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Student Responsibilities

IN ORDER TO COMPLY WITH LAWS GOVERNING THE GI BILL, IT IS YOUR RESPONSIBILITY AS A STUDENT TO NOTIFY THE VETERANS CERTIFYING OFFICIAL OF YOUR STATUS BY CALLING HEATHER JERICO AT 412-397-5498.

Application for Educational Benefits

If you're reading this section, you're either a prospective student or have been accepted to Robert Morris University. It is now time to apply for educational benefits with the VA. You can download the necessary forms for VA education benefits at http://www.gibill.va.gov. There is also a toll-free VA Education Benefit phone number: (888) 442-4551.

The VA requires each veteran applying for VA Education Benefits (U.S. Department of Veterans Affairs, 2009) be accepted to an approved degree program before initial certification of attendance can be sent to the VA. Once formal acceptance is approved, meet with the Veteran Certifying Official and don’t forget to have a copy of your DD 214/DD 215 available.

Application for benefits can be done via the Veterans On Line Application for eligible veterans. Service members should NOT submit an application using the Veterans On Line Application until they call their VA Regional Office at (800) 827-1000.

VA Educational Assistance Program

Chapter 30 (Montgomery GI Bill)

The MGIB, also known as Chapter 30, program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty.

Some service members may contribute up to an additional $600 to the GI Bill to receive increased monthly benefits. For an additional $600 contribution, you may receive up to $5400 in additional GI Bill benefits. The additional contribution must be made while on active duty. For more information contact your personnel or payroll office.

The Montgomery GI Bill - Active Duty, called "MGIB" for short, provides up to 36 months of education benefits to eligible veterans for:

- College
- Technical or Vocational Courses
- Correspondence Courses
• Apprenticeship/Job Training
• Flight Training
• High-tech Training
• Licensing and Certification Tests
• Entrepreneurship Training
• Certain Entrance Examinations
• Who is Eligible?

You may be an eligible veteran if you have an Honorable Discharge, AND you have a High School Diploma or GED or in some cases 12 hours of college credit, AND you meet the requirements of one of the categories below:

Category I
• Entered active duty for the first time after June 30, 1985
• Had military pay reduced by $100 a month for first 12 months
• Continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you entered the Selected Reserve within a year of leaving active duty and served 4 years ("2 by 4" Program)

Or

Category II
• Entered active duty before January 1, 1977
• Served at least 1 day between 10/19/84 and 6/30/85, and stayed on active duty through 6/30/88, (or 6/30/87 if you entered the Selected Reserve within 1 year of leaving active duty and served 4 years)
• On 12/31/89, you had entitlement left from Vietnam-Era GI Bill

Or

Category III
• Not eligible for MGIB under Category I or II
• On active duty on 9/30/90 AND separated involuntarily after 2/2/91,
• OR involuntarily separated on or after 11/30/93,
• OR voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
• Before separation, you had military pay reduced by $1200

Or

Category IV
• On active duty on 10/9/96 AND you had money remaining in a VEAP account on that date AND you elected MGIB by 10/9/97
• OR entered full-time National Guard duty under title 32, USC, between 7/1/85, and 11/28/89 AND you elected MGIB during the period 10/9/96, through 7/8/97
• Had military pay reduced by $100 a month for 12 months or made a $1200 lump-sum contribution
The monthly benefit paid to you is based on the type of training or educational enrollment taken, length of service, category, and if DOD put extra money in the veteran’s MGIB Fund (called "kickers"). The time limit 10 to use MGIB benefits is usually 10 years, but the time limit can be less, in some cases, or longer under certain circumstances.

Chapter 31 (Vocational Rehabilitation and Employment)

The Vocational Rehabilitation and Employment (VR&E) VetSuccess Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is sometimes referred to as the Chapter 31 program. The VetSuccess program assists veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. For veterans with service-connected disabilities so severe that they cannot immediately consider work, VetSuccess offers services to improve their ability to live as independently as possible.

Services provided include:

- Comprehensive rehabilitation evaluation to determine abilities, skills, and interests for employment
- Vocational counseling and rehabilitation planning for employment services
- Employment services such as job-training, job-seeking skills, resume development, and other work readiness assistance
- Assistance finding and keeping a job, including the use of special employer incentives and job accommodations
- On the Job Training (OJT), apprenticeships, and non-paid work experiences
- Post-secondary training at a college, vocational, technical or business school
- Supportive rehabilitation services including case management, counseling, and medical referrals
- Independent living services for veterans unable to work due to the severity of their disabilities

Who is Eligible for VR&E Vet Success Services?

Active Duty Service Members are eligible if they:
- Expect to receive an honorable discharge upon separation from active duty
- Obtain a memorandum rating of 20% or more from the VA
- Apply for Vocational Rehabilitation and Employment (VR&E) VetSuccess services

Veterans are eligible if they:
- Have received, or will receive, a discharge that is other than dishonorable
- Have a service-connected disability rating of at least 10%, or a memorandum rating of 20% or greater from the Department of Veteran Affairs (VA)
- Apply for Vocational Rehabilitation and Employment (VR&E) VetSuccess services
Basic period of Eligibility
The basic period of eligibility in which VR&E VetSuccess services may be used is 12 years from the latter of the following:
  o Date of separation from active military service, or
  o Date the veteran was first notified by VA of a service-connected disability rating

The basic period of eligibility may be extended if a Vocational Rehabilitation Counselor (VRC) determines that a veteran has a Serious Employment Handicap

What Happens after Eligibility is Established?
The Veteran is scheduled to meet with a Vocational Rehabilitation Counselor (VRC) for a comprehensive evaluation to determine if s/he is entitled for services. A comprehensive evaluation includes:
  o An assessment of the Veteran's interests, aptitudes, and abilities
  o An assessment of whether service connected disabilities impair the Veteran's ability to find and/or hold a job using the occupational skills he or she has already developed
  o Vocational exploration and goal development leading to employment and/or maximum independence at home and in the Veteran's community

What is an Entitlement Determination?
A Vocational Rehabilitation Counselor (VRC) works with the Veteran to complete a determination if an employment handicap exists. An employment handicap exists if the Veteran's service-connected disability impairs his/her ability to obtain and maintain a job. Entitlement to services is established if the veteran has an employment handicap and is within his or her 12-year basic period of eligibility and has a 20% or greater service-connected disability rating.

If the service-connected disability rating is less than 20%, or if the Veteran is beyond the 12-year basic period of eligibility, a serious employment handicap must be found to establish entitlement to VR&E VetSuccess services. A serious employment handicap is based on the extent of services required to help a Veteran overcome his or her service- and non-service-connected disabilities permitting the return to suitable employment.

What Happens after the Entitlement Determination is made?
The Veteran and Vocational Rehabilitation Counselor (VRC) work together to:
  o Determine transferable skills, aptitudes, and interests
  o Identify viable employment and/or independent living services options
  o Explore labor market and wage information
  o Identify physical demands and other job characteristics
  o Narrow vocational options to identify a suitable employment goal
o Select a VR&E VetSuccess program track leading to an employment or independent living goal
o Investigate training requirements
o Identify resources needed to achieve rehabilitation
o Develop an individualized rehabilitation plan to achieve the identified employment and/or independent living goals

What is an Individualized Rehabilitation Plan?
An individualized rehabilitation plan is a personalized, written outline of the services, resources and criteria that will be used to achieve employment and/or independent living goals. The plan is an agreement that is signed by the veteran and the Vocational Rehabilitation Counselor (VRC) and is updated as needed to assist the Veteran to achieve his/her goals.
Depending on their circumstances, veterans will work with their VRC to select one of the following five tracks of services (see definitions for more detail):
o Reemployment (with a former employer)
o Direct job placement services for new employment
o Self-employment
o Employment through long term services including OJT, college, and other training
o Independent living services

What Happens after the Individualized Rehabilitation Plan is Developed?
After a plan is developed and signed, a Vocational Rehabilitation Counselor (VRC) or case manager will continue to work with the Veteran to implement the plan to achieve suitable employment and/or independent living. The VRC or case manager will provide ongoing counseling, assistance, and coordinate services such as tutorial assistance, training in job seeking skills, medical and dental referrals, adjustment counseling, payment of training allowance, if applicable, and other services as required to help the Veteran achieve rehabilitation.

Summary of the Vocational Rehabilitation and Employment VetSuccess Program (Chapter 31) Process
A VA veteran who is eligible for an evaluation under Chapter 31 must first apply for services and receive an appointment with a Vocational Rehabilitation Counselor (VRC). The VRC will work with the Veteran to determine if an employment handicap exists as a result of his or her service-connected disability. If an employment handicap is established and the veteran is found to be entitled to services, the VRC and the veteran will continue counseling in order to select a track of services and will jointly develop a plan to address the veteran's rehabilitation and employment needs.

The Individual Rehabilitation Plan specifies an employment or independent living goal, identifies intermediate goals, and outlines services and resources that the VA
will provide to assist the veteran to achieve his/her outlined goals. The VRC and the veteran will work together to implement the plan to assist the veteran with achieving his or her employment and/or independent living goals.

If a veteran is found not to be entitled to services, the VRC will help him/her locate other resources to address any rehabilitation and employment needs which were identified during the evaluation. Referral to other resources may include state vocational rehabilitation programs; Department of Labor employment programs for disabled veterans; state, federal or local agencies providing services for employment or small business development; internet-based resources for rehabilitation and employment; and information about applying for financial aid.
Chapter 32 (Post-Vietnam Veterans Educational Assistance Program)

The Post-Vietnam Veterans Educational Assistance Program, or VEAP, is available if veteran elected to make contributions from his/her military pay to participate in this education benefit program. Contributions are matched on a $2 for $1 basis by the federal government. VEP benefits may be used for degree, certificate, correspondence, apprenticeship/on-the-job training programs, or vocational flight training programs. In certain circumstances remedial, deficiency, and refresher training may also be available.

Who is eligible for VEAP?

To qualify, the following are required:

- Entered service for the first time between January 1, 1977, and June 30, 1985;
- Opened a contribution account before April 1, 1987;
- Voluntarily contributed from $25 to $2700;
- Completed your first period of service; and
- Were discharged or released from service under conditions other than dishonorable.

If on current active duty and wish to receive VEAP benefits, the veteran must have at least 3 months of contributions available.

Contributions may be withdrawn if basic eligibility requirements are not met or if a formal request of refund of the contributions withheld is made.

Basic Period of Eligibility

Benefit entitlement is 1 to 36 months depending on the number of monthly contributions made. From the date of release from active duty, a veteran has up to 10 years to use VEAP benefits. If there is entitlement not used after the 10-year period, the portion contributed and remaining in the fund will be automatically refunded to the veteran.

How to Apply

First, make sure that the selected program of interest is approved for VA training or educational enrollment. If this is not clear, the VA will inform the veteran and the school or company about the requirements.

Obtain and complete VA Form 22-1990, Application for Education Benefits. Send it to the VA regional office with jurisdiction over the state where the training/education will take place.

- If not on active duty, send copy 4 (Member Copy) of the DD Form 214, Certificate of Release or Discharge From Active Duty instead.
- If on active duty, enrollment must be approved by the base’s Education Services Officer, and service must be verified by your Commanding Officer.
If training or education has already begun, submit the application and Member Copy of DD Form 214 to the school or employer. Ask them to complete VA Form 22-1999, Enrollment Certification, and send all the forms to VA.

To withdraw contributions from VEAP, obtain and complete VA Form 22-5281, Application for Refund of Educational Contributions, and send it to the nearest VA regional office.
Chapter 33 (Post 9/11 GI Bill)

The Post-9/11 GI Bill, or Chapter 33, provides financial support for education and housing. As of August 1, 2009, the Post-9/11 GI Bill is effective for training. Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees, and vocational/technical training. All training programs must be offered by an institution of higher learning (IHL) approved for GI Bill benefits. Additionally, tutorial assistance, and licensing and certification test reimbursement are also approved under the Post-9/11 GI Bill.

The Post-9/11 GI Bill will pay tuition based upon the highest in-state tuition charged by a public educational institution in the state where the school is located. The amount of support that an individual may qualify for depends on where s/he lives and what type of degree s/he is pursuing. For a summary, please see Compare the Benefits.

This Post 9-11 GI Bill will pay eligible individuals:
- Tuition & fees directly to the school not to exceed the maximum in-state tuition & fees at a public Institution of Higher Learning. See chart listing maximum in-state tuition rates
- For more expensive tuition, a program exists which may help to reimburse the difference. This program is called the "Yellow Ribbon Program".
- A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school.
- For those attending foreign schools (schools without a main campus in the U.S.) the BAH rate is fixed at $1,333.00 for 2009.
- An annual books & supplies stipend of $1,000 proportionately based on enrollment.
- A one-time rural benefit payment for eligible individuals.

Who is eligible for the Post 9-11 GI Bill?

Individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. An honorable discharge must have been received in order to be eligible for the Post-9/11 GI Bill.

Basic Period of Eligibility

This benefit is payable only for training at an Institution of Higher Learning (IHL) approved for Post 9-11 GI Bill benefits. If enrolled exclusively in online training, the housing allowance will not be granted. Further, if on active duty, an individual will not receive the housing allowance or books & supplies stipend. This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following release from active duty.
Effective August 1, 2009, but not payable until October 1, 2011

- Expands the Post-9/11 GI Bill to include Active Service performed by National Guard members under title 32 U.S.C. for the purpose of organizing, administering, recruiting, instructing, or training the National Guard; or under section 502(f) for the purpose of responding to a national emergency.

Effective March 5, 2011

- Limits active duty members to the net cost for tuition and fees prorated based on the eligibility tiers (40%-100%) previously established for Veterans.
  - Same limitations apply to transferee spouses of active duty service members

Effective August 1, 2011

- For Veterans and their transferees - simplifies the tuition and fee rates for those attending a public school and creates a national maximum for those enrolled in a private or foreign school
  - Pays all public school in-state tuition and fees;
  - Private and foreign school costs are capped at $17,500 annually;
  - The Yellow Ribbon Program still exists for out-of-state fees and costs above the cap.
- For Active Duty Members and their transferees - creates a national rate for those active duty members enrolled in a private or foreign school pursuing a degree
  - Pays all public school in-state tuition and fees;
  - Private and foreign school costs are capped at $17,500 annually
- Allows VA to pay MGIB (chapter 30) and MGIB-SR (chapter 1606) ‘kickers’, or college fund payments, on a monthly basis instead of a lump sum at the beginning of the term
- Prorates housing allowance by the student’s rate of pursuit (rounded to the nearest tenth)
  - A student training at a rate of pursuit of 75% would receive 80% of the BAH rate
- Break or interval pay is no longer payable under any VA education benefit program unless under an Executive Order of the President or due to an emergency, such as a natural disaster or strike.
  - This means that when your semester ends (e.g. December 15th), your housing allowance is paid for the first 15 days of December only and begins again when your next semester begins (e.g. January 10th) and is paid for the remaining days of January.
  - Students using other VA education programs are included in this change.
  - Monthly benefits will be pro-rated in the same manner.
- Entitlement that previously would have been used for break pay will be available for use during a future enrollment.
- Allows reimbursement for more than one ‘license or certification’ test (previously only one test was allowed).
  - However, entitlement is now charged
- Allows reimbursement of fees paid to take national exams used for admission to an institution of higher learning (e.g., SAT, ACT, GMAT, LSAT)
• Allows those who are eligible for both Vocational Rehabilitation and Employment (chapter 31) benefits and Post-9/11 GI Bill (chapter 33) benefits to choose the Post-9/11 GI Bill’s monthly housing allowance instead of the chapter 31 subsistence allowance.
• NOAA and PHS personnel are now eligible to transfer their entitlement to eligible dependents

Effective October 1, 2011

• Allows students to use the Post-9/11 GI Bill for -
  o Non-college degree (NCD) programs: Pays actual net cost for in-State tuition and fees at public NCD institutions. At private and foreign institutions, pays the actual net costs for in-state tuition and fees or $17,500, whichever is less. Also pays up to $83 per month for books and supplies.
  o On-the-job and apprenticeship training: Pays a monthly benefit amount prorated based on time in program and up to $83 per month for books and supplies.
  o Flight programs: Per academic year, pays the actual net costs for in-state tuition and fees assessed by the school or $10,000, whichever is less.
  o Correspondence training: Per academic year, pays the actual net costs for in-state tuition and fees assessed by the school or $8,500, whichever is less.
• Housing allowance is now payable to students (other than those on active duty) enrolled solely in distance learning. The housing allowance payable is equal to $½ the national average BAH for an E-5 with dependents.
  o The full-time rate for an individual eligible at the 100% eligibility tier would be $673.50 for 2011.
• Allows students on active duty to receive a books and supplies stipend.
Transfer of Post 9-11 GI Bill

Who is eligible for transfer of Post 9-11 GI Bill benefits?

Any member of the Armed Forces (active duty or Selected Reserve, officer or enlisted) on or after August 1, 2009, who is eligible for the Post-9/11 GI Bill, and meets the following requirements:

- Has at least 6 years of service in the Armed Forces on the date of election and agrees to serve 4 additional years in the Armed Forces from the date of election
- Has at least 10 years of service in the Armed Forces (active duty and/or selected reserve) on the date of election, is precluded by either standard policy (service or DoD) or statute from committing to 4 additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute, or
- Is or becomes retirement eligible during the period from August 1, 2009, through August 1, 2013. A service member is considered to be retirement eligible if he or she has completed 20 years of active duty or 20 qualifying years of reserve service
  - For those individuals eligible for retirement on August 1, 2009, no additional service is required
  - For those individuals who have an approved retirement date after August 1, 2009, and before July 1, 2010, no additional service is required
  - For those individuals eligible for retirement after August 1, 2009, and before August 1, 2010, 1 year of additional service after approval of transfer is required
  - For those individuals eligible for retirement on or after August 1, 2010, and before August 1, 2011, 2 years of additional service after approval of transfer are required
  - For those individuals eligible for retirement on or after August 1, 2011, and before August 1, 2012, 3 years of additional service after approval of transfer required

Eligible Dependents

An individual approved to transfer an entitlement to educational assistance under this section may transfer the individual’s entitlement to:

- The individual's spouse
- One or more of the individual’s children
- Any combination of spouse and child

A family member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits, at the time of transfer to receive transferred educational benefits.

A child's subsequent marriage will not affect his or her eligibility to receive the educational benefit; however, after an individual has designated a child as a transferee
under this section, the individual retains the right to revoke or modify the transfer at any time.

A subsequent divorce will not affect the transferee’s eligibility to receive educational benefits; however, after an individual has designated a spouse as a transferee under this section, the eligible individual retains the right to revoke or modify the transfer at any time.

**Nature of Transfer**

An eligible Service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, or the entire 36 months if the member has used none (unless DoD/DHS limits the number of months an individual may transfer).

Family member use of transferred educational benefits is subject to the following:

- **Spouse:**
  - May start to use the benefit immediately
  - May use the benefit while the member remains in the Armed Forces or after separation from active duty
  - Is not eligible for the monthly stipend or books and supplies stipend while the member is serving on active duty
  - Can use the benefit for up to 15 years after the service member’s last separation from active duty

- **Child:**
  - May start to use the benefit only after the individual making the transfer has completed at least 10 years of service in the Armed Forces
  - May use the benefit while the eligible individual remains in the Armed Forces or after separation from active duty
  - May not use the benefit until he/she has attained a secondary school diploma (or equivalency certificate), or reached 18 years of age
  - Is entitled to the monthly stipend and books and supplies stipend even though the eligible individual is on active duty
  - Is not subject to the 15-year delimiting date, but may not use the benefit after reaching 26 years of age
Chapter 35 (Survivors’ and Dependent Educational Assistance)

Survivors’ and Dependent Educational Assistance, or Chapter 35, is an educational benefit for the spouses and children of certain veterans.

Who is eligible for Chapter 35?
A spouse or child is eligible if the veteran is found by VA to be totally and permanently disabled from a service-related disability, OR died because of a service-related disability
AND
Is married to the veteran, or is the deceased veteran’s surviving spouse, who has not remarried
OR
Is the veteran’s child and at least 18 years old

Basic Period of Eligibility
- For a spouse/surviving spouse the eligibility period is 10 years from the date VA declares her/him
- For a child, the eligibility period is until age 26.

Chapter 1606 (MGIB Selected Reserve)
The MGIB-SR or Chapter 1606 program may be available to you to members of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

The Montgomery GI Bill - Selected Reserve program may be available to a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

This education assistance program may be used for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, and vocational flight training programs. Remedial, refresher and deficiency training are also available under certain circumstances.

Who is eligibility for Chapter 1606?
Eligibility for this program is determined by the Selected Reserve components. The VA makes the payments for this program. To qualify, you must meet the following requirements:
- Have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985. Officers must have agreed to serve six years in addition to his/her
original obligation. For some types of training, it is necessary to have a six-year commitment that begins after September 30, 1990

- Complete initial active duty for training (IADT)
- Meet the requirement to receive a high school diploma or equivalency certificate before completing IADT. 12 hours toward a college degree may not be used to meet this requirement
- Remain in good standing while serving in an active Selected Reserve unit.

MGIB-SR eligibility is retained if discharged from Selected Reserve service due to a disability that was not caused by misconduct. In addition, the eligibility period may be extended if ordered to active duty

**Basic Period of Eligibility**

Entitlement may be up to 36 months of education benefits.

Eligibility for the program normally ends on the day of discharge from the Selected Reserve. One exception to this rule exists if a person is mobilized (or recalled to active duty from reserve status). In this case eligibility may be extended for the amount of time mobilized PLUS four months. For example, if a person is mobilized for 12 months, the eligibility period is extended to 16 months (12 months active duty PLUS 4 months.) So even if leaving the Reserves after mobilization, there may be additional eligibility to the MGIB-SR.

**How to Apply**

A DD Form 2384-1, Notice of Basic Eligibility, will be issued when a become eligible for the program by his/her unit. The unit will also code that person’s eligibility into the Department of Defense personnel system so that VA may verify eligibility.

After this, make sure that the selected program of interest is approved for VA training. If this is unclear, contact the VA who will confirm it with the individual and the school or company about the requirements.

Obtain and complete VA Form 22-1990, Application for Education Benefits. Send it to the VA regional office with jurisdiction over the State where the training or education will take place.

If training or enrollment has already begun, take the application along with the Notice of Basic Eligibility to the school or employer. Ask them to complete VA Form 22-1999, (not available online) Enrollment Certification, and send all the forms to VA.
Chapter 1607 (Reserve Educational Assistance Program)

The Reserve Educational Assistance Program, or REAP, was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

**Tuition Assistance**

To be eligible, the person must be approved for Federal Tuition Assistance by a military department and be eligible for MGIB Active Duty benefits.

If a person receives the Tuition Assistance benefit, their regular MGIB benefits will be reduced. The amount of entitlement charged for Tuition Assistance payments is determined by dividing the amount of the payment by the claimant’s full-time monthly rate.

**Kickers**

The GI Bill Kicker -- also known as the Army, Navy, or Marine Corps College Funds -- is offered by the DoD through each service branch as part of an enlistment or reenlistment contract, or for other reasons they determine. The College Fund is an additional amount of money that increases an individual's basic monthly benefit and is included in his/her monthly GI Bill payment from the VA.

Each service branch (and not VA) determines who receives the College Fund and the amount received. It may be necessary for a person to send VA a copy of your College Fund contract to ensure the correct amount is added to your monthly benefit.

These kickers can increase the monthly GI Bill payment rate by as much as $950 per month, actually boosting the regular GI Bill benefit value. The amount received is determined by a number of factors including:

- The date enlisted
- The length of enlistment contract
- The service branch joined
- The job chosen
- Where a person served

College Funds are also payable under the Post-9/11 GI Bill, but there are some limitations and restrictions. Please call the VA at 1-888-GIBILL-1 to get specific answers on how this may apply to personal GI Bill benefits.
Note: The Air Force uses the term GI Bill Kicker to refer to the GI Bill Buy-up program, which is available to all active duty GI Bill participants.

The GI Bill Kicker is also available if someone chose to join the Reserves. Current requirements and must be met with the Reserve GI Bill to qualify. A person who qualifies for the Reserve GI Bill Kicker could increase his/her Reserve GI Bill benefit to more than $24,000. Remember, GI Bill Kicker money can’t be received without receiving the GI Bill also. The kicker isn’t a separate benefit, but an add-on to the GI Bill benefit.

VA Certifying Official

The VA Certifying Official for Robert Morris University is Heather Jericho. Mrs. Jericho is located in the Veterans Center in the first floor of the Jefferson Center and can be contacted at jericho@rmu.edu or by phone at (412) 397-5498.
Registration, Drop/Add and Withdrawal

Registration Procedures
To determine eligibility for registration, visit eServices' Registration Status page at www.rmu.edu. For each term, a date and time is displayed. This date and time is generated based on the total credits earned at Robert Morris University, transfer credits applied, and credits currently in progress. No student will be permitted to register earlier than the specified date and time displayed on the page. Students may register for courses using eServices, in the Student Support Center, the Center for Student Success, or with a department head.

Course Substitutions
The changing of one course for another or the changing of the time of a course is a substitution. Any course substitutions must be done at the same time to be classified as such. Only completed course selection cards can be processed at the Student Support Center.

Drops
Removing a course(s) from a student's class schedule during the 100% tuition and fees refund period is considered a drop. All drops should be completed in person in the Student Support Center at either location. Only those changes made before the final two weeks prior to the term starting can be processed by calling the Academic Services Office at (412) 397-3215. If this process is completed by phone, a name should be obtained for verification.

Adds
This refers to adding a course to an existing class schedule. Once an initial registration has been processed, students attending day classes should add courses in person in the Student Support Center. Students attending evening or Saturday classes may make changes either in person or by calling the Academic Services Office up to two weeks prior to the start of the term. Only completed course selection cards can be processed at the Student Support Center.

Withdrawals
Student wishing to withdraw from a course must schedule a time to meet with Dr. Rota (412-397-3466 or 5498).

After meeting with Dr. Rota, students who wish to officially withdraw from a course or from the University must complete a Withdrawal Form at the Academic Services Office or the Student Support Center or they may also submit a letter by mail to the Academic Services Office in Patrick Henry Center. A faxed letter can be accepted upon prior arrangement with the Academic Services Office.
See Student Financial Accounts for tuition adjustment. Loans and other aid can be affected if a withdrawal takes place during this time. Withdrawal from a course(s) could possibly create a debt with the VA.

Notice to the instructor of intention to withdraw is not sufficient. Students who stop attending class but do not officially withdraw will receive a grade of "F". Further, canceling a housing contract does not constitute withdraw from the university.

Deregistration
Students not financially cleared by the payment due date may be dropped from all classes. In this instance, the classes will be made available to the general population. It is the responsibility of the student to drop classes that they do not wish to attend. Speak with Student Financial Accounts for further information.
Certifying Enrollment

Certification is the process by which RMU verifies to the VA a student’s dates of enrollment, the degree, number of credits taken and any other changes being made to the student’s file. **The VA will not pay any student without receiving this certification.** Each student must hand-deliver his/her proposed schedule to Mrs. Heather Jericho at the Veteran's Center in order to complete the enrollment process. The student’s Academic Advisor should also be consulted prior to submitting the semester’s intended schedule. **All veterans and dependents must be degree seeking in order to have enrollments certified for benefits.**

All courses taken must be in that student’s selected degree program. VA students will not be certified for nor paid by the VA for courses that are not in the degree program. All enrollment certifications must be received by the VA within 30 days of notification of enrollment from the student or the end of the drop/add period.

*See VA ENROLLMENT CERTIFICATION FORM

Direct Deposit of Benefits

VA encourages using direct deposit to receive VA benefits. The form to use is SF1199A which is a Treasury Department form. It may be downloaded from the following Federal Government web site: [http://www.fms.treas.gov/eft/1199a.pdf](http://www.fms.treas.gov/eft/1199a.pdf).

Apply for Direct Deposit by telephone by calling 1-877-838-2778 or 1-800-827-1000, Monday through Friday 7:30 AM to 4:50 PM Central Time.

To change account information please call the toll-free number, 1-877-838-2778, Monday through Friday, 7:30 AM to 4:50 PM Central Time. Please be prepared to provide the new financial institution’s 9 digit routing number, the new account number and type of account (checking or savings).

Change of Enrollment

The VA Certifying Official, Heather Jericho, must update any changes to enrollment for veterans. This requires a meeting with her. **FOR ANY AND ALL CHANGES TO ENROLLMENT, COMPLETE A VA FORM 1995.**
Debt and Wavers

VA and the Debt Management Center (DMC) will notify individuals of debts and offer information regarding repayment options. Delinquent debts are referred to private and/or federal collection agencies.

Student Verification of Enrollment through WAVE

WAVE is the Web Automated Verification of Enrollment found at https://www.gibill.va.gov/wave. Enter your Last Name, First Name, File Number and Password. The File Number is your 9-digit Social Security Number. The Password, if this is the first time to the site, will be the last 6-digits of your Social Security Number.

Concurrent Enrollment

Concurrent enrollment means a student is seeking a degree at one school and is taking a course at a secondary or supplemental school to transfer back to his/her degree granting school. The degree granting school will prepare the documentation to be given to the student to give to the supplemental school or send it to the supplemental school official directly. Once approved, the documentation must be maintained in the student's school VA file for possible review during VA Compliance Surveys or ELR inspection visits.

Communication and Correspondence

Utilization of VA Educational Benefits will generate a continuous stream of RMU and VA correspondence. All correspondence is important and should be read carefully upon receipt. Any misunderstanding or discrepancies should be brought to the attention of the Veterans Certifying Official immediately for clarification or correction as appropriate.

Importantly, it is ADVISED to create and maintain a file for all VA and RMU correspondence. The documents include copies of enrollment certifications, changes in student status from the VA and Verification of Enrollment forms from the DVA RPO.

Notices of Change in Student Status are usually sent to the DVA at the time of the initial enrollment certification. A copy will be placed in the student’s file and will be made available only if requested from the Veteran’s Certifying Official. These forms may also reflect a change in semester hours either as a result of dropping or adding a course at the beginning of a semester. Be sure to carefully review this form to verify name, social security number...
and hours reported. If the information appears incorrect, please contact Mrs. Jericho so the information can be explained or corrected.

**Repeating Courses**

Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated.

**Standards of Progress**

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of their training objective. Accredited schools are required by law to have and enforce standards of progress for their programs to be approved for VA benefits.

**Financial Aid**

The process of applying for financial aid is simple. The Free Application for Federal Student Aid (http://www.fafsa.ed.gov/) is required to apply for financial aid using Robert Morris University’s school code of 003359. All students are encouraged to apply for financial assistance as soon after January 1 as possible, but no later than May 1. Income taxes for the previous year (the year ending the previous December) must be completed prior to application for financial aid.

After filing a FAFSA, the information is forwarded to RMU by the federal government. Once the financial aid application is received and processed, a Student Aid Report (SAR) is produced. At this time, additional information to RMU, such as tax returns or financial statements to verify the accuracy of the information listed on the SAR may be required. The Financial Aid office will notify any student if additional information is required.

Generally, financial aid eligibility is based on the previous year’s income information. If a financial situation has changed substantially during the year or since completing the FAFSA, a request to have aid re-evaluated may be submitted.
Licensing and Certification Test Reimbursement for Veterans

If an application for education benefits has never been filed, submit an application for benefits along with request for payment for a test or tests. If a veteran or on active duty, download VA Form 22-1990. If an eligible child or spouse, download VA Form 22-5490. Mail the application form together with the test information shown below to the VA office listed below for state in which you which licensing or certification. Include the test results and any other applicable information in the “Remarks” section of the form.

Please include:
- Name and social security number
- The name of the test or certification taken and the date on which it was taken
- Name and address of the organization issuing the license or certificate (not necessarily the organization that administered the test)
- Cost of the test NOTE: Registration fees, preparation guides, processing fees, etc. will not be reimbursed.
- The following statement: "I authorize release of my test information to VA."

Federal Tuition Assistance

Armed Forces Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its members.

Each service has its own criteria for eligibility, obligated service, application process' and restrictions. This money is usually paid directly to the institution by the individual services. Additionally active duty members may elect to use the MGIB “top-up” in addition to his/her service provided TA to cover high cost courses.

TA is not a loan; it should be viewed as money earned just like base pay.

National Guard Tuition Assistance

Members of the National Guard are eligible for tuition assistance. However each of the Armed Forces determines how to administer their own Tuition Assistance (TA). In addition each state may offer its National Guard service members state funded education incentives based on state guidelines and eligibility (i.e. TA, waivers, exemptions, student loan repayment, etc.). Military.com has gathered the following information about National Guard TA benefits for each service:

- Army National Guard (ARNG)
• Air National Guard (ANG)

**Army National Guard (ARNG)**

The ARNG Federal Tuition Assistance (FTA) provides financial assistance to part-time ARNG soldiers in support of their professional and personal self-development goals. A masters degree may be supported provided funding is available. Their vision is to provide quality programs, services and support that will enable soldiers to achieve educational objectives and further enhance the strength and relevance of the Army National Guard. Members of the Army National Guard may qualify for one or more of the following TA program:

**Federal Tuition Assistance (Part-time Citizen Soldiers)**

For FY05 the ARNG maximum amount paid for Federal Tuition Assistance (FTA) for Part Time Soldiers is:

- 100% Tuition up to $250 @ Semester Credit Hour
- Fees up to $500
- Not to exceed $4500 @ Fiscal Year
- High School or equivalency level may be funded at 100% of tuition and fees, but are still limited to the $4,500 annual cap.
- May be used with the MGIB-Selected Reserve (SR) or MGIB-Active Duty (AD) for the same course based on the following:
  - MGIB-SR participants must be enrolled at least ½ time or more to combine benefits
  - MGIB-AD participants who are drawing GI Bill-Kicker (Army College Fund, etc.) benefits are NOT eligible for ARNG FTA
- ARNG recommends that schools apply FTA prior to Pell Grants, to allow for maximizing benefit for student financial needs

**Note:** ARNG FTA operates on a limited budget and is NOT a guaranteed benefit. It is offered on a ‘first come, first served’ basis. Visit the National Guard Virtual Armory website to access the National Guard Federal Tuition Assistance online application.

**Who is eligible for ARNG?**

- Must have a valid expense from an accredited school
- Be a traditional (part-time) ARNG soldier in an active drilling status
- Eligible beginning the day member joins ARNG, even prior to boot camp or AIT or while yet in high school
- Officers must serve 4 years after course completion
- Enlisted must simply remain in the ARNG during term of courses
- Members receiving an ROTC scholarship are not eligible
State Tuition Assistance

Although not all states offer payment of TA, many have additional tuition incentives which are offered at varying amounts. You can visit the Air National Guard ANG Benefits website (www.goang.com/benefits) to determine which benefits your state offers.

Go Army Ed (CTAM) TA (Activated Guard and Reserve)

If a person is activated, s/he becomes eligible for the Army's Tuition Assistance for Active Duty and Activated Reserve/Guard. The ACE TA program offers:

- 100% Tuition and Fees up to $250 @ Semester Credit Hour or
- $167 @ Quarter Credit Hour.
- Not to exceed $4,500 @ Fiscal Year.

Visit the National Guard Virtual Armory website where you can get the latest information on Education Benefits for Citizen Soldiers.

Air National Guard (ANG)

The Air National Guard provides access to all DANTES credit-by-examination programs, Community College of the Air Force Associate Degree programs, federal tuition assistance for AGR members for distance learning courses, and state education benefits for all members.

State Tuition Assistance

Although not all states offer payment of TA, many states have additional tuition incentives, which are offered at varying amounts. Visit the ANG Benefits website to determine your state benefits.

Air Force Tuition Assistance (Activated Guard and Reserve)

If activated, a person becomes eligible for the Air Force Tuition Assistance for Active Duty and Activated Reserve/Guard. This Tuition Assistance Program offers:

- 100% Tuition and Fees up to $250 @ Semester Credit Hour or $166 @ Quarter Credit Hour.
- Not to exceed $4,500 @ Fiscal Year.

Reserve Tuition Assistance

Members of the Selective Reserves are eligible for tuition assistance. However each of the Armed Forces determines how to administer their own Tuition Assistance (TA). In addition each state may offer its National Guard service members state funded education incentives based on state guidelines and eligibility (i.e. TA, waivers, exemptions, student loan
rehabilitation, etc.). Military.com has gathered the following information about reserve TA benefits for each service:

- Army Reserve (USAR)
- Navy Reserve (USNR)
- Marine Reserve (USMCR)
- Air Force Reserve (USAFR)
- Coast Guard Reserve (USCGR)

**Army Reserve (USAR)**

The Army Reserve offers opportunities for selected reserve soldiers to pursue their education on a voluntary basis. Voluntary education plays a vital role in a reservist's career because it enhances promotional opportunities. Voluntary education differs from military education and training which is required for MOS/AOC. If you are interested in participating, voluntary education must be completed on personal time with financial assistance provided by the Army Reserve. You are strongly encouraged to become familiar with and utilize all available education benefits and programs.

Army Reservists may go to [https://rcms.ocar.army.pentagon.mil/education/](https://rcms.ocar.army.pentagon.mil/education/) and sign in using their AKO login and password to submit TA requests online.

**The USAR offers:**

- 100% tuition assistance up to $250 per semester hour, or $166 per quarter hour, not to exceed $4,500 annually per service member
- 75% up to $250 per SH, $166 per quarter hour, and $4,500 per FY for officers pursuing a bachelors degree

**Who is eligible for USAR?**

- The soldier must be a drilling reservist in good standing
- The soldier must declare an educational goal leading to a credential higher than current degree level
- Enlisted soldiers and warrant officers must have sufficient time remaining on their term of service to complete the course before separation
- Commissioned officers must have at least four years of Selected Reserve service remaining from the date of completion of the course for which tuition assistance is provided
- The soldier must enroll for the independent study course following Army Reserve procedures

Contact the local Army Reserve Education Office for assistance with TA or any other voluntary education assistance.
Navy Reserve (USNR)
There are currently no Tuition Assistance programs for the Navy Reserve. However, if a person is activated under Title 10, then s/he qualifies for the active duty Navy Tuition Assistance.

Marine Corps Reserve (USMCR)
There are currently no Tuition Assistance programs for the Marine Corps Reserve. However, if a person is activated under Title 10, then s/he qualifies for the active duty Marine Corps Tuition Assistance.

Air Force Reserve (USAFR)
In an effort to support the professional and education goals of Air Force Reservists, the Air Force provides several voluntary education programs for its reserve members.

USAFR offers undergraduate, both Associates and Bachelors, degrees with:
• 100% tuition assistance for undergraduate degree programs
• Not to exceed $250 per semester hour, or $166.67 per quarter hour
• Up to $4,500 annually per Service member
• Graduate Studies (Masters Degree)
• 75% tuition assistance for graduate degree programs
• Not to exceed $250 per semester hour, or $166 per quarter hour
• Up to $4,500 annually

Note: The Defense Activity for Non-Traditional Education Support (DANTES) manages payment of the USAFR tuition assistance program.

For additional information on the Air Force Reserve voluntary education programs, please contact: Headquarters Air Force Reserve Command, Training Support Branch, Robins AFB, Georgia, at Commercial phone number: (478) 327-1276, DSN 497-1276

Visit the Air Force Reserve Website or the Air Force Education Services Programs website for more information.

Contact your education service officer for information on how to apply for tuition assistance and other programs.

Coast Guard Reserve (USCGR)
Coast Guard Reserve units have integrated with active duty sites, so in the spirit of "Team Coast Guard," USCG reservists have access to all of the educational programs available to
active duty members. The Coast Guard Institute website has a complete synopsis of available programs and applications.

The Coast Guard offers selected reservists the following:

- 100% tuition assistance up to $250 per semester hour, or $166.67 per quarter hour
- Not to exceed $4,500 annually per service member.
- Contact your Coast Guard ESO for information on how to apply for tuition assistance and other programs

Military Deployment Policy of Robert Morris University
Revised: June 2006

The following options exist for a student called to active duty in the military during an academic semester. The student may select one of the first three options and option 4, if applicable, immediately by contacting his/her respective academic department head who in turn informs the appropriate academic dean. The student must also file written verification of the activation order as soon as it becomes available with the Registrar at Robert Morris University.

1. A student can take the grade s/he has earned to date in the class provided that more than three-fourths of the class meetings have passed and both student and faculty agree to this option. A student selecting this option will not be refunded any tuition or fees and will have his grade processed in the normal manner at the end of the semester with appropriate credits and grade awarded.

2. A student can elect to have an INCOMPLETE (I) grade recorded at the end of the semester provided that more than one-half of the class meetings have passed and both the student and faculty agree to this option. A student selecting this option will have three months after the call to duty to inform the appropriate academic dean of his/her intent to change the “I” grade. A student intending to remove the “I” grade will have up to 90 days from completion of active duty to remove the “I” grade. There will be no change-of-grade fee assessed. Faculty of students electing the “I” option must place on file in the department head’s office, specific course completion requirements for each student. A student not removing the “I” grade within the 90-day period after active duty will need to repeat the course; in this case, the “I” grade will be treated as an “F,” and the student will not be refunded any tuition or fees.

3. A student can elect to withdraw from one or more courses with a grade of “W” at any time during the semester by informing the Registrar. A student electing this option will have his/her tuition refunded or credited, whichever is deemed appropriate, without credits awarded.
4. A resident student may at any time during the semester be released from his/her contractual obligations for room and board. Fees will be refunded for the unused portion of the contract on a pro rata basis.

For more information, contact 412-397-6233.
Bibliography


1. Complete Free Application for Federal Student Aid (FAFSA)

Chapter 30 (Active Duty)
- Register for classes
- Bring the following to OVS:
  - DD-214 (Member 4 copy)
  - Copy of class schedule with enrollment dates listed
  - Kicker paperwork (if applicable)
- Please note:
  - Notify VET Center of any changes to your schedule during the semester.
  - Be sure to bring a new copy of your class schedule to VET Center every semester.

Chapter 31 (Vocational Rehabilitation)
- Meet with a vocational rehabilitation counselor
- Get accepter to Robert Morris University
- Register for classes
- Bring the following to VET Center:
  - Copy of class schedule with enrollment dates listed
- Please note:
  - Be sure to pick up Form 1905 for book allowance at OVS.
  - Notify VET Center of any changes to your schedule during the semester.
  - Be sure to bring a new copy of your class schedule to OVS every semester.

Chapter 33 (Post 9/11 Veteran or Dependent)
- Register for classes
- Visit www.gibill.va.gov and complete the application for Post 9/11 GI Bill benefits
- Wait for letter of eligibility to arrive via mail
- Bring the following to VET Center:
  - Post 9/11 GI Bill Letter of Eligibility
  - Copy of class schedule with enrollment dates listed
- Please note:
  - Notify VET Center of any changes to your schedule during the semester.
  - Be sure to bring a new copy of your class schedule to OVS every semester.

Chapter 35 (Survivors/Dependants of EAP)
- Register for classes
- Bring the following to VET Center:
  - Copy of class schedule with enrollment dates listed
- Letter of Eligibility
- Please note:
  - Notify VET Center of any changes to your schedule during the semester.
  - Be sure to bring a new copy of your class schedule to VET Center every semester.

**Chapter 1606 (Reservist)**
- Register for classes
- Bring the following to VET Center:
  - Copy of class schedule with enrollment dates listed.
  - Signed for 22-1990 from Unit (Permission to take courses from your Unit Administrator or Unit Career Counselor)
- Please note:
  - Be sure to pick up Form 1905 for book allowance at VET Center.
  - Notify VET Center of any changes to your schedule during the semester.
  - Be sure to bring a new copy of your class schedule to VET Center every semester.

**Chapter 1607 (Activated Reservist)**
- Register for classes
- Bring the following to VET Center:
  - Copy of class schedule with enrollment dates listed.
  - DD-214 (Member 4 copy)
  - Kicker paperwork (if applicable)
- Please note:
  - Be sure to pick up Form 1905 for book allowance at VET Center.
  - Notify VET Center of any changes to your schedule during the semester.
  - Be sure to bring a new copy of your class schedule to VET Center every semester.