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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
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.

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


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.
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)
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.


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 limited to)

- Housing
- Health Insurance
- Meal Plans
- Parking/Parking Tickets
- Late Registration Fees
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.
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 from class 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.
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?
If 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 paid 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.