



# Veteran's Education Benefits

School of Professional & Distance Education [online]

## 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)

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## 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 CCCK</li> <li>Communicate with the VA</li> <li>Communicate with the School Certifying Official at CCCK*</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 (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) M. GI Bill (30) DEA (35) 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) *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 CCCK, 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 CCCK: **2 weeks**

## Courses Taken at a Secondary School (Transfer Credits)

If you are planning to take courses at another school, either during or after attending CCKK, 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 CCKK and will count towards your degree. This will authorize the secondary SCO to certify your enrollment.

## Payment of Benefits

It is expected that students will have a plan in place, **approved by the CCKK 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.** If your eligibility rate is less than 100%, 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 4*)
- 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 1-2 weeks before each semester. Tuition/fees are not certified until after the add/drop date and may take up to 1 month to post to the student's account. Housing stipends are sent at the **end** of each month of enrollment (*e.g. if your first course starts January 4, your first payment will be at the end of January*).

**If you are expecting a credit check due to also receiving federal Financial Aid:** Because the College charges tuition by semester but the VA pays tuition by course, **you will likely not receive a credit check until AFTER the 2<sup>nd</sup> or 3<sup>rd</sup> course in the semester.** The total amount of your credit may be split among multiple checks sent throughout the semester. The timing and amount of these checks will be determined by when we receive the tuition checks from the VA and the amount of federal Financial Aid you have accepted. Please understand that the Business Office cannot mail out a credit check until credit actually exists on your account. To view the current status of your account, log-in to the student portal, choose your current semester from the drop-down list, and click on 'My Ledger.' If you need assistance with the portal, don't hesitate to contact the School Certifying Official.

### 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 1-2 weeks before each semester. Stipends are sent at the **end** of each month of enrollment (*e.g. if your first course starts January 4, your first payment will be at the end of January*).

## 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.

## Student Status

Although the College considers students to be enrolled full time when registered for at least 12 credits per semester, the VA calculates student status differently. **The VA considers all students enrolled in CCK's online undergraduate\* programs (one 6-week course at a time) to be enrolled at three-quarter time status.** \*Graduate programs are calculated differently and are considered full time.

### *Why does the VA consider my program to be three-quarter time?*

The VA calculates a figure known as the “Rate of Pursuit” to determine enrollment status. It involves how long it takes someone to complete a certain number of credits. For our 6-week course programs, it will take longer than a traditional semester to earn the same number of credits. If you were to take your courses during a traditional semester, it would take you 15 weeks to complete 12 credits (a full time load). In our 6-week course programs, it will take you 24 weeks to complete 12 credits. Because it takes longer to complete the same number of credits, the VA considers these programs to be three-quarter time.

### *How will the three-quarter time status affect my benefits?*

If you are using Post 9/11 or VR&E benefits, your housing allowance will be prorated to the three-quarter time rate for online programs but your tuition/fees will continue to be paid at your normal rate of eligibility (100%, 90%, 80%, etc.). If you are using any other type of benefit, you will receive your monthly stipend at the three-quarter time rate.

### *Can I take additional courses to be considered full time?*

Yes, *if you are eligible*. If you take two online courses at the same time (6 credits in 6 weeks), you will be considered full time by the VA for that 6 week period. This is called “doubling up” and must be approved by the Dean of Academics. You are encouraged to carefully consider your other commitments (e.g. family, work) before deciding to double-up. *If you are interested in this option, contact the Student Success department to apply and notify the School Certifying Official.*

## 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> )
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
Directed Study/Internship/Practicum	Yes
E-Portfolio fee	No ( <i>unless specifically required by major</i> )
Student Fee (per semester, aka 'Fit 4 Fee')	Yes
Graduation fee	Yes
Non-degree Seekers, all charges	No
Retake fee	No
Study abroad fees	No ( <i>unless trip is specifically required by major</i> )
Transcript (official)	No
Tuition	Yes

## 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). 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/> (*note that tuition listed is for on-campus students, online undergrad tuition is \$425/credit + fee of \$125/course*)

### *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*).