



# Veteran's Education Benefits

School of Professional & Distance Education [online]

## Contact – School Certifying Official

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## Contact – VA

PH: 1-888-442-4551 WEB: <http://www.benefits.va.gov/gibill/>

## Responsibilities

Student	College	VA
<ul style="list-style-type: none"> <li>Submit all required forms to the VA</li> <li>Submit all required documents to CCCK</li> <li>Communicate with the VA</li> <li>Communicate with the School Certifying Official at CCCK*</li> </ul>	<ul style="list-style-type: none"> <li>Send enrollment certifications to the VA</li> <li>Report to the VA any change in the student's enrollment</li> </ul>	<ul style="list-style-type: none"> <li>Inform the student of his/her eligibility and amount of benefits</li> <li>Pay the student's benefits</li> </ul>

*\*This is critically important.*

## Required Documents

*(Must be received by School Certifying Official before start of class)*

Type of Benefit	VA Benefits Status	Required Document(s)
Post 9/11 ONLY	NOT approved (i.e. Certificate of Eligibility NOT yet received)	<ul style="list-style-type: none"> <li>Acknowledgement of Risk form*</li> <li>Screenshot or copy of confirmation email that the application for benefits has been submitted</li> </ul>
Post 9/11 (33) M. GI Bill (30) DEA (35) VEAP (32)	Approved	Certificate of Eligibility <b>or</b> screenshot from eBenefits account <b>or</b> print-out from Vets.gov account showing available education benefits*
GI Bill: Selected Reserve (1606)	Approved	Notice of Basic Eligibility (NOBE)*
Voc Rehab (31)	Approved	"Authorization and Certification of Entrance...into Rehabilitation..." (28-1905) signed by Voc Rehab case manager/counselor

**\*NOTE:** If you have used your education benefits before attending CCCK, you MUST electronically submit to the VA the "Change of Program or Place of Training" form to transfer the benefits to CCCK.

## Average Time to Approval/Finalization of Benefits

If applying for benefits for the first time: 1 – 2 months

If requesting transfer of benefits to CCCK: 1 – 2 weeks

## Shopping Sheet

The "shopping sheet" is a standard document that lists cost information and can make it easier for students to compare schools. Shopping sheets are available upon request from the Financial Aid Office.

## Payment of Benefits

The VA will send out payments *no earlier* than 2 weeks before the start of each course.

It is expected that students will have a plan in place to cover **100%** of tuition and fees **before the start of class**. If the type of VA benefits you are using does not send a tuition check directly to the school covering 100% of tuition and fees, you will be expected to apply for federal Financial Aid and/or contact the Business Office to create a monthly payment plan.

For Post 9/11 and Voc Rehab benefits, any scholarships or grants that are specifically designated for tuition must be subtracted off the amount of tuition/fees reported to the VA. **Military Tuition Assistance and all CCK scholarships/grants are specifically designated for tuition** (unless otherwise noted in the catalog).

*If you are expecting a credit check due to receiving federal Financial Aid:* Because the College charges tuition by semester but the VA pays tuition by course, **you will not receive a credit check until AFTER the 2<sup>nd</sup> or 3<sup>rd</sup> course in the semester**. Please also note that the total amount of your credit may be split among multiple checks sent throughout the semester. The timing and amount of these checks will be determined by when we receive the tuition checks from the VA and the amount of federal Financial Aid you have accepted. Please understand that the Business Office cannot mail out a credit check until credit actually exists on your account. To view the current status of your account, please log-in to the student portal, choose your current semester from the drop-down list, and click on "My Ledger."

*My benefits/housing allowance/book stipend didn't get paid last month. Why?*

We will check to make sure your enrollment certifications have been sent. However, schools don't have access to VA records. So, beyond providing you with the certification number, we cannot assist with payment issues. You will need to contact the VA directly.

## Tuition and Fees Payable under Post 9/11

Payment checks for tuition and eligible fees are sent directly to the College. Final certifications of tuition and fees will not be sent to the VA until after students have logged attendance in the first course of each semester (online semester = 4 consecutive course dates).

<i>Charge/Fee</i>	<i>Payable under Post 9/11 benefit?</i>
Audit Fee	No ( <i>the VA does not pay for audited courses</i> )
Course fees	Yes ( <i>only if charged to all students enrolled</i> )
Credit for Prior Learning assessment fee	No
Directed study/Internship/Practicum	Yes
E-Portfolio fee	Yes ( <i>if required by major</i> )
Exam credit assessment fee (AP, CLEP, etc.)	No
Fit Four Fee (general fee)	Yes
Graduation fee	Yes
Late changes in registration (after Add/Drop date)	No
Retake fee	No
Transcript (official)	No
Tuition	Yes
Withdrawal fee	No

## Student Status

Although the College considers students to be enrolled full time when registered for at least 12 credits per semester, the VA calculates student status differently. The VA considers all students enrolled in CCK's 6-week course programs to be enrolled at three-quarter time status.

### *Why does the VA consider my program to be three-quarter time?*

The VA calculates a figure known as the "Rate of Pursuit" to determine enrollment status. It involves how long it takes someone to complete a certain number of credits. For our 6-week course programs, it will take longer than a traditional semester to earn the same number of credits. If you were to take your courses during a traditional semester, it would take you 15 weeks to complete 12 credits (a full time load). In our 6-week course programs, it will take you 24 weeks to complete 12 credits. Because it takes so much longer to complete the same number of credits, the VA considers these programs to be  $\frac{3}{4}$  time.

### *How will the three-quarter time status affect my benefits?*

If you are using Post 9/11 or Voc Rehab benefits, your housing allowance will be prorated to the three-quarter time rate for online programs but your tuition/fees will continue to be paid at your normal rate of eligibility (100%, 90%, 80%, etc.). If you are using any other type of benefit, you will receive your monthly payment at the three-quarter time rate.

### *Can I take additional courses to be considered full time?*

Yes, **if you are eligible**. If you take two online courses during one course date (6 credits in 6 weeks), you will be considered full time by the VA for that period of time. This is called "doubling up" and is only permitted when **all** of the following conditions are met: completion of first semester at CCK (12 credits), 3.50 cumulative GPA, and approval of the Associate Dean of the School of Professional & Distance Education. You are also encouraged to carefully consider your other personal and/or work commitments. *If you are interested in this option, contact your School Certifying Official and your Student Advisor.*

## Withdrawals

***If you decide to withdraw, contact your School Certifying Official as soon as possible.***

The College will submit the date you withdrew to the VA. Depending on the timing and nature of your withdrawal, **you may still owe the College for the course from which you withdrew and/or for the rest of your semester**, whether or not the VA will pay for it. To find out how much you might owe, please contact the Financial Aid office. You will also need to contact the VA to find out how the withdrawal will affect your benefits.

In the event that a student must or chooses to withdraw due to receiving orders for deployment or long-term training, the College will honor the student's service by forgiving any institutional charges that are incurred as a result of their withdrawal (provided proper documentation has been submitted). This includes the waiver of the Withdraw Fee and the refund of Tuition and Fees for courses not attended. It is expected that institutional charges incurred prior to the withdrawal will be satisfied by the student. Students who withdraw for any other reason will follow standard withdrawal and refund procedures.

## Courses Taken at a Secondary School (Transfer Credits)

If you are planning to take courses at another school, either during or after attending CCK, intending to transfer them back to complete your degree, please contact your School Certifying Official (SCO) as soon as possible. The courses will need to be pre-approved for transfer and you will receive a letter to give to the SCO at the secondary school, confirming that the courses will transfer to CCK and will count towards your degree. This will authorize the secondary SCO to certify your enrollment.