

**Office of Veterans Affairs
Southern University Baton Rouge
TH Harris Hall
Baton Rouge, LA 70813
Phone: 225.771-5050**

VA Educational Benefits Administered:

- **Chapter 30** (Prior service members honorably discharged and having served at least 24 months and Active Duty personnel)

First-time applicants must complete VA Form 22-1990 (Application for VA Education Benefits). Veterans must also provide a copy of the "Member-4" page of the DD Form 214 (Certificate of Release or Discharge from Active Duty). Active Duty personnel must have their Education Services Officer complete Part II of the VA Form 22-1990.

If the veteran contributed to the \$600 "kicker" (to receive an additional \$150 per month), a copy of the LES or voucher needs to be attached to the application packet to ensure proper payment.

If a veteran participated in the College Fund, the Department of Defense will provide confirmation information to the VA for proper payment.

- **Chapter 31** (Vocational Rehabilitation)

Veterans may be eligible for Vocational Rehabilitation and Employment benefits if they have a service-connected disability or disabilities rated by the VA at 10 percent or greater. For more information, go to www.va.gov and click on *Vocational Rehab & Employment Services*, or call the VA at 1-800-827-1000 and request an application (VA Form 22-1990). Although tuition and fees are paid in full, students are responsible for submitting fee bills, or confirming registration, prior to the payment deadline. **Failure to do so will result in schedules being purged for non-payment.** To obtain textbooks, students must present course syllabi for the books to be billed to the VA. A "Supplies" allowance of up to \$40.00 per semester for general school supplies is also established with the bookstore.

- **Chapter 33, Post 9/11, G.I. Bill** (An educational benefits program for students who served on active duty on or after September 11, 2001). (Reservists, National Guardsmen, U.S. Coast Guardsmen, Active Duty and Prior Service members honorably discharged).

First-time applicants and prior applicants must complete Form 22-1990 (Application for VA Education Benefits), provide a copy of their DD-214 or Form 2384 (Notice of Basic Eligibility) and a copy of deployment orders to Iraq or Afghanistan.

Applicants are entitled to a percentage of payments of tuition and fees, a BAH (Basic Allowance for Housing) and a yearly book stipend based on how cumulative months of active duty service.

- **Chapter 35** (Survivors' and Dependents' Educational Assistance)

First-time applicants need to complete **VA Form 22-5490** (Application for Survivors' and Dependents' Educational Assistance). Dependents or spouses of 100 percent VA-rated disabled or deceased veterans should provide a copy of their birth certificates or marriage licenses when applying to facilitate processing by the VA.

- **Chapter 1606** (Reservists, National Guard members and U.S. Coast Guard members)

First-time applicants need to complete **VA Form 22-1990** (Application for VA Education Benefits) and provide a copy of the **DD Form-2384** (Notice of Basic Eligibility ©NOBE^a).

Some Chapter 1606 applicants are eligible for the "Selective Reserves Kicker" that can increase the monthly rate from \$100 to \$350, depending on the MOS of the reservist. If applicants are eligible for the "kicker," they need to provide a copy of the contract.

Both Chapters 30 and Chapter 1606 students are required to verify their enrollment on or after the last day of each benefit month by calling the VA at 1-877-823-2378 or by accessing the VA website (www.gibill.va.gov/wave/). Students will be prompted by the automated system to provide their VA file numbers (SSN) and passwords (first time password is the last 6 digits of your SSN).

- **Chapter 1607, REAP** (Reserve Educational Assistance Program) (Reservists, National Guardsmen, U.S. Coast Guard members and all branches of service in IRR)

Some Chapter 1607 applicants are eligible for the “Selective Reserve Kicker” that can increase the monthly rate \$350, depending on the MOS of the reservist. If applicants are eligible for the “kicker,” they must provide a copy of the “Kicker Contract”.

Chapter 1607 students are not required to verify their enrollment at the end of every month as Chapter 1606 students are required to do. The VA will automatically pay benefits at the end of each month, as long as the student is certified by a VA representative for each semester attending.

State Educational Benefits:

Louisiana National Guard State Tuition Exemption Program (STEP)

To receive the National Guard exemption, Guard members’ names must appear on the STEP report produced by the Louisiana National Guard each semester. Also, qualified National Guard members must meet the following criteria:

- Be in good academic standing
- Be a Louisiana resident
- Not have earned a bachelor’s degree, unless the degree was earned prior to joining the National Guard

The exemption cannot be used for advanced or professional degrees. If, during a semester, the Louisiana National Guard disqualifies a soldier or airman, SU is obligated to cancel the exemption and charge fees to the student. If a student is placed on academic probation, the exemption is cancelled and fees charged to the student for the semester in which the academic action occurred. Full-time status is not required to receive the exemption.

Legislative Act 54 (State Aid to Dependents of Deceased or Disabled Louisiana Veterans)

Students apply for this exemption through their local parish VA Service Office. Tuition, the registration fee and certain other fees are covered by the exemption, but not the academic excellence or technology fees. The act also qualifies out-of-state dependents of deceased Louisiana veterans for the exemption. Students approved by the Louisiana Department of Veterans Affairs are issued a certificate bearing the department’s seal. The certificate must be presented to the Office of Student Financial Aid to receive the exemption. The certificate is issued for a four-year program to be completed in not more than five years. The exemption requires the student to attend full-time and cannot be used after the student reaches the age of 25.

A spouse of a deceased veteran may be eligible for benefits as determined by the Louisiana Department of Veterans Affairs. Application should be made to the local parish VA office.

Students Responsibilities:

First-time applicants must complete VA Form 22-22-1990 or 5490 by accessing the VA website

Transfer students or students changing their degree objective after receiving VA benefits, need to complete VA Form 22-1995 (Request for Change of Program or Place of Training)

Pay required tuition and fees

Student need to officially request benefits by completing a VA “Fact Sheet” each semester

Report any changes or adjustments to schedule

School Responsibilities: The following information provides the basic responsibilities of an educational institution (school)

Keep VA informed of the enrollment status of veterans and other eligible persons

Keep the State Approving Agency (SAA) informed

Keep up-to-date on current VA rules and benefits

Responsible for maintaining records of VA students and making the records available for inspection

Schools are *encouraged*, but are *not required* by VA to

- Assist VA students in applying for education benefits
- Assist VA students with issues regarding payment

Frequently Asked Questions

How do I know if I qualify for VA educational benefits?

If you believe that you may be eligible for any of the above VA education benefits, you can visit the VA website (www.va.gov) and click on any of the topics about which you are interested.

What do I need to do to get my benefits started at SUBR?

Students need to officially request benefits by completing a VA “Fact Sheet” each semester they wish to claim benefits. By completing

How does the VA pay monthly benefits?

With the exception of advance pay, the VA pays at the end of each benefit month. Students receiving Chapter 30 and 1606 benefits are required to “verify” their enrollment status on or after the last day of the month. Students may verify by calling the toll-free number (1-877-823-2378) or by accessing the VA website (www.gibill.va.gov/wave). Upon verification, the VA will process the payment and send it to the student either by mail or direct deposit. It is highly recommended that students elect the direct deposit option to eliminate lost or stolen checks. In addition, students using direct deposit receive benefits in four or five working days as opposed to seven to ten days by mail. Current monthly rates for education benefits can be found on the VA website (www.gibill.va.gov/education/benefits.htm).

If **Advance Pay** is requested, we must send students’ enrollment certifications to the VA at least 30 days prior to the beginning date of the semester. Please be aware that we cannot certify your enrollment if you are not admitted and preregistered. Requests for advance pay are not guaranteed. If students opt for advance pay, the VA will pay for the first two months of the semester (pro-rated if not a full-month) and the next payment will be sent after the third month. Advance Pay is mailed c/o SU Office of Veterans Affairs, and you will be notified of its arrival. Students will need to report to the Office of Veterans Affairs with a picture ID to claim their checks. We cannot release checks that arrive more than 30 days before the beginning of the term or if students cancel their registrations.

What courses will the VA pay for?

The VA does not pay for courses which are not **prerequisites or required** in students’ degree programs. VA will pay for **repeated courses** as long as they are required and the grades previously earned do not meet degree requirements. Enrolling again in a course from which a student withdrew is not considered a repeated course. If a student declares **academic bankruptcy**, the VA does not pay for repeated courses unless the student earned an unsatisfactory grade the first time the student attempted the course. The VA will pay for a **remedial course** if the student has a deficiency in the subject. The VA will not pay for **refresher courses**. Students are responsible for ensuring that the courses apply toward their degrees. If they are not sure, they should consult with their academic advisors.

What happens when a student withdraws from a course or resigns?

If the withdrawal changes the student’s enrollment status, the VA will reduce the student’s rate of pay. If the withdrawal occurs during the drop/add period, as defined by the VA, an adjustment is made on the rate of pay. If the withdrawal occurs after the drop/add period, the reduction may create an overpayment, unless there are mitigating circumstances. If there are mitigating circumstances, the student must submit a “Statement in Support of Claim” to the VA. The statement needs to include the VA file number.

What happens when a student is deployed?

If students are deployed, they should contact the Office of Veterans Affairs immediately and, if possible, provide copies of their orders. If resignations or changes of status occur for this reason, the VA will not charge students with overpayments, provided they submit documentation. Students must contact the Registrars’ Offices to initiate withdrawal. Students who resign because they are deployed need to re-apply for admission, if they are not enrolled for a regular semester. The application fee is waived with proper documentation of the deployment.

Work-Study

Any student receiving VA educational benefits and attending at least 3/4 time may apply for this program. There must be a vacancy available at the desired work-site. For the work-site to be approved by the VA, the job must be primarily VA related. VA Form 22-8691 (Application for Work-Study Allowance) must be submitted to the VA work-study coordinator at the Muskogee Regional Office. A copy of the current enrollment certification should accompany the application. The VA pays federal minimum wage or state minimum wage, whichever is greater. Active Duty personnel are not eligible.

Tutorial Assistance

Students receiving VA benefits may qualify for tutorial assistance, if the instructor of the course verifies that tutoring is essential to satisfactorily complete the course. The tutor must meet departmental qualifications and cannot be related to the applicant. The VA will reimburse the applicant for charges considered reasonable and customary. The tutor must verify the dates and hours of the tutoring sessions and provide receipt of payment from the student. To apply, students must complete VA Form 22-1990t (Application and Enrollment Certification for Individualized Tutorial Assistance) and submit documentation to the VA for reimbursement. There is no charge against the student’s basic entitlement for the first \$600.

For More Information:

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

1-888-GIBILL1 (442-4551)–to speak with a Education Case Manager

**SOUTHERN UNIVERSITY
VETERAN AFFAIRS FACT SHEET**

Term: _____

Chapter: _____ (30, 33, 35, 1606, 1607)

Tuition: \$ _____ Fees: \$ _____

Major _____

VA Claim Number: _____

Social Security #: _____ - _____ - _____

Date of Birth: _____

Name: _____

Address: _____

City: _____ State _____ Zip: _____

Local Phone #: _____

Email address _____

LIST ALL COURSES CURRENTLY ENROLLED

<u>Course No.</u>	<u>Credit Hrs.</u>	<u>Course Title</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

- I understand that I am required to complete and submit a Veterans Fact sheet each semester
- I understand that if I change my school or major, I am required to complete VA form 22-1995
- I understand that certifications will be submitted to VA via VA-Once within 7-10 business days
- I certify that the information given is correct and complete to the best of my knowledge

Signature _____

Date _____