

CAMPBELL UNIVERSITY – FORT BRAGG/POPE EXTENDED CAMPUS
OFFICE OF VETERANS AFFAIRS
POLICIES AND PROCEDURES

When you sign up for VA benefits, you have certain responsibilities you must fulfill. To ensure your certification of benefits runs smoothly, please make sure you are familiar with our policies. The following rules and information are important to your certification and receipt of pay under your VA Educational Benefits.

PLEASE READ CAREFULLY!

1. **Certification for benefits cannot be submitted to VA until all Admissions requirements have been completed and all required documents are received.** Documents needed by the VA Office are as follows:
 - Application for Admission.
 - Official High School transcripts (sent directly to school - not issued to student).
 - Official transcripts from all colleges attended (mailed directly to school - not issued to student). This includes JST/CCAF and CLEP/DANTES/DLPT test results, unless on JST.
 - **Member 4** copy of your DD Form 214 (Certificate of Release or Discharge from Active Duty) for Veterans.
 - VA Form 22-1990 (Application for VA Benefits), VA Form 22-1990E (Application for Transfer of Entitlement) or VA Form 22-1995 (Request for Change of Program or Place of Training) or VA Form 28-1905 (Authorization into Vocational Rehabilitation Program or VA Form 22-5490 (Dependents' Application for VA Education Benefits) or VA Form 22-5495 (Dependents' Request for Change of Program or Place of Training) or VONAPP if submitted online through www.benefits.va.gov/gibill .
 - Certificate of Eligibility
2. If you are unable to come into the office to enroll, you **must** notify the VA Counselor and provide proof of your classes. Contact by email preferred. The email address is thompson@campbell.edu. The fax # is (910)497-2376. You will not be certified if this does not occur. This will be the only way I know you are registered and ready to be certified.
3. We will aid you in ensuring your courses are needed for your degree program. **It is ultimately your responsibility to make sure you follow the approved courses listed on your curriculum sheet. You can view this through the “student portal” link in web access.**
4. “Only courses required to complete the appropriate curriculum or remaining elective courses in the individual’s curriculum may be counted in qualifying for VA benefits.”
 - The Campbell University course curriculum for your degree is the official list of courses covered under VA Educational Benefits. Any courses taken outside of the stated curriculum are your financial responsibility.
 - Second or subsequent changes to include an additional minor require documentation of approval by the VA Certifying Official.
 - The VA will not pay for courses previously passed with a “D” or better; courses for which transfer credit has been granted; courses passed by a proficiency exam and credit received for military schools.
 - A full-time undergraduate student will be eligible to receive full VA benefits by enrolling in 6 credit hours, minimum each term. (see NOTE) A student who enrolls for less than full-time will have the amount he/she can receive in benefits prorated.
5. A record of approval of any changes must be provided to the Veterans Affairs Office for inclusion in your file. **It is the responsibility of the student to notify the VA Office of any change in status**, such as dropping/adding courses, course substitutions, or withdrawal from the school after a term has begun.
 - It is ultimately **YOUR** responsibility to report any changes and to enroll in classes that meet your degree requirement. Failure to comply with these requirements and proper procedures could result in an **overpayment** situation, a lapse in payment, or a reduction in your benefits. Any extraneous benefits being received by the student will be terminated and/or recouped as quickly as possible; the VA aggressively pursues repayment of any overpayments.
 - If you DROP/ADD a course, you **must** provide the paperwork to your VA representative.
 - You **must** notify the University’s Veterans Affairs Office of any address changes; you must also notify the Department of Veterans Affairs.

NOTE: For students receiving Chapter 33 benefits, monthly housing allowance rates are prorated based upon the rate of pursuit and percentage of eligibility rounded to the nearest multiple of ten. If you do not meet the traditional enrollment requirement you may still qualify for 50% of the national average of BAH which is currently \$840.50 based upon your rate of pursuit. A traditional resident course is defined as all meetings being held in the classroom, a lecture class. Blended and Internet courses do not meet the VA's definition of a traditional resident course.

6. Campbell University certifies students using the beginning and ending dates of the terms stated on approved calendars. **VA students will not be certified for benefits until after add/drop period.**
7. Students taking classes at another institution with the purpose of transferring required credit back into Campbell University must provide a **visiting student letter** to the visiting school and a copy to the Veterans Affairs Office. You may be certified as a visiting student at the other institution provided all requirements are met.
8. Students certified for all Chapters (with the exception of Chapter 31 – Vocational Rehabilitation) are responsible for tuition, fees, and books. **YOU CANNOT CHARGE SCHOOL COST TO VA.** You need to be prepared to pay out of pocket expenses to start school. It takes approx. 45-60 days to start receiving your VA benefit payments once the Campbell Veterans Affairs Office certifies you. **NOTE:** The VA office in Buffalo, NY may not know about your VA claim for at least 45 days after certification has been sent to our office. This is due to the heavy workload during peak semesters.
9. VA will pay the costs of tuition and fees directly to Campbell University for students using Chapter 33, Post 9/11 GI Bill educational benefits. VA will pay 100% of the tuition and fees **ONLY** for students that have earned the 100% eligibility rating. If you are less than 100% eligible, you will be responsible for the difference.
10. Students who fall below **satisfactory academic progress (SAP)** will be placed on probation. Failure to achieve a satisfactory GPA while on probation could result in suspension of VA Educational Benefits until back in compliance.
11. Students are under obligation to both Campbell University and VA Regulations; bear in mind that VA regulations may differ from Campbell University regulations.
12. Students receiving VA benefits are subject to all rules and regulations stated in the current Campbell University Bulletin.
13. The payment rate for Chapter 30 **active duty soldiers** using the GI Bill **could** be less than the rate for veterans.
14. **Break or interval pay** is no longer payable under **ANY** VA educational benefit program unless under an Executive Order from the President of the United States due to an emergency situation such as a natural disaster or strike. The entitlement previously used up during break pay will now be available for future enrollments. (Basically, that break time will not count against your used entitlement.)
15. VA students should apply for all **Financial Aid** (FAFSA) available to them. If you have any questions please see our Finance office personnel; If eligible, these grants/loans will be available to cover any unpaid tuition and the rest would be available to the student as a refund.

Summary of VA Education Benefits * (AUG 1, 2018-JUL 31, 2019)

Title/Chapter	Basic Eligibility	Months of Entitlement	Monthly Benefit Amount	Time Limit
Chapter 30 Montgomery GI Bill – Active Duty	a) Service after 6/30/85. b) Serves 2 or 3 years of continuous Active Duty/Selected Reserves for 4 +years. c) Has GED or High School Diploma. d) Contributes \$100 per month for the first 12 months of service. e) May be eligible for DOD “kickers”.	36 months of education Benefits.	<u>3+ years Active Duty:</u> *Full...\$1928.00 ¾ ... \$1446.00 ½ ... \$964.00 ¼ ... \$482.00 <u>2 years Active Duty:</u> Qualify for a lesser amount. No additional amounts for dependents of payee.	10 years from date of release from Active Duty.
Chapter 33 Post 9/11 Veterans Educational Assistance Act of 2008	90 days of aggregate service on or after 9/11/2001 for eligibility, or 3 years of Active Duty service on or after 9/11/2001 for 100% of the entitlement.	36 months of education benefits.	Benefit ranges from 40% to 100% depending on amount of service on or after 9/11/01. Full FB/P & Buies Creek \$1,191.00 Camp Lejeune \$1,059.00 Raleigh \$1,581.00 Full (if no traditional class) \$825.00 Book stipend 41.67 per semester hour (\$1000 a year) Cap for Private Schools- \$23,671.94	15 years from date of discharge. NOTE: The 15-year limitation to use benefits is removed for Veterans who left active duty on or after 01/01/13.
Chapter 1606 Montgomery GI Bill – Selected Reserve	a) 6 year obligation to serve after 6/30/85 (Officer - 6 more yrs in addition to original obligation). b) Has GED or High School Diploma. c) Has completed initial Active Duty for training. d) Remain in good standing while in active Reserves.	Maximum of 36 months of full-time training or its equivalent in part-time training.	*Full \$384.00 ¾ \$287.00 ½ \$191.00 ¼ \$96.00 No additional amounts for dependents of payee. North Carolina Army NG ARNG FTA..... \$4500 per FY	14 years from your beginning date of eligibility, or on the day you leave the Selected Reserve..
Chapter 1607 Reserve Educational Assistance Program (REAP)	Called to active duty after 9/11/01.	Maximum of 36 months of eligibility.	40% to 80% of MGIB – AD Depends how long on Active Duty.	10 years from the date of separation from the selected reserves.
Chapter 31 Vocational Rehabilitation for Disabled Veterans (VR&E)	Veterans need a 10% Service-connected disability or more to apply. Have received a discharge that is other than dishonorable Apply for VR&E services	May receive up to 48 months of entitlement (see Case Manager)	*Full ... \$617.40 ¾ \$463.90 ½ \$310.40 Additional amounts with dependents plus tuition, fees, books and supplies are paid for by the VA. (Books/Supplies \$2000 yr) You may also be eligible for Ch 33 rate, check with your VA-VRE counselor.	Latter of 12 years from last separation from Active Duty or date of service connection.
Chapter 35 Survivors' and Dependents' Educational Assistance	For spouses and children of 100% service connected disabled Veterans or spouses/children of Vets who died on Active Duty.	45 months of entitlement under this program.	*Full ... \$1,424.00 ¾ \$967.00 ½ \$710.00 ¼ \$306.00 ***Effective 10/01/2018*** No additional amounts for dependents of payee.	For spouse, 10 years from the date of Veteran's 100% disability or death. Dependents have 8 years from date of 100% rating or death.

By signing below, I acknowledge receipt of the Campbell University-Fort Bragg Campus VA Policies and Procedures Information sheet. (If you are undecided please annotate that beside “Chapter” and notify me as soon as you decide.)

Name: _____

Chapter: _____

Date: _____

Signature: _____