

VETERANS AFFAIRS (VA) EDUCATIONAL BENEFITS

Applying for VA Educational Benefits

The admissions process and enrolling in classes must be completed before the University can certify enrollment; however, a student can apply for VA benefits before admittance to the University or enrolling in classes. The average processing time for education claims with the VA is 30 days.

If a student is a service member, veteran, or family member of a service member or veteran, he or she can apply for the Certificate of Eligibility (COE) by visiting the following link:

<https://www.vets.gov/education/apply-for-education-benefits/>

Submission of the application will result in the issuance of a Certificate of Eligibility from the U.S. Department of Veterans Affairs. Students with questions or needing assistance completing the application should contact the VA Education Call Center at 1-888-442-4551. They may also utilize the “Ask a Question” option on their site.

Certifying Process

Certification is the school’s way of notifying VA that a student is enrolled and wishes to use VA Educational Benefits. Changes in enrollment may impact or delay eligibility. It is the student’s responsibility to comply with all laws and regulations controlling eligibility and receipt of veterans’ benefits. Tuition and fees are submitted to the VA, via the VA Once website, and are based off the start and end date of each Module registered.

King University is only responsible for forwarding the student’s claim for benefits and certification of enrollment to the Department of Veterans Affairs, and that further processing on a claim of benefits is controlled solely by the Department of Veterans Affairs. The chapter and percentage of benefits are based on the time of service and other factors evaluated by Veteran Affairs, which is noted on the student’s Certification of Eligibility (COE).

The School’s Certifying Official (SCO), will process certification of enrollment when the following documents have been submitted.

- Certificate of Eligibility (COE)
- DD214 or Notice of Eligibility (NOBE)
- King University Veteran Enrollment Agreement
- King University VA Certification Request Form (*submitted every academic year*)

Students receiving TN Strong will need to submit the following:

- Copy of TN Strong application that has been submitted
- King University TN Strong Deferment request
- King University Veteran Enrollment Agreement
- King University VA Certification Request Form (*submitted every semester*)

Enrollment certifications will be processed no earlier than ten days before the start of a semester or module, and no later than 30 days after the semester or module starts.

Submission of Required Documents

To ensure that your information is submitted in a safe and secure format, King University has created a link within the student portal to upload any documents. The online submission will guarantee that your information is submitted in a safe and secure format. Therefore, **do not** email or fax copies of documents. Please make sure all information is complete and correct. Missing information will delay the certification process.

All required documents are submitted thru the following link:

<https://my.king.edu/DocumentManagementSystem/Upload?docid=69>

Financial Information

Tuition and eligible fees are submitted to the VA and are based on the start, and end date of each Module registered. Tuition and fees charged to the student after deducting any amount paid with Federal Funds, excluding Federal Financial Aid Programs (Title IV).

Examples of fees that are not allowed include, but are not limited to:

- Penalty fees (i.e., late registration, late course changes, returned checks, repeated courses)
- Add/drop course fees
- Fees for any food or lodging expenses, meal ticket fees
- Parking fees that are not required of every student
- Overload fees for course loads that require special permission
- Transportation/transit system fees that are not required of every student

An identifier hold will be placed on the student's account to show what chapter and percent of benefits the student is set to receive towards tuition and fees. No students will be monetarily or academically penalized due to late VA payments, according to PL-115-407 Section 103. VA payments are defined as money received at the institution to be paid toward tuition and eligible fees.

All VA students with the exception of Chapter 33-100% (Post 9/11), Chapter 31 (Voc Rehab), Tuition Assistance (GoArmy), and TN Strong, must pay the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement before the first day of the semester. A late fee of \$100 will be charged to all accounts with an outstanding balance greater than \$100 by the first day of the semester.

The Benefits certified by the University's School Certifying Official (SCO) are as follows:

Chapter 30: Montgomery G.I. Bill (Prior Active Duty)

- VA Form 22-1990 or VA form 22-1995 completed with the VA
- DD214 and Certificate of Eligibility (COE) must be submitted to the SCO and Financial Aid office.

Chapter 31: Vocational Rehabilitation

- VA form 28-1900 completed with the VA
Vocational Rehabilitation students may call

1-800-827-1000 for assistance with benefits.

Chapter 33: Post 9/11 G.I. Bill (Dependent)

- VA Form 22-1990 or VA form 22-1995 completed with the VA
- Certificate of Eligibility (COE) must be submitted to the SCO and Financial Aid office

The GI Bill Website is an excellent source of veteran's information, not only for education benefits but for other veteran's benefits. Veterans are encouraged to become familiar with it in order to make the best decision for their family (<http://benefits.va.gov/gibill/>). Students may call 1-888-442-4551, or visit <http://gibill.custhelp.com> to ask questions regarding benefits with the VA.

- Chapter 33 Fiscal Issues: Generally, overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post-9/11 GI BILL (Chapter 33) when an overpayment is created on a school, and funds need to be refunded to VA.

A debt is established at a school when:

- The student never attended any classes for which he or she was certified regardless of the reason for non-attendance.
- The student completely withdraws on or before the First Day of the Term (FDOT).
- The school received payment for the wrong student.
- The school received a duplicate payment.
- The school submitted an amended enrollment certification, or an amendment in VA ONCE, and reported reduced tuition and fee charges, reduced "Yellow Ribbon" amount, or reduced both.
- The student died during the term, or before the start of the term.
- VA issued payment above the amount certified on the enrollment certification that was used to process the payment (VA data entry error).

A debt is established on the student Tuition/Fees/"Yellow Ribbon" when:

- The student withdraws after the first day of the term.
- The student reduces hours whether the reduction occurred before or during the term.
- The school submitted a change in enrollment (on VA Form 22-1999b, or ad adjustment through VA ONCE) and reported a reduction in tuition, fees, and/or “Yellow Ribbon” due to student action reducing or terminating training.
- If a student drops a course and adds a course so that there is no net change in training time, any change to tuition, fees, and/or “Yellow Ribbon” is student debt.

Schools must refund tuition and fee payments to students in accordance with their established refund policies so that the students can resolve any overpayments.

If a school debt has been established and your school believes that it is not appropriate, please notify VA through the *Internet Inquiry System* or by letter to the RPO (not the Agent Cashier).

Chapter 35: Survivors and Dependents

- VA Form 22-5490 or VA form 22-5495 completed with the VA
- Certificate of Eligibility (COE) must be submitted to the SCO and Financial Aid office

Chapter 1606: Montgomery Selected Reserve/National Guard

- VA Form 22-1990 or VA form 22-1995 completed with the VA
- Form 2384-1 Notice of Basic Eligibility (NOBE) and Certificate of Eligibility (COE) must be submitted to the SCO and Financial Aid office

For assistance on the *GoArmyEd* website, students may call the helpdesk at 1-800-817-9990 (<https://www.goarmyed.com/>).

TN Strong Act

This is a tuition assistance program that provides reimbursement to an educational institution on

behalf of eligible members of the Tennessee National Guard. The reimbursement will be in the amount equal to 100% of the maximum resident undergraduate In-State tuition charged by the post-secondary institution member attends.

This program will fund no more than 120 credit hours or 8 full-time semesters or equivalent towards an associate’s or first bachelor’s degree TN National Guard members can apply for this program but must have not missed a ship date to successfully complete basic military training prior to course start date.

Must maintain satisfactory academic progress with a 2.0 GPA minimum for the academic term for which STRONG Act tuition reimbursement is being sought. A failing grade ‘F’ will not be paid if only one course is taken. Application packets are required to be completed within (90) days of course completion.

Application packets consist of several items; once prepared, the initial application packet is submitted for Commander’s Review and Recommendation. Course/ degree plans from the chosen post-secondary institution will be required as part of the application packet after the completion of nine (9) credit hours or equivalent using the STRONG Act tuition reimbursement.

Members will sign a released statement to authorize communication between State TA Managers and chosen postsecondary institution on members’ behalf. Students are responsible for ensuring final grades are forwarded to the State TA Manager.

This constitutes a complete application packet. Only complete packets will be considered for TN STRONG Act tuition reimbursement.

Payments will be made directly to post-secondary institutions on behalf of the member.

To apply for TN Strong visit the link below:
https://www.tn.gov/content/dam/tn/military/documents/EDU_STRONG_application_packet_july19.pdf

Student Responsibility: Once the application packet is complete, upload as one document and email to either Air or Army mailboxes relevant to your branch of service. The student will also send a copy of the final application to VeteranBenefits@king.edu for their VA File.

Tuition Assistance

Tuition Assistance (TA) is a benefit offered to service members to assist with the cost of tuition. TA typically covers 100% of tuition, up to the \$250 cap per credit hour. Our AGS undergraduate tuition rate is reduced to \$250 per credit hour. For additional information on amounts covered by TA and who is eligible, according to a branch of service, please visit the Military Branch Tuition Assistance Program website below.

- Army - visit www.GoArmyEd.com.
- Air Force - visit <https://www.my.af.mil/>. There are six steps to completing the [AFVEC online TA process](#).
- Navy - visit <https://www.navycollege.navy.mil>, and click on Secure Tuition Assistance & Other Funding.
- Coast Guard - <https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/>

Refunds for Tuition Assistance

For a student who receives Tuition Assistance (TA) funding, the following outlines the return of unearned TA funds.

- For a student who withdraws from a 5-wk course of 33 days, King University will return unearned TA funds up to the 60% point (20 days). Therefore, no funds will be returned on day 21 or later.
- For a student who withdraws from a 7-wk course of 47 days, King University will return unearned TA funds up to the 60% point (28 days). Therefore, no funds will be returned on day 29 or later.
- For a student who withdraws from an 8-wk course of 54 days, King University will return unearned TA funds up to the 60% point (32 days). Therefore, no funds will be returned on day 33 or later.

- For a student who withdraws from a 15-wk course of 103 days, King University will return unearned TA funds up to the 60% point (62 days). Therefore, no funds will be returned on day 63 or later.