

VA Education Benefits

A Guide for Emory University Students



EMORY





TABLE OF CONTENTS

Welcome	1
Veterans Affairs Important Links/Contacts	1
Getting Started	2
Emory VA Related Contact Information	2
Emory Student Veteran Association Contact Information	2
Emory VA Identification Information (for benefits application with VA)	2
Determine VA Eligibility	2
Compare VA Benefits	2
Apply For/Transfer Benefits	2
Notify VA of Attendance at Emory	3
Completing Required Emory VA Documentation	3
Submission of Required Emory VA Document to School Certifying Official	3
Certification	4
Certification Process	4
Estimated Time for Receipt of Funds	4
Financial Planning	5
Estimating Amount of VA Funds to Expect	5
Estimating Mandatory Tuition & Fee Amounts	5
Mandatory vs. Non-Mandatory Fees	5
Scholarship Considerations Associated with VA	6
Applicable Housing Allowance & Book Stipends	6
Yellow Ribbon	7
Yellow Ribbon Qualifications	7
Applying for Yellow Ribbon with Emory	7
Estimating Yellow Ribbon Award	7
Monthly Housing Allowance	8
Estimated Time for Receipt of Funds	8
Estimating Payment Amount	8
Residential (On-Ground) vs Distance (Online) Method of Instruction	8
Chapter Specific Items	9
Tuition Payment & Deposit Requirement Exemptions	9
Book and Supply Purchasing	9
Frequently Asked Questions	10



VA IMPORTANT LINKS

Apply for VA Education Benefits

Use these VA websites to apply for your own benefits or transfer your existing benefits to a qualified dependent/beneficiary.

<https://www.va.gov/education/how-to-apply/> (Apply for all benefits)

<https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/> (Transfer Post 9/11 benefits)

Compare VA Benefits

Use this VA website to compare the various VA education benefit programs by school on items such as tuition, housing, and book stipend amounts.

<https://www.va.gov/gi-bill-comparison-tool/>

Manage VA Benefits

Use this VA website to manage your existing benefits, check remaining eligibility, print summary pages, etc.

<https://www.ebenefits.va.gov/ebenefits/homepage>

Education Benefits Rate Tables

Use this VA website to review annual benefit payment amounts for tuition, housing, and stipends for all GI Bill programs.

https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp

VA IMPORTANT CONTACTS

VA Education Benefits Hotline

1-888-442-4551

Veterans Crisis Hotline

1-800-273-8255 (Press 1)

Veterans Health Administration

1-877-222-8387

WELCOME TO EMORY

Dear Student,

We sincerely appreciate the service you or your loved ones have given to our country. We are honored by your decision to attend Emory University.

Our goal is to assist you with the use of your education benefits throughout your time here so you can focus on your personal success in your chosen field of study.

This guide has been prepared to assist you with the following items:

- Using your VA Education Benefits at Emory.
- Providing information about the certification process at Emory.
- Provide information about the Yellow Ribbon program at Emory.
- Provide helpful links to Emory and Department of Veterans Affairs resources.
- Provide answers to Frequently Asked Questions veterans and their beneficiaries have about:
 - Certification
 - Tuition & Housing Funds
 - Scholarships

Every effort has been made to assure that this guide provides information pertaining to the VA process, time frame, and funding questions you may have.

Please consult this guide before contacting the SCO as many of your questions are answered here. If you still need assistance please email your inquiry to vacompliance@emory.edu.

Emory is committed to assisting you and your family members achieve your education goals.

Very Respectfully,

Emory VA Benefits Team



EMORY UNIVERSITY CONTACTS

Email links will open in your email client.

VA School Certifying Official Office

vacompliance@emory.edu

Student Financial Services Office

student.financials@emory.edu

Student Financial Aid Office

<http://studentaid.emory.edu/undergraduate/manage/contact/index.html>

EMORY VETERAN STUDENT ASSOCIATION

<https://www.emoryveterans.org/>

<mailto:emoryveterans@emory.edu>

GETTING STARTED

This portion of the guide will provide information on the requirements for applying for education benefits with the Department of Veterans Affairs (VA), and what you will need to do to use those benefits at Emory.

- If you need to apply with the VA for education benefits, or to transfer your existing education benefits to a qualified spouse or dependent begin with GS Step 1.
- If you've already applied for and received VA benefits, or have successfully transferred your benefits to a qualified spouse or dependent begin with GS Step 4.

Please Note: When completing applications with the VA for initial or transfer benefits please use the following school information where applicable:

School Name:	Emory University
Address:	201 Dowman Dr. Atlanta, GA 30322
VA Facility Code:	31904111
Vendor ID	580 566 256 12 (for Chapter 31 PO's)

GS Step 1. Determine Your Eligibility

The VA offers several types of education benefits under various chapters depending on your current/previous service. The website below will help you determine which programs you, and your spouse/dependents may qualify for.

<https://www.va.gov/education/eligibility/>

GS Step 2. Compare the Benefit Types

You or your spouse/dependents may qualify for more than one VA education benefit. Benefit programs vary by funding amounts, length of time, transferability, and other items. The website below will help you compare each of these variables as they are applied specifically to the institution you choose to attend. You can only use VA benefits from 1 program at any given time.

<https://www.va.gov/gi-bill-comparison-tool>

GS Step 3. Apply For/Transfer Your Benefits

Once you have determined the best VA education benefit program for you or your qualified spouse/dependent use the websites below to apply for those benefits

Apply for your own benefits

<https://www.va.gov/education/apply-for-education-benefits/application/1990/introduction>

Transfer your benefits to a spouse/dependent

<https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/>

After completing the above steps, the VA can take up to thirty (30) days to make a determination.

When the VA has made a determination of your eligibility or benefits transfer, you will receive a "Certificate of Eligibility" (COE) which will summarize your benefits (length, eligibility level, Yellow Ribbon qualification). Please keep this document as it is required to be submitted to Emory.



GETTING STARTED (cont)

GS Step 4. Notify VA you will be attending Emory

- If you are using VA education benefits for the first time skip to GS Step 5
- If you have used VA benefits previously at a school other than Emory use the link below to notify VA you will be attending Emory. This does NOT apply to transient or guest students who are attending another institution but taking a class/classes at Emory.

https://gibill.custhelp.va.gov/app/answers/detail/a_id/917/~/_what-if-i-want-to-change-my-school-or-training-program%3F#:~:text=To%20change%20from%20one%20school,Processing%20Office%20serving%20your%20state.

Please Note: You must be a current student, or have accepted an offer of admission from Emory to complete the next steps.

GS Step 5. Complete the Emory Student Data Form

Download, complete, and sign the Student Data Form.

Please Note: If you are using Chapter 35 (DEA) benefits you must include the information of the individual whose benefits you will be using in the appropriate field.

http://www.registrar.emory.edu/_includes/documents/sections/records-transcripts/VeteransEnrollmentDataInformation.pdf

GS Step 6. Email Your Documentation to the School Certifying Official (SCO)

Email the completed Student Data Form, and a copy of your Certificate of Eligibility (or EBenefits Summary) to vacompliance@emory.edu

Put "VA Student Paperwork" in the subject line of the email.

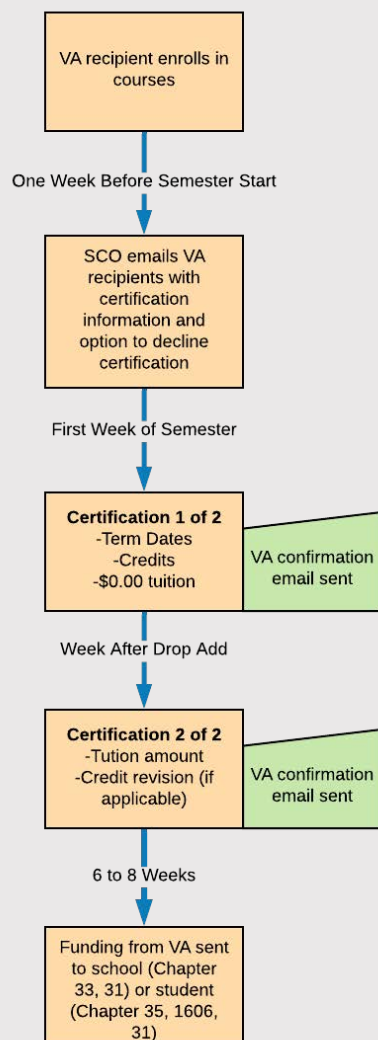
You must submit this documentation to the SCO to be certified. If you've already submitted them to your school you will still need to send them to the SCO.

The paperwork listed above is all that is needed for you to begin using your benefits at Emory.

You will not need to submit any additional documentation, nor will you need to submit these documents each semester to be certified.



VA CERTIFICATION PROCESS



CERTIFICATION

Students **MUST** have submitted the "Student Data Form" and a copy of their Certificate of Eligibility (or EBenefits summary) to the School Certifying Official (vacompliance@emory.edu) to be certified with the VA.

Emory certifies students with the VA on a semester basis. Once a student registers for classes, and they have submitted all required paperwork, they will automatically be certified for the applicable semester.

Certification Process

CS 1. Before each semester the School Certifying Official will send an email to all students who have submitted all of their required documentation (GS Step 6) notifying them of the certification dates, important VA updates, and the option to decline certification for the semester.

If you DO NOT want to be certified for the semester you must either reply to this email, or contact the School Certifying Official (vacompliance@emory.edu) stating that you do not want to be certified.

CS 2. Emory University certifies students with the VA two (2) times during the semester.

(a) The first time occurs during the first week of the semester. This is when we notify the VA that you are attending, the number of credits you are taking, and the start and end dates of the term.

Please Note: For this certification we input your tuition as \$0.00; this is intentional so do not be alarmed. The purpose of the first certification is to notify VA of your attendance, and to make sure that any housing or book stipends you may qualify for get processed.

(b) The second certification occurs after the semester add/drop date. This is when your tuition and fee charges are sent to VA, as well as any adjustments (add/drop) of courses significant enough to change your status (Full -Time, 3/4 Time, 1/2 Time, <1/2 Time) with the VA.

At this point all of your information is in to the VA and your tuition and fee money, housing money (if applicable), book stipends (if applicable) are being processed.

The VA will send a confirmation after both certifications to inform you they have been completed.

Please allow 6-8 weeks for VA to send your funds.

If you contact the Emory office within the 6 to 8 week time period you will receive the same answer.

You can contact the VA at 1-888-442-4551 during this time for more specific information about where your funding is in this process.

If you contact the VA before the second certification is completed they will state that Emory has reported \$0.00 for your tuition, again this is intentional (please see item CS 2(a)).

Certification Additional Information

(Chapter 33 Post 9/11 and Chapter 31 Vocational Rehab Only) While Emory is waiting for your funding **AND** if the amount of funding we are expecting meets your tuition and fee charges the following applies:

- You will not be required to make any tuition and fee payments for the applicable semester.
- You will not be canceled from classes for non-payment.
- You will not be assessed finance charges (**not-applicable for any unpaid "non mandatory tuition and fee" charges or outstanding balances of unpaid tuition and fees from previous semesters**)



FINANCIAL PLANNING

Determining your total education costs for the year, including what portion the VA will cover, will assist you with estimating what portion of those costs will need to be met by other funding sources. Listed below are some things to consider when applying your VA funding to the total equation. This list does not include every variable required for a precise calculation, only those that apply to VA funding. For more specific financial planning advice you should contact the Financial Aid office (<http://studentaid.emory.edu/undergraduate/manage/contact/index.html>).

FP 1. Determining the amount of VA funding you can expect for the year

The VA publishes a rate table which lists the total amount of money you can expect based on the specific chapter of VA funding you are receiving.

https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp

There are several factors you must consider when determining this amount such as:

- The specific VA program from which you are drawing funds
- Your military status
 - Vet vs. Dependent
 - Active Duty vs Non-Active
- The date you will be starting your courses
- Your amount of months/weeks/days of VA eligibility
- Your VA eligibility rate (percentage)
- Your student status
 - Full Time
 - 3/4 Time
 - 1/2 Time
 - Less than 1/2 Time

Please note you may not receive the entire amount listed on the table, VA pays only what you are charged in mandatory tuition and fees up to that amount.

Example:

For the 2020-2021 academic year a 100% eligible Post 9/11 recipient could expect \$25,162.14 for the year.

- If the student's total mandatory tuition and fee costs were \$20,100.00 they would only receive \$20,100.00.
- If the student's total mandatory tuition and fee costs were \$35,000.00 they would only receive \$25,162.14.

FP 2. Estimating your mandatory tuition and fee costs

"Mandatory tuition and fees" are those items that all students are required to pay to attend their school.

Mandatory tuition and fees at Emory include (but are not limited to)

- Tuition
- Rec and Athletic Fees
- Program Fees
- Transcript Fee

Non-Mandatory fees at Emory include (but are not not limited to)

- Housing
- Health Insurance
- Meal Plans
- Parking/Parking Tickets
- Late Registration Fees

Financial Planning Additional Considerations

- Emory University bills students for each semester they attend which can be two (2) to three (3) semesters each year.
- The Chapter 33 Post 9/11 GI Bill maximum amounts on the rate table reflect the amount of money to expect for the year; a student's tuition may meet or exceed this amount in the first semester
- The amounts listed on the VA rate table reflect 100% eligibility.
 - If you are less than 100% VA eligible you can calculate the maximum annual amount to expect using the formula below:

The VA Maximum Annual Tuition & Fee Amount	(x) multiplied by	Your Eligibility Percentage	(=) equals	Your Expected Post 9/11 Tuition Funds for the Year
--	-------------------------	-----------------------------	---------------	--

- You will only receive an amount equal to your eligibility percentage of your semester's total tuition and fees up to your total expected tuition amount (see sample chart below)

2021-2020 VA Post 9/11		Total Expected Post 9/11		
T&F Maximum	Eligibility %	=	Tuition Funds for Year	
26,042.18	x 60%	=	\$15,625.31	

Semester	Tuition & Fee Costs	Va Pays	Balance	VA Funds Remaining
Semester 1	\$25,000	\$15,000	\$10,000	\$625.31
Semester 2	\$25,000	\$625.31	\$24,374.69	\$0.00

Note that 60% of the total T&F charges for the first semester were paid, and once T&F charges exceeded the remaining VA funds in semester 2 the remaining funds were awarded.

- Only the eligibility % of a student's tuition and fees is paid each semester
- If the eligibility % is less than the % of tuition and fees then the maximum amount based on the eligibility % is paid.



FINANCIAL PLANNING(cont)

FP 3. Additional Considerations

Yellow Ribbon Program Funds (see the Yellow Ribbon section of this guide) If you have qualified for, and have been awarded Yellow Ribbon, this funding should also be considered in your calculation.

Scholarships (Chapter 33 Post 9/11 GI Bill only)

Though most Emory scholarships are not VA related, they do impact the amount of money you can expect from the VA based on what type they are.

- **Tuition Restricted** - These are scholarships that can only be used towards a student's tuition. The amount of these scholarships are deducted from the tuition costs that will be certified with the VA.
- **Unrestricted** - These are scholarships that a student can use for any expenses related to their education such as books, a new computer, tuition, or living expenses. These types of scholarships are NOT deducted from the tuition costs that will be certified with the VA.

Using the previous example of the student whose mandatory tuition and fee costs were \$20,100.00.

-If this student was awarded a **tuition restricted** scholarship of \$10,000.00 they should now only expect \$10,100.00 from the VA. While the amount of funds expected from the VA has been reduced by the amount of the scholarship, they can still expect to receive a total of \$20,100.00 in aid between each source.

-If the student was awarded an **unrestricted** scholarship of \$10,000.00 they can still expect \$20,100.00 from the VA as these scholarships do not reduce the amount of aid awarded from the VA. This student would receive a total of \$30,100.00 in aid between each source.

Housing Allowance & Book Stipends

Some VA programs pay students a monthly housing allowance and annual book stipends. These payments are determined based on the following:

- The VA benefits program a student is using
- The percentage of traditional "on-ground" vs online (distance learning) courses a student is taking
- The zip code of the school

To determine the housing allowance you will receive while attending Emory you should visit the GI Bill Comparison Tool website at:

<https://www.va.gov/gi-bill-comparison-tool/>

Housing payments are sent directly to the student and are paid "at the beginning of the month for the previous month". The VA has not defined the time period that constitutes "the beginning of the month"; students who wish to inquire about the status of their housing payment should contact the VA directly at 1-888-442-4551



Yellow Ribbon Additional Considerations

- **Yellow Ribbon funds are applied as needed, and at the amount needed (not to exceed the maximum amount)**
- **Since the VA also contributes a matching portion of Yellow Ribbon funds the total amount of Yellow Ribbon potentially available to you is the school's maximum award amount x2.**

If the School Contributes up to	VA will match up to	You can expect up to
\$3,500	\$3,500	\$7,000
\$5,000	\$5,000	\$10,000
\$7,000	\$7,000	\$14,000
\$10,000	\$10,000	\$20,000
\$20,000	\$20,000	\$40,000

- **Emory charges tuition and fees per semester so:**
 - you may or may not need to use Yellow Ribbon funds during your first semester
 - You may or may not need the entirety of the available Yellow Ribbon amount
- **If you return to active duty during a semester you (or your spouse beneficiary) may not receive the VA's portion of your Yellow Ribbon match (please notify the SCO if there is a change in your military status)**
- **Once you are awarded Yellow Ribbon from your school you do not need to apply for it again. You will receive this funding as long as you still meet the VA qualifications**
- **If you are using your spouse's benefits and they expire during the semester, you may not receive the VA's matching portion of Yellow Ribbon**

YELLOW RIBBON

The Yellow Ribbon program is an additional amount of funding for qualified Chapter 33 Post 9/11 GI Bill recipients which is used for any remaining mandatory tuition and fee costs once the annual maximum Chapter 33 Post 9/11 GI Bill funding has been exceeded.

Emory University has a specific amount of Yellow Ribbon awards available by application on a first come, first serve basis.

Information on application deadlines, number of awards and amounts, and contact information for your school's Yellow Ribbon liaison is located at:

<http://www.registrar.emory.edu/includes/documents/sections/registration/participation-table.pdf>

YR.1 Yellow Ribbon qualifications

Rules for qualification are determined by the VA and can be found at the following link:

<https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/#how-do-i-get-this-benefit> (see the *Am I Eligible for Yellow Ribbon* section)

Additionally, you do not need to attend full-time to be eligible for Yellow Ribbon, you need only meet the VA's qualifications, and have been selected for the award by your school.

YR.2 How to apply for Yellow Ribbon

To apply for Yellow Ribbon you must email a copy of your Certificate of Eligibility (COE) and the Student Data Form to the designated Yellow Ribbon liaison at your school on or after the application acceptance deadline. The liaison will notify you by email if any additional information is needed, and if you have been awarded the Yellow Ribbon funding. Please Note there are a limited number of awards available per school and they may or may not be available when you apply.

YR.3 How Yellow Ribbon is calculated

When your tuition amount exceeds the maximum annual Chapter 33 Post 9/11 GI Benefit amount both the school AND the VA will each apply Yellow Ribbon funds towards the excess tuition up to the maximum listed Yellow ribbon award amount.

Example 1:

- The maximum Chapter 33 Post 9/11 GI Bill benefit amount for the 2021-2022 academic year is \$26,042.81.
- The maximum Yellow Ribbon award amount for Emory's Undergraduate programs is \$7,000.

- If the student's annual mandatory tuition and fees are \$31,000.00, \$26,042.81 would come from the Chapter 33 Post 9/11 funds which would leave a balance of \$4,957.19.

- Emory would contribute \$2,479.00 (rounded)
- The VA would contribute \$2,479.00 (rounded)

The combination of both amounts would cover the tuition balance.

Example 2:

- If the student's annual mandatory tuition and fees are \$45,000.00, \$26,042.81 would come from the Chapter 33 Post 9/11 funds which would leave a balance of \$18,957.19
- Emory would in this case contribute \$7,000.00 (the maximum YR award amount)
- The VA would contribute \$7,000.00

After the application of all funds there would be a balance of \$4,957.19 which would can be paid out of pocket or by other funding sources.



MONTHLY HOUSING ALLOWANCE

Depending on the VA program a student is using they may or may not qualify for a monthly housing allowance (MHA).

These payments are made directly to the student.

These benefits are based on the Department of Defense's BAH for an "E5 with dependents"

Please note the following important details pertaining to these funds:

MHA 1. When to expect payment

The monthly housing allowance is paid at the "beginning of the month for the previous month". VA does not define "beginning of the month" but if more than two (2) weeks has elapsed and you have not received a payment you can contact the VA at 1-888-452-4551 to inquire about the status of this payment.

MHA 2. How much to expect

There are a number of factors that are involved with estimating this amount which include but are not limited to:

- The VA program under which you are receiving benefits
 - Some programs do not pay an MHA at all
 - Some programs pay a monthly sum of money which can be used for tuition costs and housing
 - Some programs pay a MHA directly to the student (while tuition and fee costs are paid from the VA to the school)
- Your eligibility percentage (based on your length of service)
- Your service status (active/non-active)
- Whether you are a veteran or a beneficiary
- The zip code of where a majority of your classes are taken. Emory zip codes are:
 - 30322 (Emory University)
 - 30054 (Oxford)
- Your Rate of Pursuit (ROP)
 - If your ROP is less than full time you will receive a prorated MHA.
 - If your ROP is less than half time you will not receive a housing allowance
- The percentage of total courses a student takes that are on-ground (residential) vs. completely online (distance)
 - In order to receive the full amount of the monthly MHA a student must be taking greater than 50% of their courses as on-ground (residential)
 - Students who are taking 100% of their courses online "may receive a monthly housing allowance equal to one-half the national average military Basic Allowance for Housing (BAH)"

MHA 3. Residential vs Distance

Each course you take will be identified as either residential or distance when it is certified with VA.

- If your course has a requirement for at least one singular physical meeting date for a duration of fifty (50) minutes in a term it will be listed as "residence".
- If your course is exclusively online without a single required physical meeting for a duration of fifty (50) minutes in a term it will be listed as "distance"

For more information on the VA's Monthly Housing Allowance please visit (See Monthly Housing Allowance)

https://www.benefits.va.gov/gibill/comparison_tool/about_this_tool.asp#housingallowance



CHAPTER SPECIFIC ITEMS

Certain processes conducted by either Emory or the Department of Veteran's Affairs differ between the various funding programs. This section will address the most common among these

CSI 1. Tuition Payments/Deposits Required BEFORE the Start of Classes Applicable To: Qualifying Chapter 33 Post 9/11

Chapter 31 Vocational Rehabilitation

- Students using VA programs Chapter 35 (DEA), Chapter 1606, Chapter 30 receive this money directly from the VA, meaning it does NOT come to Emory; therefore students receiving benefits from these programs are NOT exempt from payment requirements, deposits, and any assessed finance charges. Students on these programs should make all required payments to the school by the posted deadlines.
- Students using VA program Chapter 33 (Post 9/11 GI Bill), or Chapter 31 (Vocational Rehabilitation) are afforded some exemptions to class cancellations, deposits, and payment deadlines because their tuition funds come from VA to the school. If you have completed the required Emory VA documentation (see GS Step 6) AND you have remaining VA Chapter 31 or Chapter 33 Post 9/11 eligibility you will not be required to make a tuition or a deposit payment to secure your place in class or register for future courses. The entirety of this exemption is listed at the link below.
<https://studentfinancials.emory.edu/veterans-affairs.aspx>
- Emory's current payment notification system sends emails to any student with a balance, including VA students with the exemptions listed above; if you are a qualified Chapter 31 Voc Rehab or Chapter 33 Post 9/11 student you will not be canceled for non-payment. The School Certifying Official notifies the Student Financial Services Department of exempted students.

CSI 2. Purchasing Books and Supplies

Applicable To: Chapter 31 Vocational Rehabilitation

To pick up books you will need an authorization number (sometimes called a VR&E number). Your Voc Rehab counselor will supply this number. It's available after the counselor creates the PO in the Tungsten system. This is separate from what's created for Emory classes so any PO for Emory can not be used at the bookstore.

If the counselor needs further information the bookstore has detailed instructions to assist in creating the PO.

Most books are already available in the store. However, sometimes the titles haven't been submitted for a class and in that case the store can order them.

Barnes & Noble @ Emory is located in the Village across from Zoe's at 1390 Oxford Road.

The primary contact for VA students at the store is Lang Thompson at TM757@bncollege.com or 404-727-6219. If he's not available then Heather Le Fleur or Priscilla Velasquez can help.

It's fine to contact Lang in advance to be sure your account is ready. The authorization number can not be used online but if you aren't able to go to the store then email him for assistance.



FREQUENTLY ASKED QUESTIONS

1. I've been accepted to Emory; how do I use my VA benefits here?

First, notify the VA that you will be attending Emory (GS Step 4).

- If you have already have a Certificate of Eligibility (COE) you must complete a Student Data form, then email both documents to the School Certifying Official (SCO) at vacompliance@emory.edu. (see GS Step 6)
- If you do NOT have your COE you will first need to apply for education benefits with the VA (see GS Step 3)

2. Do I have to fill out paperwork each semester, or tell the SCO to certify me with the VA?

No

Once you've submitted your COE and Student Data form we will not need this paperwork again.

We certify all VA recipients who register for courses in a semester automatically.

If you DO NOT want to be certified for a semester you must reply to the SCO's preliminary email or reach out to the SCO (vacompliance@emory.edu) before the semester starts and state that you do not want to be certified.

3. How do I apply for Yellow Ribbon funds?

Applications for Yellow Ribbon are managed by the schools. The SCO does NOT take applications for Yellow Ribbon.

To apply for Yellow Ribbon you must contact your school's Yellow Ribbon liaison. The contact information is at the link below.

http://www.registrar.emory.edu/_includes/documents/sections/registration/participation-table.pdf

4. I keep getting payment notices from Emory saying I may be canceled from class, do I need to make a payment?

Emory's current billing system is automatic, therefore payment reminders are sent to anyone with an unpaid balance

If you are receiving funds under the **Chapter 33 Post 9/11, or Chapter 31 Vocational Rehabilitation** program **you are not required to make a payment or deposit to keep your seat in class.** However, you must have completed all of your required VA paperwork with both the VA and Emory (See Getting Started) AND have submitted them to the SCO (vacompliance@emory.edu) so that we know you are a VA recipient.

If you are receiving VA funds from **Chapters 35, 1606, 30,** or any other program where the funds go directly to you; **you must make all required payments and deposits by the indicated deadline.**

5. If I do make a payment, or take out a loan while waiting for my VA funds, will the amount of my payment or loan affect my VA funds.

No

Any money you pay out-of-pocket, or loans or grants you take out to pay your tuition will not reduce the amount of tuition we certify with VA.

For example:

If your tuition for the semester is \$20,000.00 and you make a payment, or take out a loan for \$10,000.00 to put towards your tuition; we will still certify your tuition with the VA for \$20,000.00 and you will receive \$20,000.00 from the VA.



FREQUENTLY ASKED QUESTIONS

6. I called the VA, or my VA certification confirmation says my tuition is \$0.00, does this mean I won't get any funds from VA?

Remember Emory certifies you 2x each semester.

The first certification is to report your term dates, and credits only, so your tuition will be listed as \$0.00. **This is intentional.**

The second certification occurs after the add/drop/swap date of the semester where we input your tuition and make any required updates to your dates/credits (See CS 2).

7. How long will it take VA to pay?/Where are my VA funds?

VA funds can take 6 to 8 weeks from the date of your second certification (when your tuition is certified) to arrive. If you have not received your funds after this time period you can call the VA at 1-888-452-4551 to inquire about the status of your funds.

Below are some common reasons why VA may not issue funds:

- You have no remaining VA benefits (you will receive a letter/email from the VA when this occurs)
- There was a delay in processing your certification either on the school side or the VA side (you will receive an email notice should either side expect this to occur)
- Your benefits application was denied/delayed by the VA
- You have received the maximum amount of tuition and fee funds the VA pays for the year.

8. Where is/Where is the rest of my housing allowance?

VA pays a monthly housing allowance at the beginning of each month for the previous month. Below are reasons why you may not have received any/maximum amount of your Monthly Housing Allowance:

- You have no remaining VA benefits
- Your Rate of Pursuit (ROP) is not full-time (See MHA 2)
- The percentage of residential (on-ground) credits you are taking is NOT greater than 50%. (See MHA 2)
- You were not in attendance for the full-month so you've received a pro-rated amount.

VA has not paid your housing allowance yet.

9. Why do I still have a balance; shouldn't my VA funds pay all of my tuition?

It depends

(Chapter 33 Post 9/11) - This program has a maximum amount of funds it will pay for the year. Once a student reaches that amount it will not pay any more tuition costs until the Fall semester of the next academic year. You can find this maximum amount at the VA's Rate Table site. Given Emory's full-time tuition costs it is possible that the VA funds will not cover an entire year's tuition. (See FP 1 & FP 2).

There are also some non-mandatory fees that VA funding does NOT cover; these must be payed using an additional funding source.

10. I have a hold on my account/I can't register for courses what do I do?

At the beginning of each semester the Student Financial Services (SFS) department is given a list of all Chapter 33 Post 9/11 and Chapter 31 Voc Rehab students who are exempt from holds. If your name is on either one of these lists you can contact (SFS) to lower your hold. Please note: If you have a tuition balance after your VA funds have been received you will need to make payment arrangements with SFS to have your hold lowered (See CSI 1).



FREQUENTLY ASKED QUESTIONS

11. The VA said Emory needs to complete a form 22-1999 for me, how do I get this completed?

This document is completed electronically by Emory through the VAOnce system during the "Certification" process. This is done for each semester that you are enrolled for classes, AFTER you have completed and submitted all of your required paperwork ([See GS Step 6](#)).

12. If I am awarded a scholarship will it affect the amount of funding I receive from VA?

It depends

Tuition restricted scholarships are deducted from the tuition amount that is certified with the VA.

Unrestricted scholarships are **NOT** deducted from the tuition amount that is certified with the VA. ([See FP 3](#))

13. What changes in my enrollment/schedule require me to notify the School Certifying Official?

You must notify the SCO if any of the following occur:

- You withdraw or take a leave of absence during the semester.
- You add/drop an amount of courses that change your status (Full-Time, Part Time, 3/4 Time, 1/2 Time, <1/2 Time).
- You return to active duty or are discharged from the military (or if your spouse has).
- You change programs, declare a major or concentration of study, or matriculate from one degree level to another (Bachelors to Masters/PhD, etc).
- You fail a course/semester and/or are placed on academic probation.
- You have switched VA entitlement programs.

14. Another VA recipient in the same program received their money/more money than me; why?

There are several variables that determine how much funding a student will receive from the VA; each student's circumstances are unique. It is never a good idea to share personal financial information with other students. Most questions VA recipients have are answered in this guide, or can be answered by the SCO or the VA. Please consult this manual, or contact the SCO, or Student Financial Services, for matters pertaining to your funding.

15. I think there is an error in my certification, who do I contact?

If you believe an error has been made on your certification please contact the SCO at vacompliance@emory.edu

Please note that term dates and training type (residential vs distance) are sent to the SCO by your school/program office; any correction request regarding these items will be verified with these offices before any amendment can be made.