How to Activate GIBill Entitlement

In order to use VA educational benefits at Armstrong State University, a student must be accepted to Armstrong and have completed and returned the following documents:

A. Appropriate Application for VA benefits
   • “Application for Education Benefits” (VA Form 22-1990 or 1990c (TOE)) for new applicants applying for Chapter 30, 33, 1606 or 1607 benefits.
   • “Request for Change of Program or Place of Training” (VA Form 22-1995) for continuing use of Chapter 30, 33, 1606, or 1607 benefits.
   • “Application for Survivors’ and Dependents’ Educational Assistance” (VA Form 22-5490) for new applicants applying for Chapter 35 benefits.
   • “Request for Change of Program or Place of Training Survivors’ and Dependents’ Educational Assistance” (VA Form 22-5495) for continuing use of Chapter 35 benefits.
B. Copy of form DD-214 – Member 4 and/or Military Transcript (If applicable)
C. Copy of Certificate of Eligibility.
D. Notice of Military Student Registration by Term (Must be completed every semester)
E. Students Concise Schedule and Account Summary by Term bill for term wanting to be certified (Must be turned in every semester)
F. Military Transfer Credit Form (If applicable)

All veteran students must declare a major (or certificate objective) and may take only those courses listed in the program of study for that student.

All documents must be provided to the VA Representative to have benefits processed.

Military Student Responsibilities

It is the students’ responsibility to know the requirements for their benefits, including:

- Knowing what the full time rate for payment is and that they meet that requirement.
  - Undergraduate students full time: Fall and Spring 12 hours at all times; Summer 6 hours at all times
  - Graduate students full time = Fall and Spring 6 hours at all times; Summer 3 hours at all times

The University is required by law to report to the Veterans Administration, within 30 days of the occurrence, any changes in a Military Student’s status which would affect that student’s receipt of benefits. The university maintains primary liability for non-eligible benefit payments and is required to enforce the following policies:

a. A copy of the student’s class schedule/bill must be provided to the Armstrong VA office each term. It must be accompanied by a Notice of Military Student Registration by Term.
b. A copy of any change made to the original schedule must be provided to the Armstrong VA office upon occurrence, i.e. withdrawal from the University, dropping or adding courses. Failure to comply may result in over or underpayment of benefits causing a VA debt.
c. Notification of the student’s desire to cease receiving benefits for any given term must be submitted to the Armstrong VA office as soon as possible.
d. Official notification of change of student address must be submitted to the Armstrong VA office on VA Form 4-572.

How to Activate Army Tuition Assistance Entitlement

In order to use Army Tuition Assistance benefits at Armstrong State University, a student must be accepted to Armstrong and have completed and returned the following documents:

A. Military Transcript and/or Copy of form DD-214 – Member 4 (If applicable)
B. Notice of Military Student Registration by Term. (Must be completed every semester)
C. Students Concise Schedule and Account Summary by Term bill for term wanting to be certified (Must be turned in every semester)
D. Military Transfer Credit Form (If applicable)

All Army TA students must declare a major (or certificate objective) and may take only those courses listed in the program of study for that student.

All documents must be provided to the VA Representative to have benefits processed.

Tuition Payments

Chapter 30, 32, 1606, 1607, 35 The student is responsible for paying all tuition and fees by payment deadline. Armstrong does not have an agreement with the VA to process tuition/fee waivers; therefore failure of the VA to pay students in a timely manner does not eliminate or delay a student’s financial responsibility to Armstrong State University.

Post 9/11, VA Vocational Rehabilitation and Army TA The Bursar’s Office will hold tuition/fees until the VA/Army TA pays the school. If a Military Student is receiving loans or grants, the Bursar’s Office will take the tuition/fees from the loan or grant first. Once the VA/Army TA pays the school, a refund will be given to the Military Student. Any money due the school that will not be paid by the VA/Army TA will be the responsibility of the Military Student by the payment deadline.

***VA DOES NOT pay Room and Meal Plan charges. Students are responsible for paying this at the beginning of the term.***

**As of August 1, 2011 Post 911 only covers in-state tuition. Student is responsible for difference if charged out-of-state.**

*As of summer 2012 Army Tuition Assistance will no longer pay all mandatory fees*

Updated 2/5/2014
VA Policies

A. It takes approximately 30-60 days for the Veterans Administration to process an application and 8-12 weeks before a student should expect to receive the first check. All veteran students are required to provide a letter of eligibility to the ARMSTRONG VA office.

- **Chapter 33 (100% eligible) and Chapter 31 students:** the university will hold classes without payment if proper paperwork is provided to the ARMSTRONG VA office. All debts to the VA that may effect payment to the school for student’s tuition and fees should be cleared up immediately to avoid penalty from the university.

- **Chapter 30, 35, 1606 and 1607 students:** the university does not offer a deferment for tuition and fees. VA benefits are an entitlement and, as such, veteran students should not depend on receiving a check to cover tuition and fees for any term of enrollment. Payment from VA is always issued on a one month delay.

B. The Armstrong Registrar’s Office performs attendance verification approximately two weeks after the start of classes each term. If nonattendance is reported, termination of benefits is enacted. Reduction in course load may result in retroactive reduction in benefits and debt to the Department of Veterans Affairs. It is to the veteran student’s advantage to notify the instructor concerning circumstances which may lead the instructor to assume that the veteran student is no longer in attendance. Students should notify instructor’s in courses dropped and added to be assured that their attendance status is noted.

C. A faculty member, assigned by the student’s major department head, is required to advise the student each term and must complete and sign a VA Advisement by Term form indicating where each approved course to be taken that term fits into the declared major program study, minor, or ROTC activities. Veterans should make their advisor aware that they are entitled to take only required course work under their VA entitlement.

D. The Department of Veterans Affairs will not certify the following:

- **Repeated courses:** VA will not pay for any repeated course if the first grade is acceptable to the school. Courses being repeated because of a failing grade in the previous attempt may be certified.

- **Audited courses:** VA will not pay for audited courses.

- **Physical Education Courses:** VA will not pay for PE courses to meet physical education degree requirements that may be met through military experience. Veteran students who have one year or more active duty must accept physical education credit for military experience. Students must submit a DD-214 or DD-295 to receive this credit.

- **Courses not required for major Program of Study:** Students must provide a signed Notice of Advisement and a copy of their class schedule each term in order to be certified for that term. If student is registering for a course to support a second major, a minor, or ROTC activity, student must furnish the VA office with an outline of required courses signed by an advisor.

E. Students who are placed on Academic Suspension by the University are suspended from receipt of federal funds for a period of at least one quarter. Reinstatement of benefits is made only after the student meets requirements outlined in the University Catalog regarding academic suspension. Veteran students are not eligible to receive benefits for the term(s) of suspension. Those on Good Standing with Warning or Academic Probation status should see the VA Representative.

F. Veteran students may take learning support courses and receive benefits only if enrollment for such course(s) is a condition for enrollment at the University. Veterans receiving benefits under Chapter 1606 may be eligible to receive benefits for remedial courses only if their six year commitment began after September 30, 1990.

Updated 2/5/2014

G. Courses take to meet college Preparatory Curriculum (CPC) requirements count as remedial studies and, as such, are eligible for reimbursement

H. To be considered FULL TIME students must remain in the appropriate number of full time hours At All Times (Please see the VA Coordinator for Rate of Pursuit chart). Armstrong VA certifies students by the actual hours and dates registered by the student. The VA Coordinator will not adjust hours so the student can be paid at the full time rate if the student is not attending at the full time rate.

VA Education Programs Certified by Armstrong:

Chapter 30 – Montgomery GI Bill/Active Duty
Soldiers who entered active duty after 07/01/85

Chapter 30/34 – Old GI Bill (noncontributory)
Soldiers who entered active duty prior to 1/1/77.

Chapter 32 – Post-Vietnam Era Veteran’s Education Assistance Program (VEAP)
Soldiers who entered active duty between 1/1/77 and 7/1/85.

Chapter 33 – Post 9/11 GI Bill
Soldiers who entered active duty after 09/11/2001

Chapter 35 – Survivors and Dependents Educational Assistance Program

- Child and/or spouse of deceased veteran or
d - Child and/or surviving spouse of veteran who is deceased or permanently and totally disabled as the result of a service-connected disability arising out of active served in the armed forces, or who died from any cause while such disability was in existence or

Chapter 1606 – Montgomery GI Bill – Selected Reserve (noncontributory)
Soldiers who are actively participating in National Guard or Reserve Units.

Chapter 1607 – Montgomery GI Bill – Reserve Educational Assistance Program
Members of a reserve component called or ordered to active duty in response to a war or national emergency.

Chapter 31 – Vocational Rehabilitation

Questions may be addressed to the Office of Veteran Affairs in the Registrar’s Office, Armstrong Administration building or call (912) 344.2948.

Problems related to payments should be directed to the following:
The VA Regional Office
PO Box 100022
Decatur, GA 30031-7022
Or call 1.888.442.4551

For Monthly Verification call 1.877.823.2378 or log on to W.A.V.E. at www.gibill.va.gov.

Concerns related to student academic records/transcripts should be directed to the Registrar’s Office.