i>unless specifically required by major</i> )                      |
| Equipment charges (unreturned)                     | No   |
| Student Fee (per semester, aka 'Fit 4 Fee')        | Yes  |
| Graduation fee                                     | Yes  |
| ID Replacement                                     | No   |
| Late changes in registration (after Add/Drop date) | No   |
| Non-degree Seekers, all charges                    | No   |
| Retake fee   | No   |
| Room & Board                                       | No ( <i>VA pays housing stipend directly to student</i> )                |
| Student Health Insurance Plan                      | No   |
| Study abroad fees                                  | No ( <i>unless trip is specifically required by major</i> )              |
| Transcript (official)                              | No   |
| Tuition  | Yes  |
| Vehicle permit                                     | No   |

## 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 the 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?*

The School Certifying Official cannot help with this question. You will need to contact the VA.

### *How much will my benefits be?*

If you know the type of benefits you will be using, the School Certifying Official can help you estimate how much you will receive (this is best done with a phone call or in-person visit). The VA also has an online calculator that can help you compare benefits and costs between schools: <https://www.va.gov/gi-bill-comparison-tool/>

### *Do you offer the Yellow Ribbon program?*

Yes, CCK is a participant in the Yellow Ribbon program. Students are eligible for Yellow Ribbon if they receive Post 9/11 benefits at the 100% rate.

**How Yellow Ribbon works:** For private colleges, the VA has capped the amount of tuition/fees they will pay in a year. This leaves some tuition/fees unpaid by the VA. The Yellow Ribbon program exists to cover this gap. The College has agreed to cover half the gap, up to \$2500, in the form of an institutional grant. The Yellow Ribbon program will match the amount provided by the College. If the student is also receiving other CCK scholarships/grants, this usually means that 100% of tuition and room/board will be covered for the year. Once you've received your final award letter from Financial Aid, you may contact the School Certifying Official for an estimate (this is best done with a phone call or in-person visit).

### *Didn't the VA tell you \_\_\_\_\_?*

No. As the student, it is your responsibility to tell the School Certifying Official if something has changed. The VA does not notify schools of changes, nor do schools have access to VA records.

### *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?*

First, check your ledger in the student portal to see if there is a recent entry labeled 'stipend' (*make sure you select your current term when you log in!*). If so, please allow at least 2 weeks for the stipend check to come in the mail. If you see a credit on your account, you don't see a 'stipend' entry, or you haven't received your stipend check, you will need to contact the Business Office (620-241-0723 ext 184 –*dial extension as soon as recording starts*).