



# New School Certifying Official (SCO) Training



May 2024

# Overview

As an SCO, you will wear many “hats” and take on a variety of tasks to assist your students and the VA in helping our Veterans and their beneficiaries achieve their educational goals. This training is a high-level introduction to the pertinent information you will need to know in order to be successful in your new job as an SCO.





# Learning Objectives



01

Discuss an overview of the U.S. Department of Veterans Affairs (VA) Education Benefit Programs and processes

02

Define the responsibilities of the School Certifying Official (SCO)

03

Identify the responsibilities of the State Approving Agency (SAA)

04

Recall points of contact to receive assistance with questions

# Education Benefit Programs





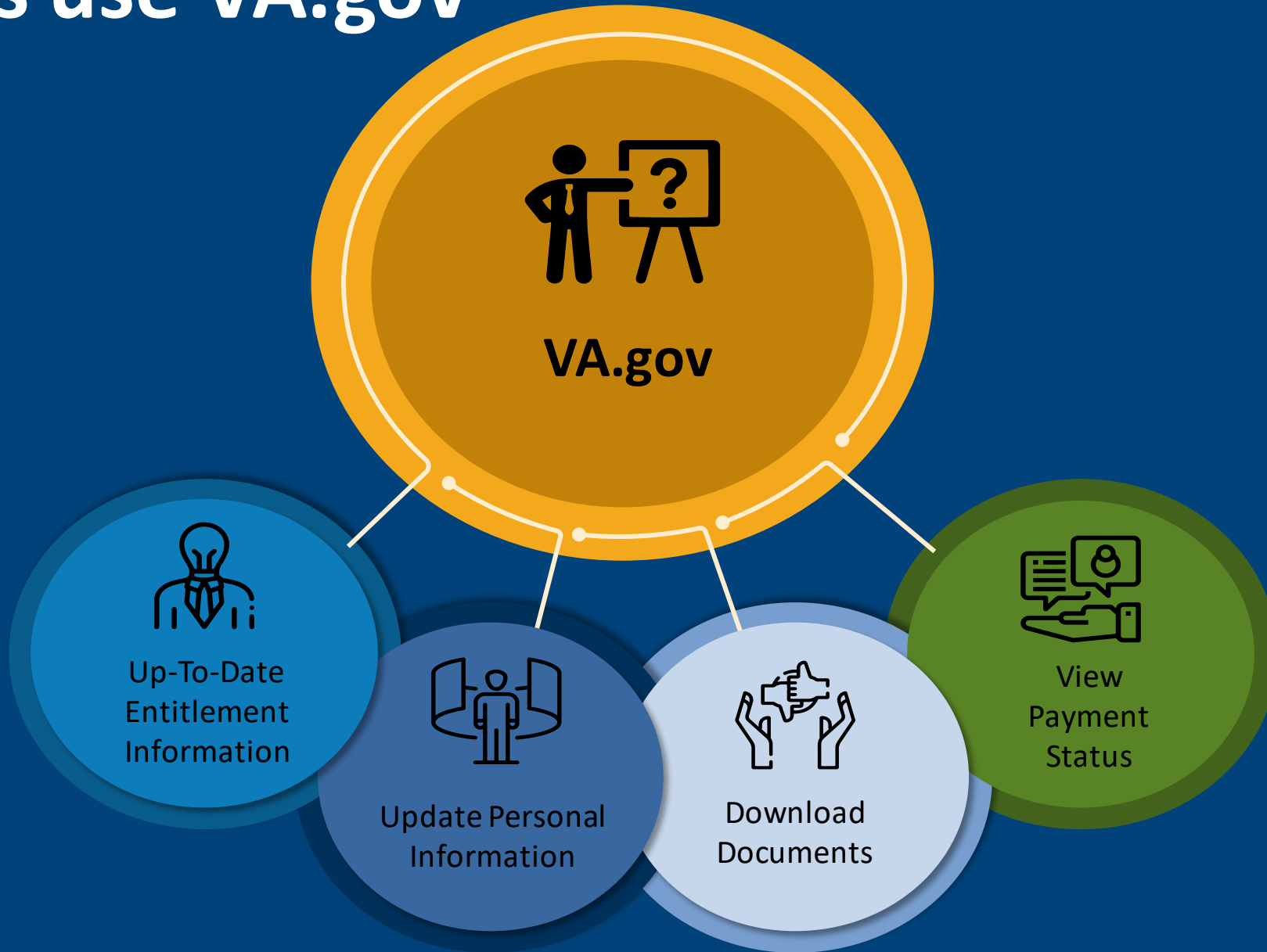


# VA Education Benefit Process

- ☐ VA.gov
- ☐ Education & Training: For Students
- ☐ Approved Programs
- ☐ Application for Benefits
- ☐ Enrollment Certification
- ☐ VA Payments



# Students use VA.gov



# Education & Training

## For Students

https://benefits.va.gov/gibill/

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I AM A...  
Select One

- Outreach, Transition and Economic Development
- Compensation
- Education & Training
  - Education & Training Home
  - For Students
  - For School Administrators
  - About GI Bill
  - Contact Us
- Veteran Readiness & Employment
- Home Loans
- Life Insurance
- Pension
- Appeals Modernization
- Special Groups
- Services
- Applying for Benefits
- Locations
- VBA Performance
- Media and Publications
- About VBA

VA » Veterans Benefits Administration » Education and Training

## Education and Training

✓ I'm a Post-9/11 GI Bill® Student.

### How do I verify my enrollment?

Most students using Post-9/11 GI Bill® benefits for their courses or training are now required to verify their enrollment each month. Visit the [enrollment verification website](#) to learn more.

Decision Resources for Schools Yellow Ribbon Open Season Enrollment Verification

Choose a School Apply Contact Us

**Choose a School**

Compare VA-approved institutions and review other information to choose the educational program that works best for you.

Check what benefits you'll get at different schools.

**Ask VA**

### HOW TO VERIFY CHAPTER 33 (POST-9/11) ENROLLMENT

Don't miss out on your MHA/kicker payments! Learn more about verifying your enrollment.

# Education & Training

## For Students

Education & Training Home

▼ For Students

► Get Started

▼ Education Programs

Education Programs Home

Post-9/11 GI Bill

VET TEC

Montgomery GI Bill

VEAP

Survivors & Dependent Assistance

Accelerated Payments

Co-Op Training

Correspondence Training

Entrepreneurship Training

Flight Training

Institutions of Higher Learning

National Call to Service Program

Licensing and Certification

National Testing Program

Non-College Degree Programs

On-The-Job and Apprenticeship

Tuition Assistance Top Up

Tutorial Assistance


Workstudy

For School Administrators

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[Choose a School](#) [Apply](#) [Contact Us](#)



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### Resources

[Information about the REMOTE Act](#)  
[85/15 Frequently Asked Questions](#)  
[Apply for Benefits](#)  
[Submit Questions and Documentation](#)  
[For School Administrators](#)  
[Trouble Making Payments](#)

[website](#) to learn more.



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# Education & Training

*Manage your Veterans  
education benefits*

05/03/2024

## Manage your Veterans education benefits

[View your VA payment history >](#)

See your payment history for VA education and other benefits you may have like disability compensation and pension.

[Check Post-9/11 GI Bill Statement of Benefits >](#)

Find out how much of your GI Bill benefits you have left to help pay for school or training.

[Verify your school enrollment >](#)

Verify your school enrollment online to keep getting your Post-9/11 GI Bill or Montgomery GI Bill benefits. Or find out how to verify your enrollment to keep getting education benefits from other programs.

[Download your VA education letter >](#)

If we made a decision on your application for Post-9/11 GI Bill benefits, you can download your education decision letter now.

[Transfer Post-9/11 GI Bill benefits >](#)

Transfer your unused Post-9/11 GI Bill benefits to your spouse or other dependents.

[Change your GI Bill school or program >](#)

Request a change to use a different GI Bill program or to transfer your benefits to a new school or training program.

[Change your VA direct deposit information >](#)

Find out how to change your GI Bill direct deposit and contact information.

[Check your claim, decision review, or appeal status >](#)

Track the status of your VA education benefits appeal.

[Request a decision review or manage a legacy appeal >](#)

If you disagree with a decision on your application for education benefits, you can request a decision review. You can also manage any review requests or appeals you already filed.

[Apply to restore your GI Bill benefits >](#)

If your school closed or your program ended because of a change in VA regulations or a new law, apply to have your GI Bill benefits restored.

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Education & Training Home

▼ For Students

► Get Started

▼ Education Programs


- Education Programs Home
- Post-9/11 GI Bill
- VET TEC
- Montgomery GI Bill
- VEAP
- Survivors & Dependent Assistance
- Accelerated Payments
- Co-Op Training
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For School Administrators

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[Check what benefits you'll get at different schools.](#)

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# Approved Programs

## Institution of Higher Learning (IHL)

- A college, university, technical or business school offering instruction at the postsecondary level that leads to an associate or higher degree.

## Non-College Degree (NCD)

- A course or program of education, or any other institutional vocational/educational training, which does not lead to a standard college degree.

## On-the-Job/Apprenticeship (OJT/APP) Training

## Vocational Flight Training

## Licensing and Certification Tests (LACAS), Preparatory Tests or National Tests

- Individuals may be reimbursed for multiple licensing and certification exams, prep courses, or for multiple national tests (e.g. SAT, GRE, LSAT, etc.).

# Education & Training

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- Education & Training
  - Education & Training Home
  - For Students
  - For School Administrators
  - About GI Bill
  - Contact Us
- Veteran Readiness & Employment
- Home Loans
- Life Insurance
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- Appeals Modernization
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- Services
- Applying for Benefits
- Locations
- VBA Performance
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- About VBA

VA » Veterans Benefits Administration » Education and Training

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# Education & Training

*Manage your Veterans  
education benefits*

05/03/2024

## More information and resources

### [VA education benefits rates](#) >

Check rate tables for the Post-9/11 GI Bill and other Veterans education benefits programs.

### [GI Bill Comparison Tool](#) >

Learn about VA education benefits programs and compare GI Bill benefits by school.

### [Find a Yellow Ribbon school](#) >

Search for schools participating in the Yellow Ribbon Program, which can help pay for higher out-of-state, private school, or graduate school tuition that the Post-9/11 GI Bill doesn't cover.

### [Compare VA education benefits](#) >

Compare education benefits for Veterans, service members, and members of the National Guard and Reserve.

### [How to choose GI Bill approved schools](#) >

Get links to VA and non-VA resources for guidance in choosing a college or training program.

### [VA education debt and GI Bill overpayment](#) >

Get answers to frequently asked questions about GI Bill overpayments and VA education debt management.

### [GI Bill questions and customer help](#) >

Contact us to ask questions and get help with your benefits online or by phone.

### [GI Bill School Feedback Tool](#) >

Find out how to give us feedback about your GI Bill school.

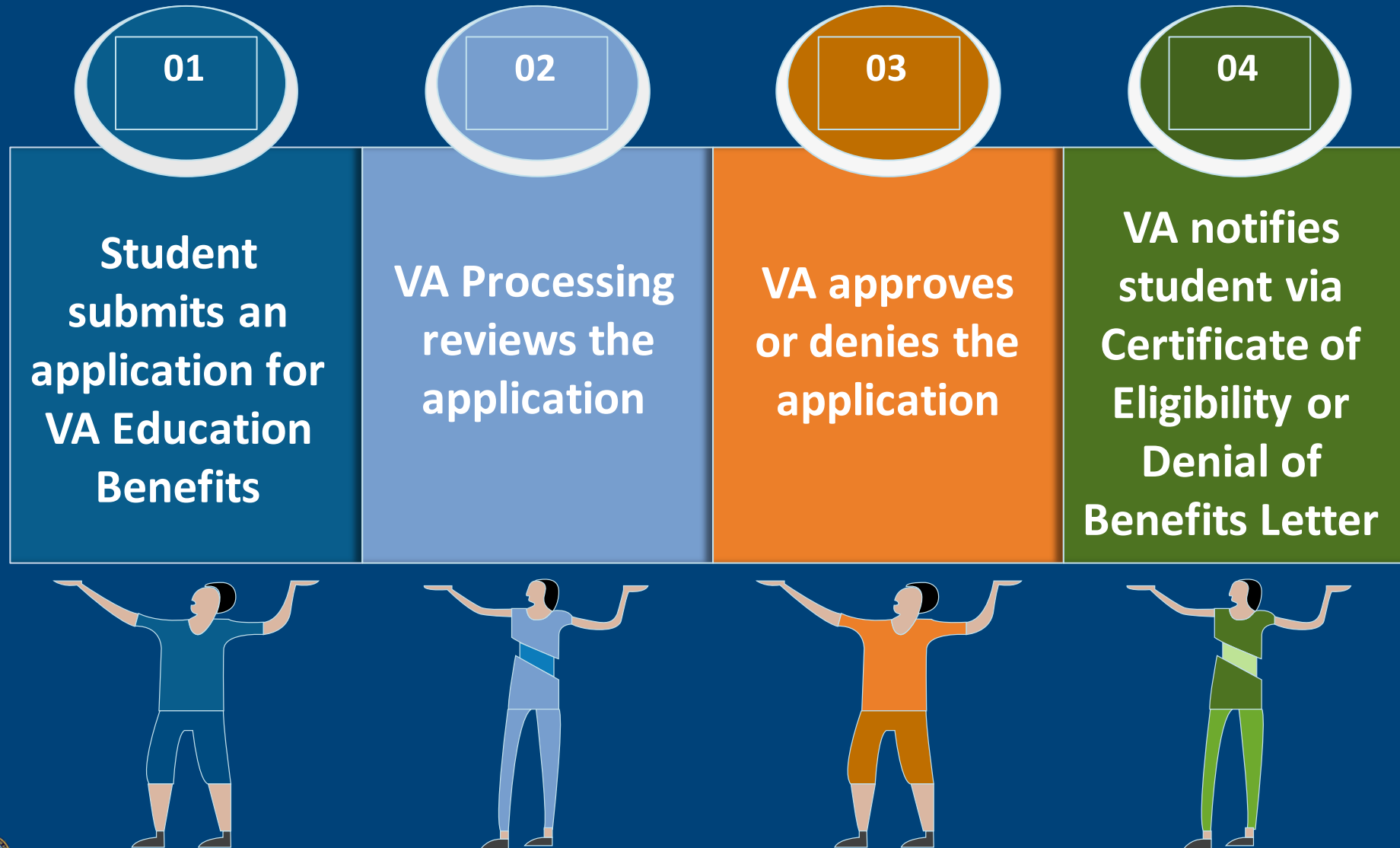
### [Handouts and forms](#) >

Download VA education benefits forms, fact sheets, and other resources.

### [Non-VA resources](#) >

Get links to non-VA resources and websites that may be useful to student Veterans and those who support them.

# Application for Benefits





# Enrollment Certification

## What

- Submit an Enrollment Certification (VA Form 22-1999) via Enrollment Manager

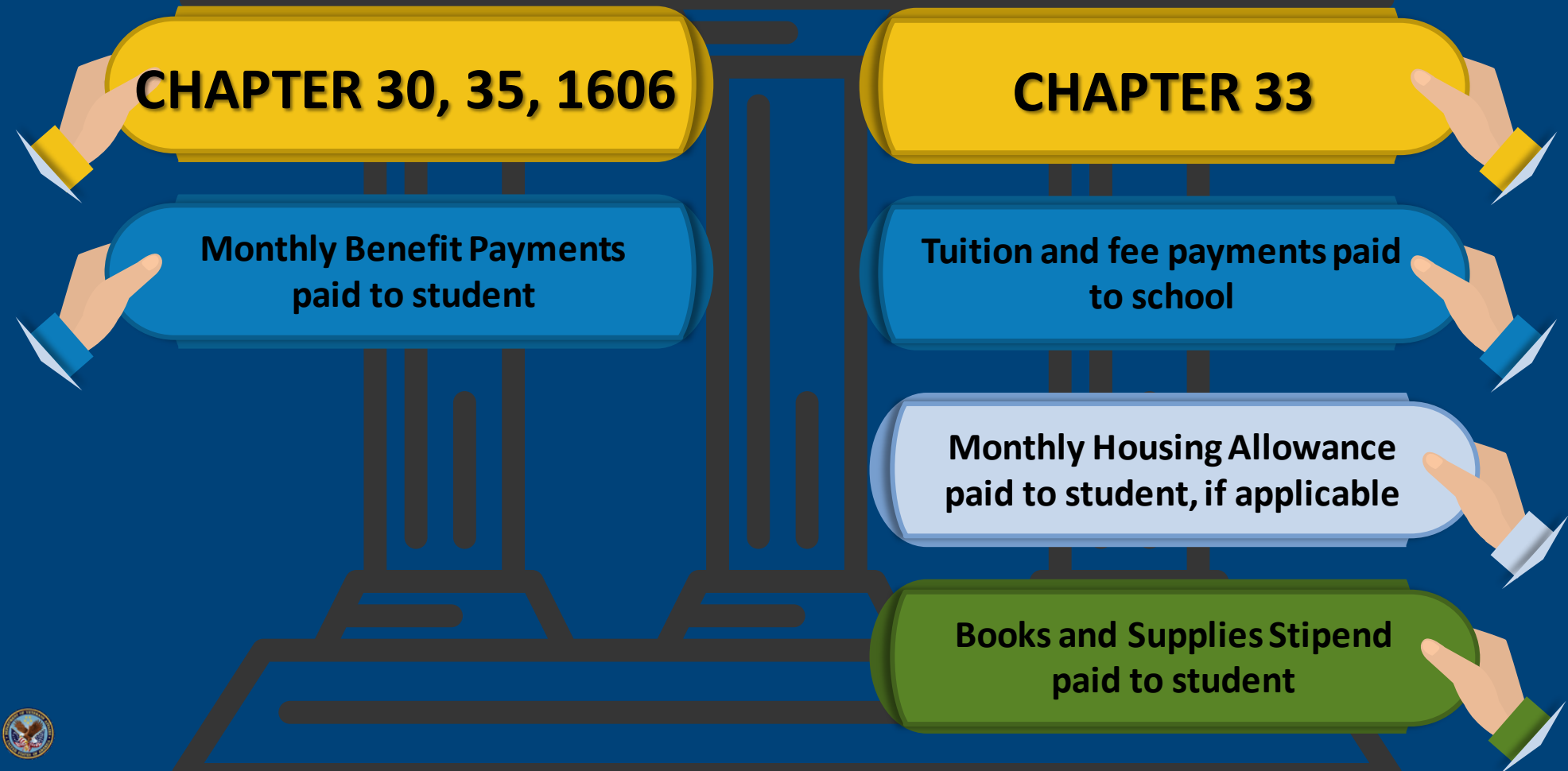
## When

- Submit initial enrollment up to 180 days (CH 33) or 120 days (Non-33) prior to the start of the term.
- Submit initial enrollments no later than 30 days after the start of the term
  - Non-33 benefits have exclusions to reporting prior to the start of the term

## Then

- Report changes in enrollment within 30 days of any change, including mandated 2nd Certification

# VA Payments







# VA Education Benefit Programs Overview

- ☐ Non-Chapter 33 Benefits
- ☐ Chapter 33 Benefits
- ☐ Additional Benefits



# Education & Training

## For Students

Education & Training Home

▼ For Students

► Get Started

▼ Education Programs


- Education Programs Home
- Post-9/11 GI Bill
- VET TEC
- Montgomery GI Bill
- VEAP
- Survivors & Dependent Assistance
- Accelerated Payments
- Co-Op Training
- Correspondence Training
- Entrepreneurship Training
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- Institutions of Higher Learning
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### HOW TO VERIFY CHAPTER 33 (POST-9/11) ENROLLMENT

Don't miss out on your MHA/kicker payments! [Learn more about verifying your enrollment.](#)



# Non-Chapter - 33 Benefits

## Chapter 30

- Montgomery GI Bill – Active Duty
- MGIB-AD

## Chapter 35

- Dependents' Educational Assistance
- DEA

## Chapter 1606

- Montgomery GI Bill – Selected Reserve
- MGIB-SR





# Non-Chapter 33 – General Eligibility Requirements



## Chapter 30

Veterans who

- Entered on active duty after June 30, 1985;
- Were honorably discharged;
- Earned a high school diploma, GED, or 12 hours of college credit
- Did not decline enrollment in MGIB-AD when starting Active Duty
- Additional categorized requirements apply

## Chapter 35

Spouse, surviving spouse, or dependent child of a Veteran who:

- Is permanently and totally disabled (P&T) due to a service-related condition;
- Died in service;
- Died of a service-connected disability;
- Died while evaluated as having a P&T service-connected disability; or
- Is listed as a Prisoner of War (POW) or Missing in Action (MIA)

## Chapter 1606

Reservists who:

- Contracted for six years;
- Earned a high school diploma or equivalent; and
- Completed Initial Active Duty Training (IADT)

Commissioned Officers in the Selected Reserve qualify when they agree to serve 6 years in addition to their initial service obligation

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## For Students

Education & Training Home

▼ For Students

► Get Started

▼ Education Programs


- Education Programs Home
- Post-9/11 GI Bill
- VET TEC
- Montgomery GI Bill
- VEAP
- Survivors & Dependent Assistance
- Accelerated Payments
- Co-Op Training
- Correspondence Training
- Entrepreneurship Training
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- Institutions of Higher Learning
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- National Testing Program
- Non-College Degree Programs
- On-The-Job and Apprenticeship
- Tuition Assistance Top Up
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[Decision](#) [Resources for Schools](#) [Yellow Ribbon Open Season](#) [Enrollment Verification](#)

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# Education & Training

## About GI Bill Benefits

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[Home](#) > [Education and training](#) > About GI Bill benefits

### Education and training

[Get benefits](#) ▾

#### About GI Bill benefits

[Post-9/11 GI Bill \(Chapter 33\)](#)

[Montgomery GI Bill Active Duty \(MGIB-AD\)](#)

[Montgomery GI Bill Selected Reserve \(MGIB-SR\)](#)

[How to use your GI Bill benefits](#)

[Eligibility](#)

[How to apply](#)

[After you apply](#)

[Veteran Readiness and Employment \(Chapter 31\)](#)

[Educational and Career Counseling](#)

[Survivor and dependent benefits](#)

[Other VA education benefits](#)

[Manage benefits](#) +

[More resources](#) +

## About GI Bill benefits

GI Bill benefits help you pay for college, graduate school, and training programs. Since 1944, the GI Bill has helped qualifying Veterans and their family members get money to cover all or some of the costs for school or training. Learn more about GI Bill benefits on this page—and how to apply for them.

If you applied for and were awarded Post-9/11 GI Bill education benefits, your GI Bill Statement of Benefits will show you how much of your benefits you've used and how much you have left to use.

[Review your GI Bill Statement of Benefits](#)

The GI Bill Comparison Tool and Veterans Service Organizations can help you explore options and find out what benefits you can get.

[Find a Veterans Service Organization](#)

[Use the GI Bill Comparison Tool](#)

[Apply for education benefits](#)

### Post-9/11 GI Bill benefits

#### [Post-9/11 GI Bill](#)

If you need help paying for school or job training and you've served on active duty after September 10, 2001, find out if you can get education benefits through the Post-9/11 GI Bill.

[Transfer your Post-9/11 GI Bill benefits to your spouse and dependents](#)

If you have unused Post-9/11 GI Bill benefits, find out if you can transfer your benefits to your spouse or dependent children.



# Education & Training

## Montgomery GI Bill Active Duty

### (MGIB-AD)



[Home](#) > [Education and training](#) > [About GI Bill benefits](#) > [Montgomery GI Bill Active Duty \(MGIB-AD\)](#)

#### Education and training

[About GI Bill benefits](#)

Post-9/11 GI Bill (Chapter 33)

**Montgomery GI Bill Active Duty (MGIB-AD)**

\$600 Buy-Up program

Montgomery GI Bill Selected Reserve (MGIB-SR)

[How to use your GI Bill benefits](#)

## Montgomery GI Bill Active Duty (MGIB-AD)

The Montgomery GI Bill Active Duty (MGIB-AD) can help you pay for education and training programs. If you've served at least 2 years on active duty, find out if you qualify for the MGIB-AD program.

### Am I eligible for education benefits through the MGIB-AD program?

You may be eligible for education benefits through this program if you were honorably discharged and you meet the requirements of one of these categories.

#### One of these categories must describe you

##### Category I

All of these are true:

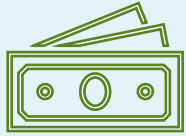
- You have a high school diploma, GED, or 12 hours of college credit, **and**
- You entered active duty for the first time after June 30, 1985, **and**
- You had your military pay reduced by \$100 a month for the first 12 months of service

And you've served continuously (without a break) for at least one of these time periods:

- 3 years, **or**
- 2 years if that was your agreement when you enlisted, **or**
- 4 years if you entered the Selected Reserve within a year of leaving active duty (called the 2 by 4 program)

##### Category II

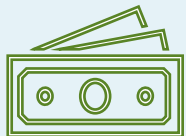
# Non-Chapter 33 - Benefit Payments



**Are paid directly to students**



**Are pro-rated for the number of days the student is certified for the month; could be further prorated by training time**



**If a student is certified for a whole month, the full monthly benefit is paid**



# Non-Chapter 33 - Training Time



## CLOCK HOURS

18 clock hours or more per week are considered full time

**Theory Instruction**

22 clock hours or more per week are considered full time

**Shop/Practice Instruction**

## CREDIT HOURS

**DO NOT**

Directly reflect the total number of hours a student spends in class

**REFLECT**

Each course's workload  
Ex: 3-credit course

# Non Chapter 33 - Training Time Calculations



## Clock

### 18 Hours: Classroom Theory Predominates

- 18 hours or more are full-time
- 13-17 hours are  $\frac{3}{4}$  time
- 9-12 hours are  $\frac{1}{2}$  time
- 5-8 hours are  $< \frac{1}{2}$  time
- 1-4 hours are  $\frac{1}{4}$  time or less

## Clock

### 22 Hours: Shop/Practice Predominates

- 22 hours or more are full-time
- 16-21 hours are  $\frac{3}{4}$  time
- 11-15 hours are  $\frac{1}{2}$  time
- 6-10 hours are  $< \frac{1}{2}$  time
- 1-5 hours are  $\frac{1}{4}$  time or less

## Credit

### Undergraduate courses for a standard quarter or semester

- 12 credits or more are full-time
- 9-11 credits are  $\frac{3}{4}$ -time
- 6-8 credits are  $\frac{1}{2}$ -time
- 4-5 credits are  $< \frac{1}{2}$ -time
- 1-3 credits are  $\frac{1}{4}$ -time or less



# Kickers and Additional Contributions



## Effective August 1, 2009

Students eligible for a kicker under chapter 30 or 1606 may receive the kicker under chapter 33

## Effective October 1, 2011

Eligible individuals receive payments for chapter 30 and 1606 kicker payments on a monthly basis, rather than a lump sum

## NOTE

Chapter 30 additional contributions (\$600 Buy-up) are not payable under chapter 33, and are not refundable

# Chapter 33 Benefits

## Chapter 33 Post 9/11 GI Bill

- Eligibility and Entitlement
- Benefit Payments
- Tuition and Fees
- Monthly Housing Allowance
- Books and Supplies
- Verification of Enrollment
- Kickers/Additional Contributions and Additional Benefits

# Eligibility Requirements



Generally, an individual who served a minimum of 90 aggregate days (or at least 30 continuous days if received a disability discharge) on honorable active duty after September 10, 2001, will be eligible for educational assistance under the Post-9/11 GI Bill.

# Service Requirements



Eligible students receive a percentage of the chapter 33 benefit for tuition and fees, monthly housing allowance, and book stipend based on their length of service. The percentage is determined by the student's aggregate active duty service after September 10, 2001. All creditable active duty and qualifying call-up service are combined to determine the aggregate service.

Service Requirements (Aggregate Active Duty after 9/10/01)	% of Maximum Benefit Payable
At least 36 months	100
At least 30 continuous days on active duty (Must be discharged due to a service-connected disability)	100
Awarded the Purple Heart	100
At least 30 months, but less than 36 months (1)	90
At least 24 months, but less than 30 months (1)	80 (3)
At least 18 months, but less than 24 months (2) At least 12 months, but less than 18 months (2)	70 (3)
At least 06 months, but less than 18 months (2)	60
At least 90 days, but less than 06 months (2)	50

(1) Includes entry level and skill training.

(2) Excludes entry level and skill training.

(3) If the service requirements are met at both the 80 and 70 percentage level, the maximum percentage of 70 must be applied too amounts payable.



# Benefit Relinquishment- Current



**On or After  
August 1, 2009**

Students eligible  
for chapter 30 or  
1606 must  
relinquish a benefit  
to receive chapter  
33

**Remaining Amount of  
Relinquished Benefit**

If relinquishing Ch  
30 for Ch 33, a  
beneficiary may  
only get the same  
remaining amount.

Ex:

1 month remaining  
of Ch 30 = 1 month  
remaining of Ch 33.

**Election can be  
Withdrawn/Changed:**

if the Regional  
Processing Office  
receives the  
change request  
before either a  
certificate of  
eligibility is issued,  
or a payment  
processed.

**\*2024: Rudisill  
Decision**

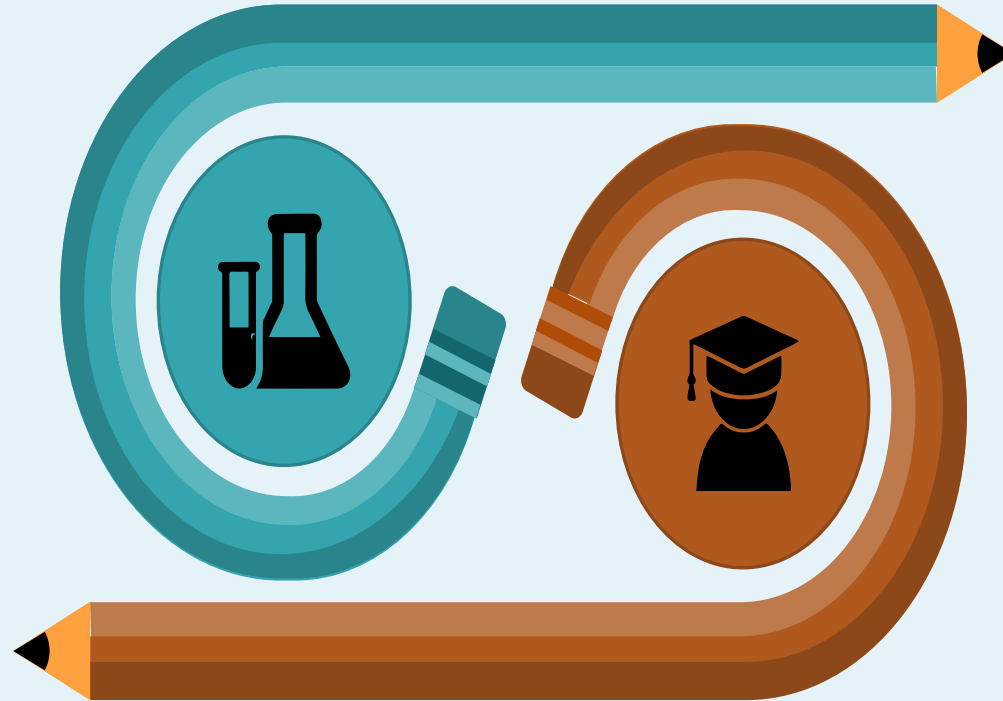
Servicemembers  
with **two (2)** periods  
of service qualifying  
for both 30 and 33  
no longer need to  
elect between them,  
but are limited to 48  
months of  
entitlement.

\*More information to come

# Entitlement



Individuals eligible under chapter 33 are generally entitled to 36 months of educational assistance.



Individuals are generally limited to a maximum of 48 months of entitlement when using benefits under two or more programs.

# Chapter 33 - Benefit Payments



Chapter 33 beneficiaries will receive Monthly Housing Allowance and Book and Supplies Stipend paid directly to them, prorated by their eligibility level and rate of pursuit.

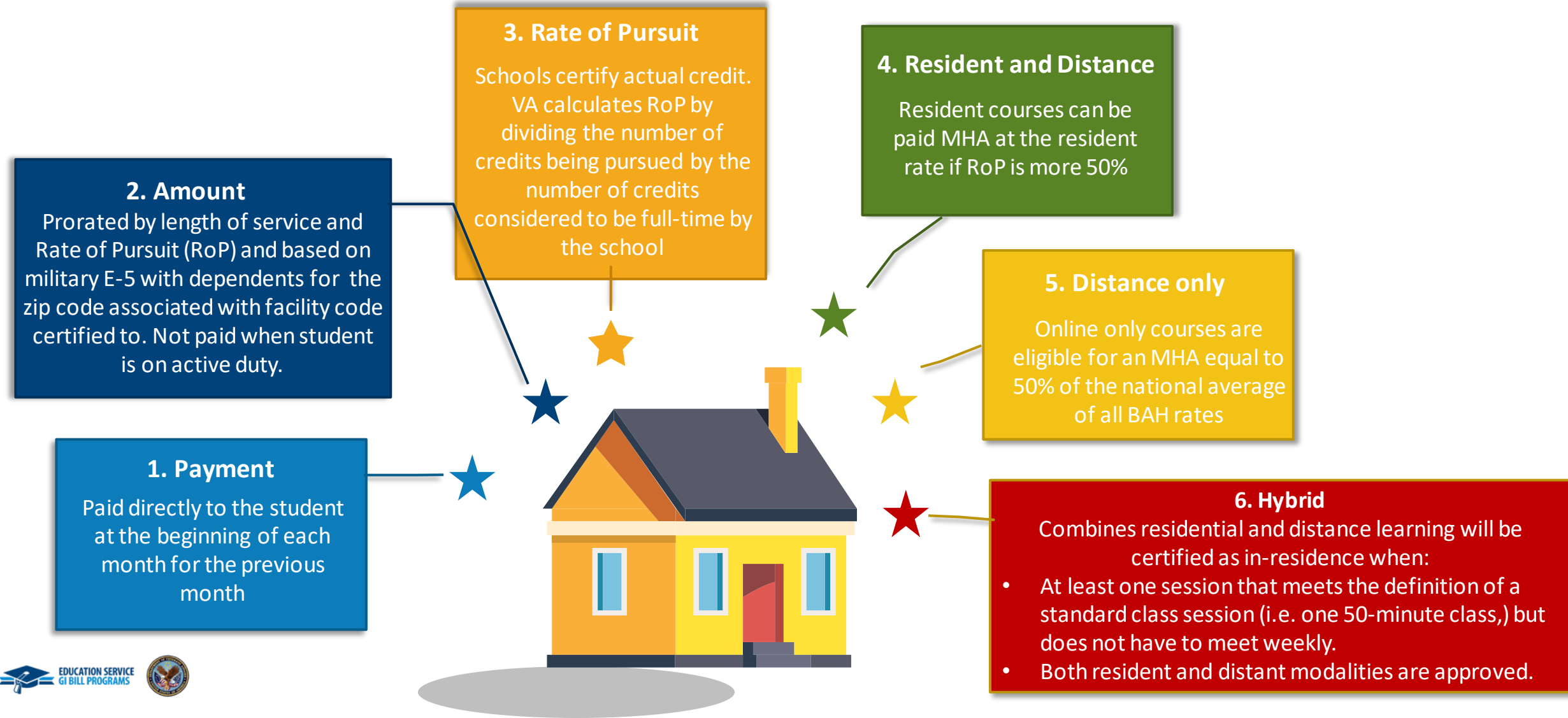


Chapter 33 beneficiaries will have tuition and fees paid directly to the school, prorated by their eligibility level and rate of pursuit.

Students must have a rate of pursuit of more than 50% to receive MHA



# Chapter 33 - Monthly Housing Allowance-School Enrollments





# Chapter 33 - Verification of Enrollment



- 1 PL 116-315, section 1010 requires all recipients of chapter 33 MHA and/or kicker payments to verify their enrollment status each month, when attending IHLs or NCDs
- 2 Students who fail to verify or report in their courses or training will have MHA/kicker payments withheld when the student fails to verify for 2 months in a row.
- 3 Verifications must be received through text, email, or by phone
- 4 Schools cannot verify a student's enrollment status for them.



# Chapter 33 - Books and Supplies



## Payment

The books and supplies stipend is a lump sum payment paid directly to the student when the school's enrollment certification is processed.

## Prorated

The books and supplies stipend is prorated by the servicemember's eligibility percentage.



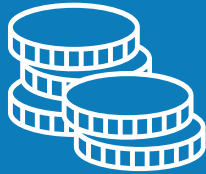
## IHLs

The books and supplies stipend pays \$41.67 per credit certified, but not rate of pursuit, up to 24 credits for the academic year. The maximum stipend is \$1,000 per academic year.

## NCD Schools, OJT/APP

Books and Supplies stipend for NCD Schools, Apprenticeship, and OJT programs in an amount equal to \$83 for each month, paid in a lump sum. Partial months of training will also be prorated.

# Chapter 33 - Tuition and Fees



## PAYMENT

Tuition and fees are paid directly to the school on behalf of the student when the school's enrollment certification is processed.



## U.S. Public Schools

Actual net cost for in-state tuition and fees after the application of any waiver, scholarship, aid, or assistance provided directly to the institution and specifically designated for the sole purpose of defraying Tuition and Fees. Do not deduct Title IV Federal Financial Aid, or loans.



## Private and Foreign Schools

The lesser of the actual net cost for tuition and fees after the application of any waiver, scholarship, aid, or assistance provided directly to the institution and specifically designated for the sole purpose of defraying Tuition and Fees, or up to the academic cap. Do not deduct Title IV Federal Financial Aid, or loans.



# Transfer of Eligibility (TOE)

This is a Department of Defense (DOD) program, administered by VA.

## Initial Requests:

- While a service member is on active duty status in the Armed Forces, they may request a Transfer of Education Benefits (TEB) from the DOD through milConnect.
- Servicemembers must meet eligibility criteria as determined by their Branch of the Armed Forces.
- Separated and Retired Servicemembers are no longer able to make initial requests for Transfer of Eligibility.
- A service member cannot request a Transfer of Benefits from VA.

[teb\\_beneficiary\\_guide.pdf\(osd.mil\)](#)





# Transfer of Eligibility (TOE)

Upon approval from DOD, family members may apply for benefits at VA.gov.

## How do I apply?

You can apply online right now. Just answer a few questions, and we'll help you get started with the education benefits form that's right for you.

[Find your education benefits form](#) ^

Are you applying for a benefit or updating your program or place of training?

- ☒ Applying for a new benefit
- ☐ Updating my program of study or place of training
- ☐ Applying for the Edith Nourse Rogers STEM Scholarship after using Post-9/11 GI Bill or Fry Scholarship benefits

Are you a Veteran or service member claiming a benefit based on your own service?

- ☐ Yes
- ☒ No

Has your sponsor transferred their benefits to you?

- ☒ Yes
- ☐ No

 [Apply now](#)



# Transfer of Eligibility (TOE)

This is a Department of Defense (DOD) program, administered by VA.

## Certifying:

- When certifying a ToE student, use the student's social security number as the student's file number and identify the student as a chapter 33 student recipient. Certify ToE students like you would any other chapter 33 student.
- The servicemember and eligible family members share the same 36 months of benefits and are eligible at the same percentage.





# The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)

Provides Chapter 33 benefit eligibility for children and surviving spouses of active duty members of the Armed Forces who died in the line of duty after September 10, 2001.

Includes children and surviving spouses of Selected Reserve members who died in the line of duty while on duty other than active duty, or who died of a service-connected disability while in the selected reserve for terms that began 8/1/21, or later.

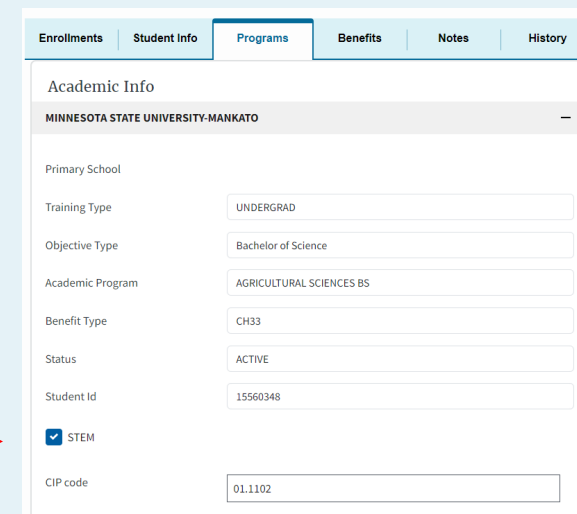
- Entitled to 36 months at the 100% level
- Eligible for Yellow Ribbon for terms beginning on or after August 1, 2018.
- When certifying a Fry student, use the student's social security number as the student's file number and identify the student as a chapter 33 student recipient. Certify Fry students like you would any other chapter 33 student.



# Edith Nourse Rogers Science Technology Engineering Math (STEM) Scholarship

Provides up to nine months of additional Post-9/11 GI Bill benefits (to a maximum of \$30,000) to qualifying Veterans and Fry Scholars seeking an undergraduate STEM degree or who have earned a STEM degree and are enrolled in a covered clinical training program for healthcare professionals or are seeking a teaching certification.

- For CH 33 or FRY recipients with 6 months or less eligibility.
- Yellow Ribbon Program is not available with STEM. Schools may apply Yellow Ribbon funding, but VA can't match it.
- These additional benefits can't be transferred to dependents.



Enrollments	Student Info	Programs	Benefits	Notes	History
<b>Academic Info</b>					
MINNESOTA STATE UNIVERSITY-MANKATO					
Primary School					
Training Type		UNDERGRAD			
Objective Type		Bachelor of Science			
Academic Program		AGRICULTURAL SCIENCES BS			
Benefit Type		CH33			
Status		ACTIVE			
Student Id		15560348			
		<input checked="" type="checkbox"/> STEM			
CIP code		01.1102			



# Additional Benefits

01

Chapter 33- Yellow Ribbon Program

02

Chapter 30 & 1606- Kickers

03

Chapter 30- Buy-up

04

Tuition Assistance (TA)

05

Tutorial Assistance

06

Work Study

About GI Bill Benefits |  
Veterans Affairs (va.gov)

# School Certifying Official (SCO)







# Responsibilities of the SCO

- ☐ VA Rules and Policies
- ☐ Reporting
- ☐ Certification
- ☐ Compliance Surveys



# VA Rules and Policies





# Principles of Excellence



**Executive  
Order 13607**



Established for educational institutions serving service members, Veterans, spouses, and other family members



Schools should adhere to the “Principles of Excellence” to provide high-quality student support and service



Compliance with these principles is assessed during compliance surveys at participating schools



If the box next to “Executive Order 13607” on VA Form 22-1998 is checked, your school has agreed to abide by the “Principles of Excellence”

# Public Law 116-315, Section 1018



**Effective  
August 1, 2021**

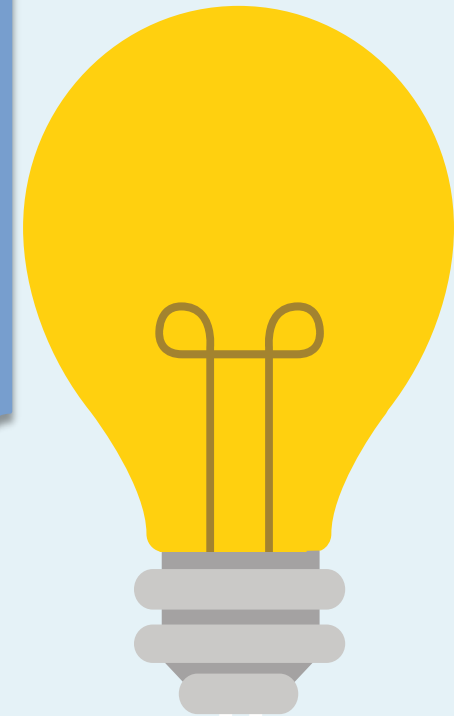
**Section 1018  
codifies in  
statute:**

## **Requirement 1:**

**Schools must provide a covered individual with a personalized shopping sheet (College Financing Plan), maintain certain policies, provide graduation information, seek appropriate accreditation approval, and designate a point of contact.**

## **Requirement 2:**

**The State Approving Agency will take action when a school violates specific provisions of the Law.**



# Veterans Benefits and Transition Act of 2018



## Requirements

- Effective August 1, 2019, Section 103 of PL 115-407 requires the SAA, or the VA, when acting as the SAA, to disapprove a program of education that do not permit individuals using benefits under either Chapter 31 or 33, to attend or participate in courses while awaiting payment from the VA.
- Educational institutions must have a policy in place allowing an individual to attend or participate in a program of education if the individual provides the school with a Certificate of Eligibility (COE).

## Non-Compliance

- Currently approved schools' catalogs must include U.S.C. § 3679(e) statute requirements, any additional documentation required by the facility and this information must be easily accessible to students
- If the school does not come into compliance within 60 days, appropriate corrective action, including suspension when warranted, will be taken. the SAA should withdraw approval under 38 U.S.C. 3679.

# Reporting Fees



At the beginning of each calendar year, a listing of students who were receiving assistance during the previous calendar year is printed by VA for each institution. Schools are provided a reporting fee based on the number of students who were certified to VA at least once during the year and who receive VA educational benefits.

2011

OCT 1<sup>st</sup>

## Public Law 111-377 (Section 204)

clarified “any reporting fee paid to an educational institution or joint apprenticeship training committee shall be utilized by such institution or committee solely for the making of certifications or for otherwise supporting programs for Veterans.”

2018

AUG 1<sup>st</sup>

## Public Law 115-48 (Section 304)

If a school receives reporting fees for 100 or more eligible students, then the reporting fees paid to the school cannot be used for, or merged with, the school’s general fund.

2018

AUG 1<sup>st</sup>

## Public Law 115-48 (Section 304)

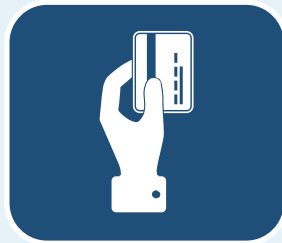
How your school uses its reporting fees will be reviewed during Compliance Surveys conducted at your school.

# Equity of Charges



## Meaning

Your facility is obligated to charge VA beneficiaries and non-VA students equitably for the same course



### (Example 1)

*Your facility cannot charge VA beneficiaries a higher tuition and fees rate than non-VA beneficiaries*



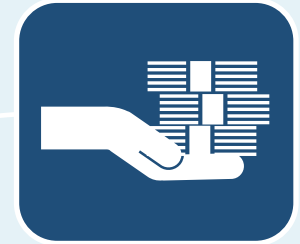
### (Example 2)

*Non-VA beneficiaries cannot routinely get discounts, waivers, or need based scholarships, grants, etc., that are not similarly available to VA beneficiaries*



### (Example 3)

*Your facility cannot routinely write off debts if non-VA students do not make their payments*



### (Example 4)

*Your facility cannot routinely offer extra time to non-VA students to pay their tuition and fees*



# VA as “Last Payer”



**VA is the “Last Payer”.**  
This means your facility must apply tuition only specific waivers, scholarships, aid, and assistance before assessing charges to the VA.

# Reporting



# VA Form 22-8794: Designation of Certifying Official



Each school will designate at least one VA School Certifying Official (SCO) to carry out reporting requirements

The designation will be made on a VA Form 22-8794

EFF December 5, 2023, VA recommends one (1) SCO full-time employee (FTE) for every 125 GI Bill students and/or dependents

It is important that a new VA Form 22-8794 be submitted via the Education Upload Portal any time there is a change in certifying officials

Each VA Form 22-8794 submitted must include all names, since the new form supersedes the old one

New SCOs must submit their training completion certificate with the updated 22-8794

# Enrollment Periods



<b>Quarter</b>	<b>10-13 weeks</b>
<b>Semester</b>	<b>15-19 weeks</b>
<b>Non-standard Term</b>	<b>Longer or shorter than a standard semester or quarter</b>
<b>Vacation Period</b>	<b>7 or more consecutive days during a Non-standard term, generally not to exceed 16 days</b>

# Certification Timeliness

## Non-33 Chapters

- ✓ Must be submitted no later than 30 days after the start of the term
- ✓ Can be submitted 120 days before term
- ✓ Tuition and Fees must be reported when:
  - Training is less than ½ time
  - Student is on active duty, or
  - Accelerated payment is requested
- ✓ If Accelerated payment is requested, the certification for that enrollment period must be submitted on or after the first day of class and tuition and fees must be reported

## Chapter 33

- ✓ Submit certifications as early as possible, but not more than 180 days prior to the start of the enrollment period
- ✓ Certifications must be submitted no later than 30 days after the beginning of the term



# Certifying Credit



## Chapter 33

SCOs must certify the number of credit hours the student takes that apply to the student's program.

The number of resident credits and online credits must be reported on the certification. When combined, they should equal the total credit taken for the term.



## Chapter 30, 35, 1606

SCOs must certify the number of credit hours the student takes each quarter, semester, or term.

Resident credit and online credit is reported separately only for Chapter 33



## Remedial/Deficiency (R/D)

Remedial and deficiency credit must be entered in the Remedial/Deficiency box, rather than the resident credits box, for Chapter 35 students only. For all other benefit chapters add R/D credit in the resident credit box.

Remedial and deficiency courses offered in an online or hybrid format cannot be approved for VA benefits and cannot be certified to VA under any chapter.

# Certifying Clock Hours



## IHL: Practical Training

Practical training is academic training that includes actual job experience. Practical training courses are considered to be resident training.

When practical training is measured in credit by a school, the school can certify the course as credit or as clock hours, whichever is to the student's advantage.



## IHL Practical Training Calculation:

VA will convert clock hours to credit and then calculate Rate of Pursuit or Training Time.

For Chapter 33, the Monthly Housing Allowance is paid if rate of pursuit is more than 50%.



## NCD:

Benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported.

If scheduled clock hours per week vary and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates.

# Certifying Tuition and Fees



## Chapter 33

SCOs must certify the Tuition and Fees charged to a student after deducting any tuition-only specific waivers, scholarships, aid, and any federal funds excluding Title IV Financial Aid or loans.



## Chapter 33 Tuition and Fees

Tuition is the actual established charges for tuition the student is required to pay. Fees are mandatory charges applied by the school for pursuit of an approved program of education.



## Chapters 30, 32, 1606

Tuition and Fees must only be reported for enrollment periods when training time is less than ½ time, when the student is on active duty, and when accelerated payment is requested.



# Public Law 116-315, Section 1010



**EFFECTIVE  
August 1, 2021**

## Two Certification Requirement:

<b>Initial enrollment certification for each Chapter 33 student</b>	<b>Subsequent enrollment certification (verification) after the last day the student can withdraw without penalty</b>	<b>Without penalty is defined as academic penalty or financial penalty, whichever occurs first.</b>	<b>Second certification must be received no later than 30 days after school's drop-add period or 60 days from the first day of enrollment, whichever occurs first</b>	<b>Schools without a drop-add period, second certification must be received no sooner than 30 days and no more than 60 days from the first day of the enrollment</b>
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# Section 1010: Second Certification

There are 4 accepted methods to satisfy the 2nd 1010 requirement:

- Dual Certification
- Enrollment Changes
- Unchanged Certifications
- Retroactive Certifications



# Changes in Enrollment



When a student makes a change to their enrollment after the initial certification has been submitted, the change, including terminations, should be reported as an Amendment no more than 30 days after the student made the change.

# Standards of Progress (SoP)



When a student has failed to maintain the prescribed SoP, VA must be informed promptly so benefit payments can be discontinued in accordance with the law.



## **Academic Probation**

Schools are no longer required to report academic probation to VA.



## **Academic Suspension**

When a student is suspended for failing to maintain the school's prescribed SoP, you must report this to VA as a termination.



## **Graduation/End of Term or Course**

Schools are required to report graduation (IHL) or End of Term or Course (NCD) information to VA. The last date of the term will be the date of termination.

# 85/15 Rule



## 85/15 Ratio Requirement

prohibits paying VA benefits to students enrolling in a program when more than 85% of the students enrolled in that program have any portion of their tuition, fees, or other charges paid for them by the school or VA.

## If the Ratio

of Supported student to Non-Supported students exceeds 85% at the time a new VA student enters or re-enters the student cannot be certified to received benefits in the program.

## Facilities will need

to use VA Form(s) 22-10215 and 22-10215a (if needed) to report 85/15 calculations for any programs not otherwise exempt.

All required information on the form(s) must be completed and all approved concentrations must be listed separately on the report.

- If the facility is structured on a term, quarter, or semester basis, 85/15 calculation must be submitted to the ELR of jurisdiction no later than 30 calendar days after the start of the regular term.
- If the facility is not structured on a term basis, 85/15 calculations must be submitted to the ELR of jurisdiction no later than 30 calendar days after the beginning of each calendar quarter.

# 35 Percent Exemption

The 35 percent exemption grants relief from 85/15 routine reporting requirements to any school when fewer than 35 percent of its total enrollment of students are receiving VA benefits under Title 10 or Title 38. In addition to the exemption to routinely report, programs offered at accredited educational institutions and vocational flight schools approved under 38 CFR 3672 with the 35 percent exemption are exempt from the 85/15 rule for enrollment periods beginning on or after August 26, 2022, or the date of their 35 percent exemption, whichever date is later.

## 35 Percent Exemption Expiration

For all types of schools, the 35 percent exemption expires 24 months from the date of issue. The school should submit applications for renewal in accordance with current guidance:

- If the school is organized on a term, quarter, or semester basis, it must submit the 35 percent exemption request **no later than 30 days after the beginning of the term for which the school wants the exemption to apply.**
- If the school is not organized on a term, quarter or semester basis, it must submit the 35 percent exemption request **no later than 30 days after the beginning of the calendar quarter for which the school wishes the exemption to apply.**

# 35 Percent Exemption Form

*Schools interested in applying for the 35 percent exemption will do so by submitting the request to VA using the 35% Exemption Request From 85/15 Reporting Requirement, VA Form 22-10216*



## Accredited Schools

- Do not need to submit 85/15 ratios with the 35% request form nor calculate or maintain them once the 35% is granted.

## Non-Accredited schools

- Must include the following documents with the 35 percent exemption request.



# 85/15 Ratio



## Supported Students

### Any Student

*receiving any amount of VA Education benefits under Title 38 or Title 10*



### Any Student

*granted any waiver or forgiveness of tuition, fees, or other charges, where determination of the recipient is not equal with respect to Veterans and non-Veterans*



### Any Student

*receives an institutionally funded loan, scholarship or grant, where institutional policy for determining the recipient of such aid is not equal with respect to Veterans and Non-Veterans*



### Any Student

*on a tuition and fee payment plan that does not meet all the stated requirements.*



### Any Student

*where full amount of tuition, fees, and other mandatory charges has not been paid to the facility prior to the reporting date.*



VS

## Non-Supported Students

### Any Student

*who pays the full amount of tuition, fees, and other mandatory charges to the facility prior to the end of the current reporting period*



### Any Student

*using an institutionally funded payment plan to pay the full amount of tuition, fees, and other mandatory charges*



### Any Student

*receiving Title IV Department of Education aid or TA through DOD*



### Any Student

*Who is a graduate student in receipt of institutional aid*



### Any Student

*receiving non-institutional aid*



# Compliance Surveys

VA

## 38 U.S.C. 3690(c) and 38 CFR 21.4209(a) Examination of records

Notwithstanding any other provision of law, an educational institution, including for purposes of this section an organization or entity offering a licensing or certification test, must make the following records and accounts available to authorized Government representatives:

- (1) Records and accounts pertaining to veterans or eligible persons who received educational assistance under 10 U.S.C. chapter 1606 or 38 U.S.C. chapter 30, 32, 33, 35, or 36;
- (2) Other students' records necessary for the Department of Veterans Affairs to ascertain institutional compliance with the requirements of these chapters;

## An Eligible Student Guide to the Family Educational Rights and Privacy Act (FERPA)

Provided certain conditions are met that are not included in the summary below, other exceptions to FERPA's general consent requirement that permit the disclosure of PII from education records include, but are not limited to:

- To authorized representatives of, among others, the U.S. Secretary of Education, as well as State and local educational authorities, for audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;

# Compliance Surveys



## Law Requires

Periodic Compliance Surveys be conducted at educational institutions.



## During Survey

School and student records are reviewed to ensure compliance with applicable laws.



## Purpose 1:

Ensure VA payments are based upon proper and correct enrollment information as furnished by the school to the VA.



## Purpose 2:

Assist schools, training officials, and students in understanding the requirements of the law in order to prevent deficiencies or violation.

# Records: Review and Retention

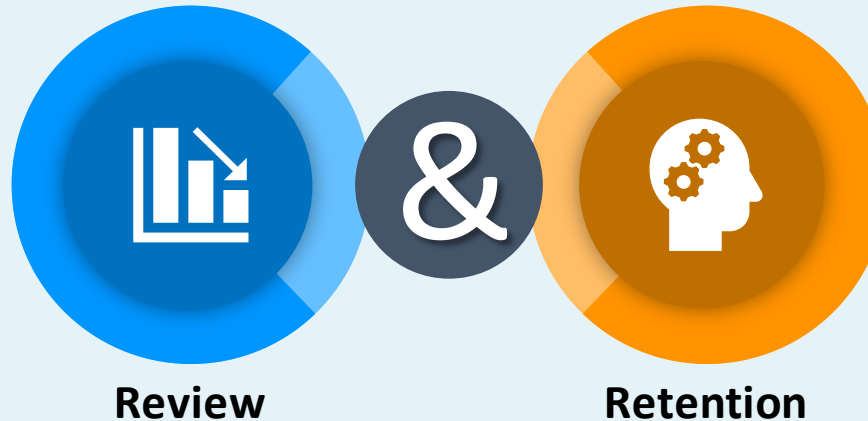


*Schools that have sought and obtained approval to provide training are required by law to maintain certain records and to make these records available for examination*

*VA students' records must be kept for 3 years following the ending date of the last period certified to VA.*

*All records and accounts of schools pertaining to Veterans and eligible persons must be available for examination.*

*The effect of this provision is to allow VA to examine necessary records that may be restricted under laws regarding privacy of student records.*



*Records need to be kept longer than 3 years only if a written request to keep the records longer is received from the Department of Veterans Affairs.*

*This requirement is in the Code of Federal Regulations, 38 CFR 21.4209(f).*

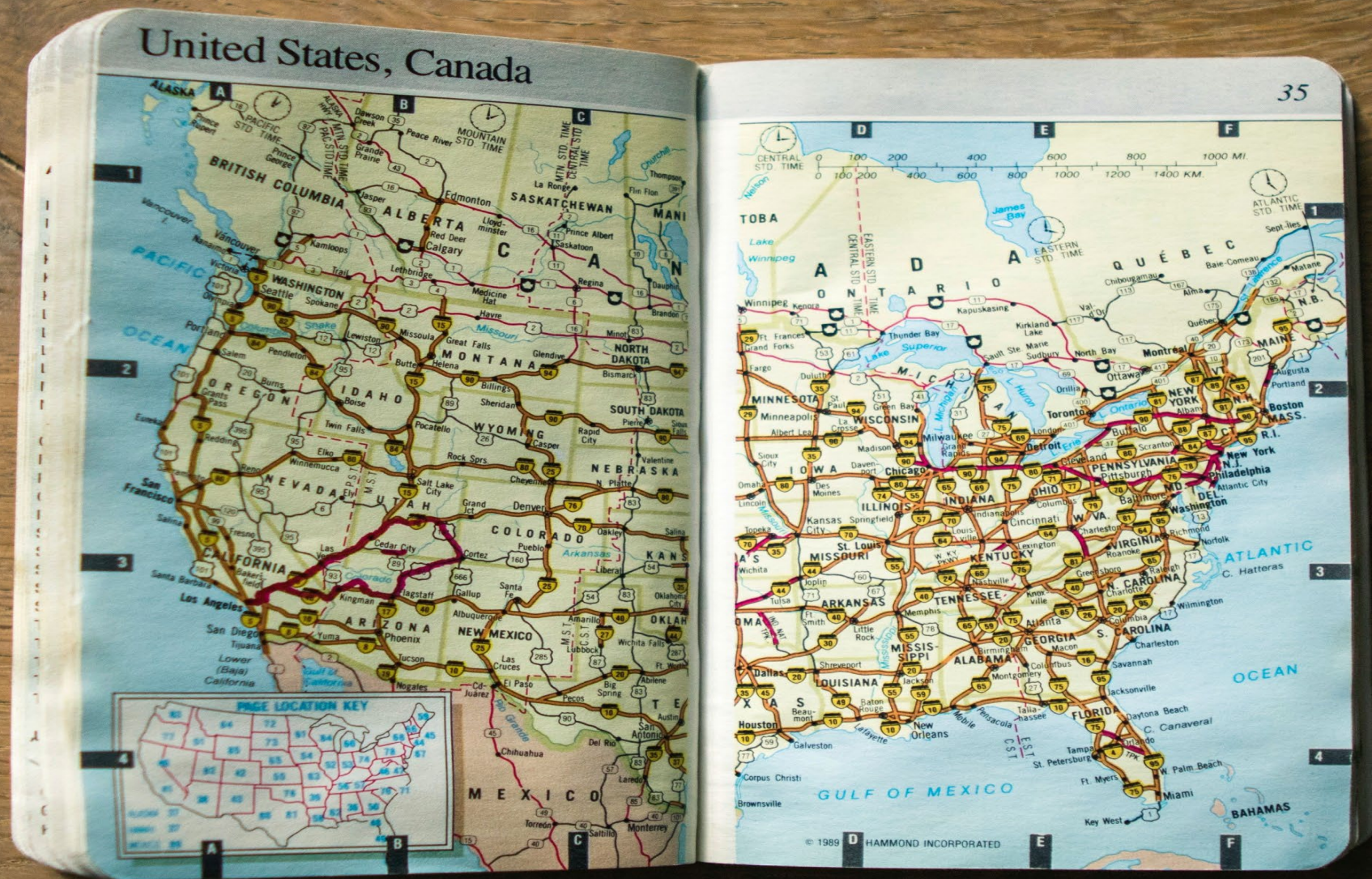
*Failure to make records available may result in discontinuance of educational assistance benefits.*

*Record retention regulations for individual states may require that VA records be kept more than 3 years.*





# State Approving Agency (SAA)







# SAA Overview and Responsibilities

- ☐ Background
- ☐ Focus and Core Functions
- ☐ Program Approvals



# Background



01

In 1945, the 79th Congress passed Public Law 268 requiring individual state governors to appoint a State Accrediting Agency.

02

Each state would establish a SAA that would be supported through funding from the Department of Veterans Affairs (VA).

03

Each SAA would determine which education and training programs were appropriate for Veterans to enroll in and use their GI Bill Education Benefits.

# Focus and Core Functions

## Primary Focus

The review, evaluation and approval of quality programs of education and training under State and Federal criteria

## Outreach

Engage in outreach activities to encourage wider use of the GI Bill by Veterans and other beneficiaries, schools, and employers

## Additional Focus

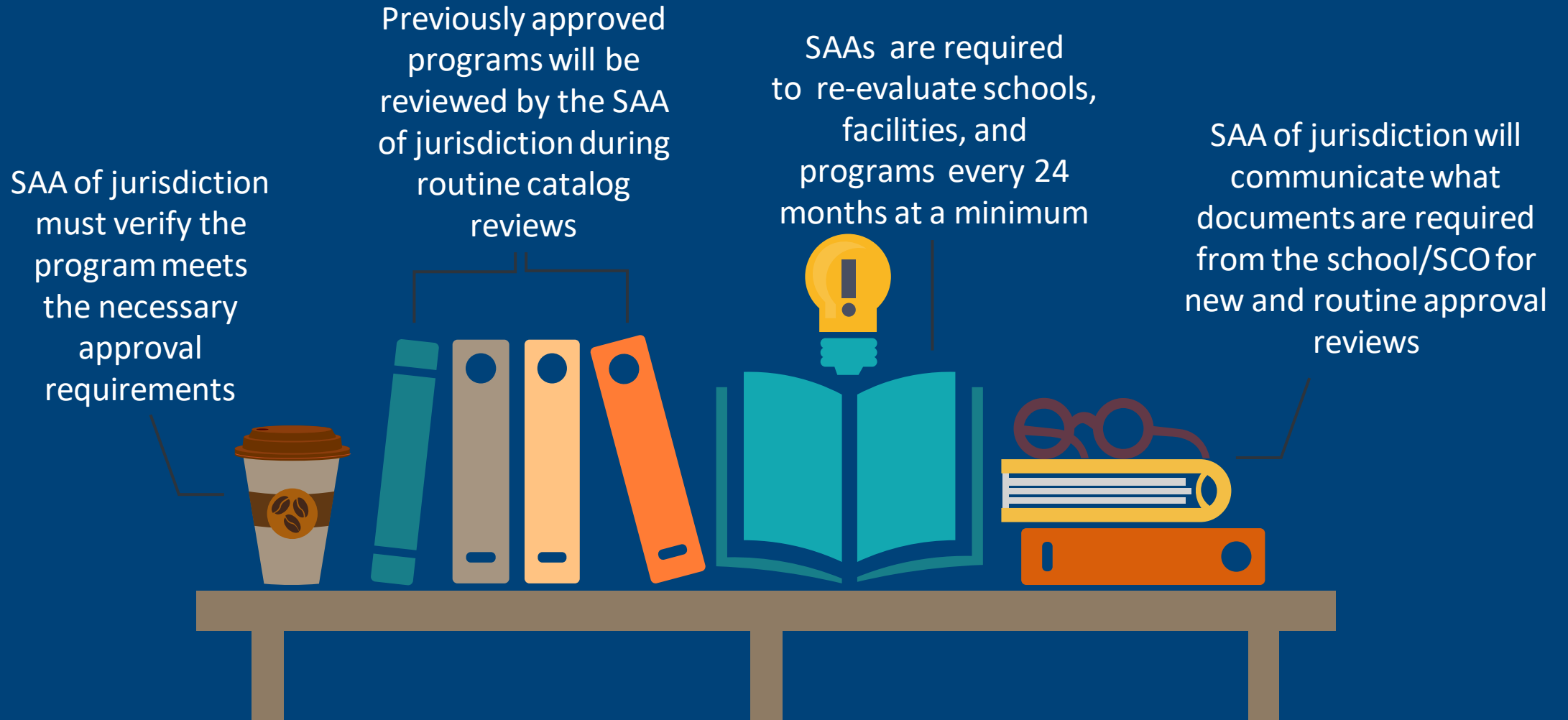
Act as state liaisons, may also provide guidance to military installations' base personnel with quality educational offerings and information about education benefits

## Other Core Functions

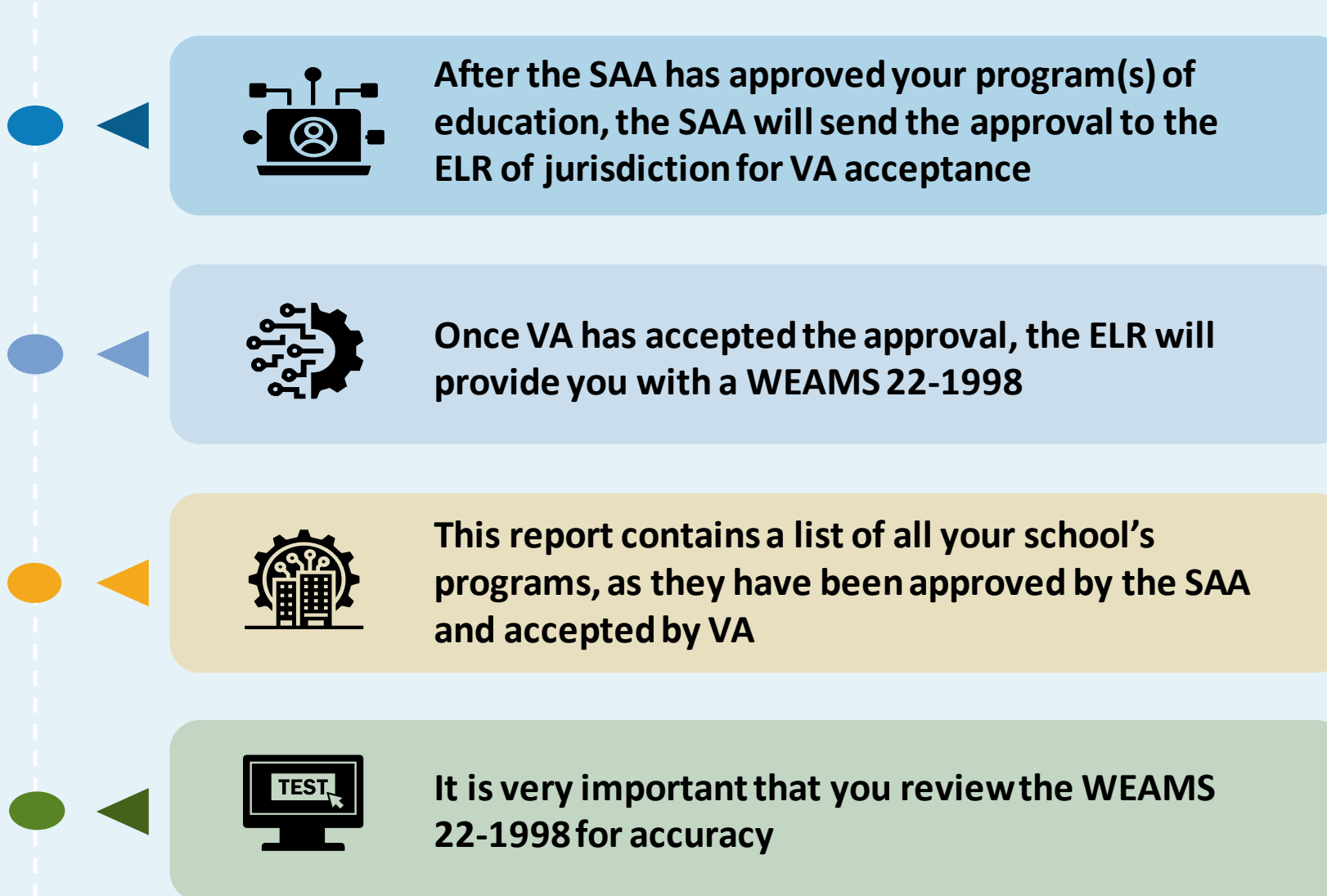
- Compliance and oversight
- Technical assistance
- Agency Management
- Cooperative Agreement compliance



# Program Approval



# VA Form 22-1998





# SCO Resource Matrix



## School Certifying Official (SCO) Resource Page

[Resources for Schools](#) | [Veterans Affairs](#)

Topic	Primary Resource(s)	Additional Assistance
Updating Certifying Officials; VA Form 22-8794 ⓘ	<a href="#">Education File Upload Portal</a>	<a href="#">ELR Contact Mailbox</a>
Enrollment Manager Technical Guidance ⓘ	<a href="#">User Guide</a>   <a href="#">How-To Videos</a>	
Certification Guidance ⓘ	<a href="#">SCO Handbook</a>	
85/15 Reporting ⓘ	<a href="#">Education File Upload Portal</a>   <a href="#">Frequently Asked Questions</a>	<a href="#">ELR Contact Mailbox</a>
Program Approval Documentation ⓘ	<a href="#">State Approving Agency (SAA)</a>	<a href="#">ELR Contact Mailbox</a>

Image 5/16/24

# Points of Contact and Resources





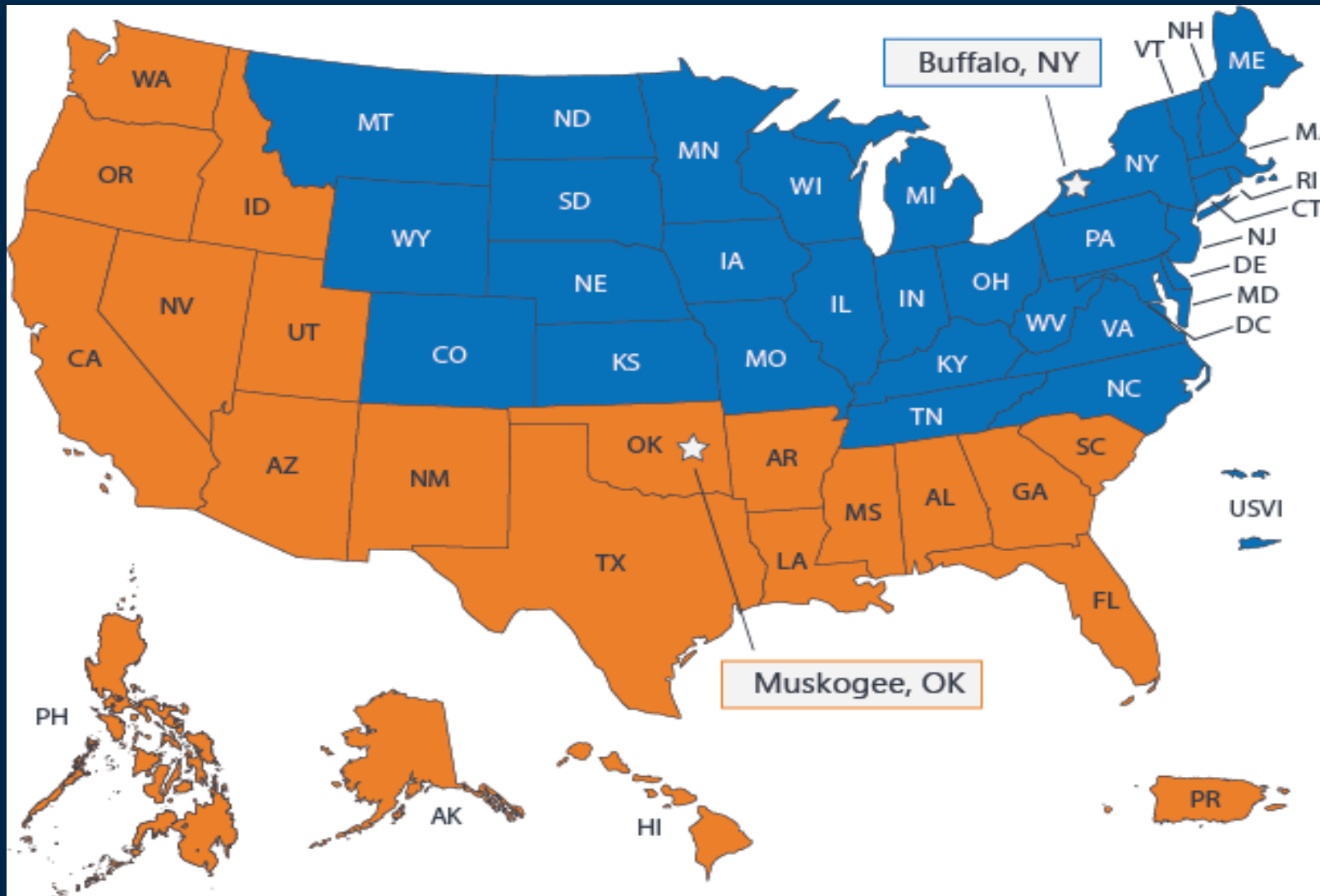
# VA Contact Information and Additional Resources

- ☐ VA Processing Jurisdictions
- ☐ Important Phone Numbers
- ☐ Internet Inquires and Resources





# VA Processing Jurisdictions



Buffalo RPO

P.O. Box 4616

Buffalo, NY  
14240-4616

Muskogee RPO

P.O. Box 8888

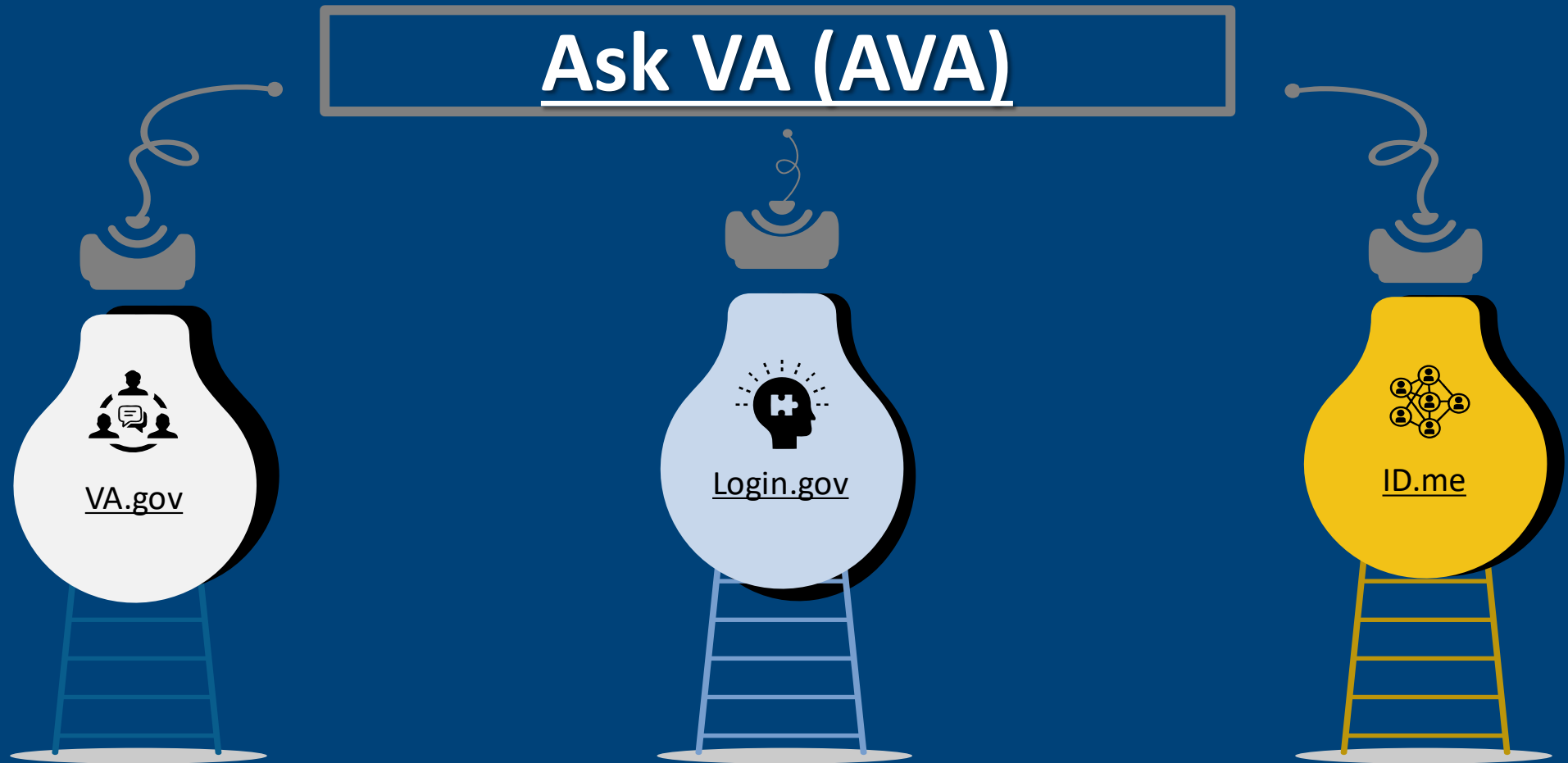
Muskogee, OK  
74402-8888

# Important Phone Numbers





# Internet Inquiries and Resources



# Summary



1

Discuss an overview of the U.S. Department of Veterans Affairs (VA) Education Benefit Programs and processes

2

Define the responsibilities of the School Certifying Official (SCO)

3

Identify the responsibilities of the State Approving Agency (SAA)

4

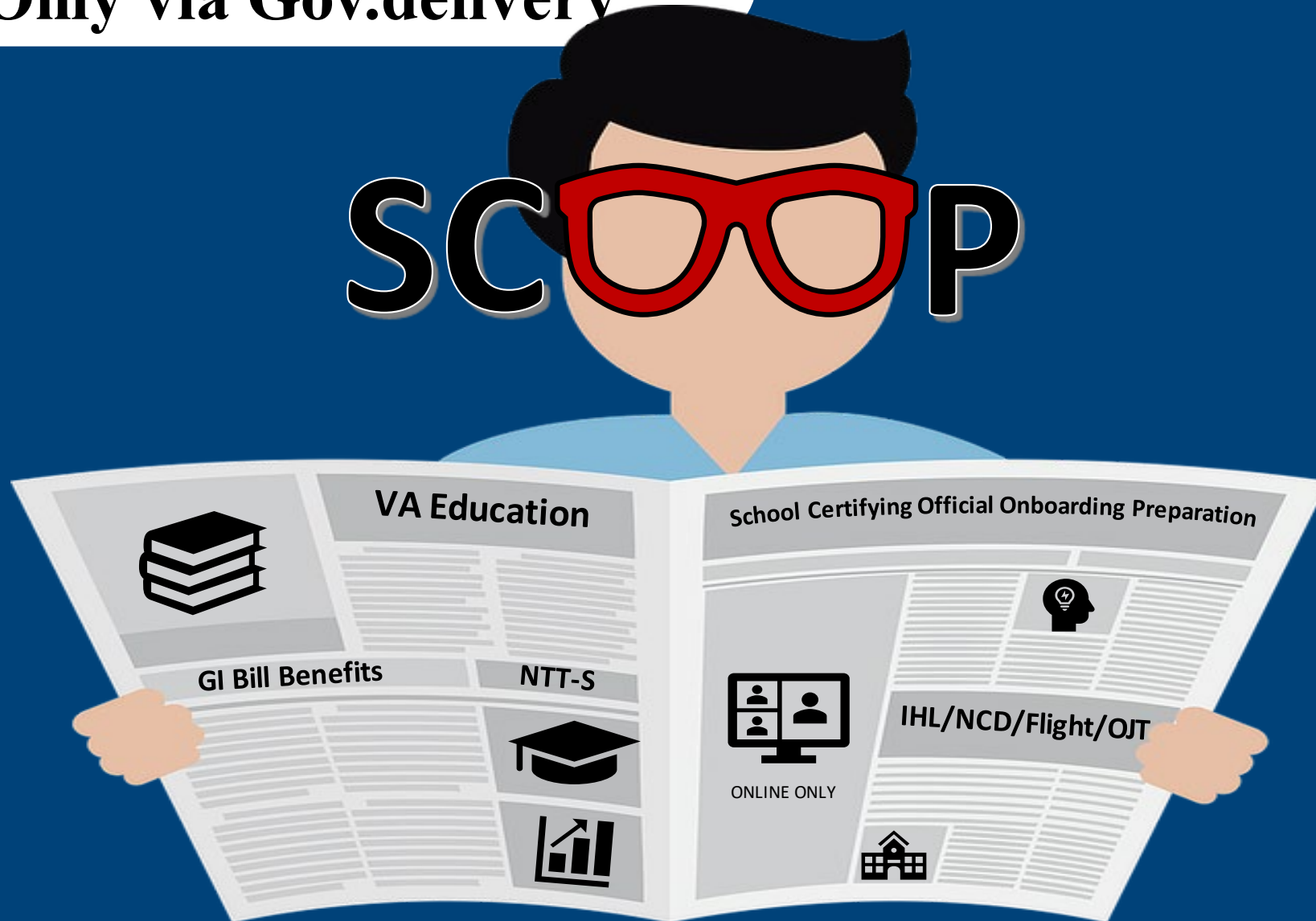
Recall points of contact to receive assistance with questions



# Questions?

# Invitation Only via Gov.delivery

# SCOP



# Thank You!



[WAVES July 2024 Conference Survey New SCO Training \(surveymonkey.com\)\)](https://surveymonkey.com/survey/organization/education-service-gi-bill-programs)

