When you sign up for VA benefits, you have certain responsibilities you must fulfill. To ensure that 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 (mailed directly to school - not issued to student).
   - Official transcripts from all colleges attended (mailed directly to school - not issued to student). This includes AARTS/SMART/CCAF and CLEP/DANTES/DLPT test results.
   - 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), VA Form 22-1995 (Request for Change of Program or Place of Training), VA Form 28-1905 (Authorization into Vocational Rehabilitation Program), VA Form 22-5490 (Application for Survivors and Educational Assistance), VA Form 22-5495 (Request for Change of Program or Place of Training Survivors’ and Dependents Educational Assistance) or VONAPP if submitted online through http://va.gov
   - Certificate of Eligibility
   - Guard and Reservist ONLY: NOBE (Notice of Basic Eligibility) Form for members of the Selected Reserve Educational Assistance Program. This needs to be signed by your Unit Commanding Officer.

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 mcraea@campbell.edu or thompson@campbell.edu. The fax # is (910)436-1794. You will not be certified if this does not occur. This will be the only way I know you are registered and need to be certified.

3. We will aid you in ensuring that 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 “program evaluation” link in webaccess.

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 for 6 credit hours minimum each term. If qualified by the VA, a student who enrolls for less than full-time will have the amount he/she can receive in benefits prorated. This decision is ultimately determined by the VA.

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. This is not optional.
   - You must notify the Universities 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 $684.00 based upon your rate of pursuit. A traditional resident course is defined as all meetings being held in the classroom. 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. Internships as well as externships are reported as “irregular calendar dates” and approval must be sought by the NCSAA prior to certification.

8. 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.

9. 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 Decatur, GA 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 work load during peak semesters.

10. 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.**

11. Students who fall below **satisfactory progress** may be placed on probation. Failure to achieve a satisfactory GPA while on probation could result in suspension of VA Educational Benefits for unsatisfactory progress.

12. Students are under obligation to both Campbell University and VA Regulations; bear in mind that VA regulations may differ from Campbell University regulations.

13. Students receiving VA benefits are subject to all rules and regulations stated in the Campbell University Bulletin.

14. The payment rate for Chapter 30 **active duty soldiers** using the GI Bill **could** be less than the rate for veterans.

15. **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.)

16. VA students should apply for all **Financial Aid** 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.
<table>
<thead>
<tr>
<th>Title/Chapter</th>
<th>Basic Eligibility</th>
<th>Months of Entitlement</th>
<th>Monthly Benefit Amount</th>
<th>Time Limit</th>
</tr>
</thead>
</table>
| 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. | 10 years from date of release from Active Duty. |
| Chapter 32    | Veterans Ed. Asst Program (VEAP) | A voluntary contributory program for persons who entered service from 1/1/77 to 6/30/85 | Depends on number of months Veteran contributed. | 10 years from date of discharge. |
| Chapter 33    | Post 9/11 Veterans Educational Assistance Act of 2008 | 181 days of continuous Active Duty service after 1/31/55 and before 12/31/76. Continued on Active Duty through 6/1/88. | 18 months or more service will have 45 months of benefits. Less than 18 months is 1 ½ for each month of service. | 15 years from date of discharge. |
| Chapter 34    | Vietnam Era GI Bill | 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. | 14 years effective 10/1/92. |
| 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. | 10 years from the date of separation from the selected reserves. |
| Chapter 1607  | Reserve Educational Assistance Program (REAP) | Called to active duty after 9/11/01. | Maximum of 36 months of eligibility. | Latter of 12 years from last separation from Active Duty or date of service connection. |
| Chapter 31    | Vocational Rehabilitation for Disabled Veterans | Veterans need a 10% service connected disability or more to apply. | May receive up to 48 months of entitlement (see Case Manager) | 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. | 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: ____________________________  
Date: ____________________________  
Chapter: ____________________________  
Signature: ____________________________