

GI Bill Application Process

Step 1 Administration: First, download applicable supporting documents to pdf from iPERMS such as:

- NOBE for CH 1606
- DD 214's for Qualifying Active Duty Periods for Chapters 1607/30/33
- Orders for current Qualifying Active Duty Periods for Chapters 1607/30/33
- DD 2366 (enrollment form) for CH 30
- DD 2366-1 (enrollment form) for CH 30 Plus-Up & CH 1607 Buy-Up
- Kicker Contract

Additional Administrative Information you need prior to completing Step 2 VONAPP:

1. School address & phone # of VA Certifying Official
2. Routing # and account # of the bank account for direct deposit. (Parents/Sponsors can have the money deposited into their account and then give to the child/student as needed)

NOTE: If the VA sends NGB an official inquiry, supporting documents MUST be in Soldiers iPERMS OMPF for the GI Bill Support Team to approve the claim.

Step 2 Application: Go to www.gibill.va.gov and click apply. This will take you to VONAPP (Veterans Online Application) Create an account and then log in and follow the prompts. (The forms will be in a drop-down menu) Fill out a VA Form (22-1990 for Soldiers) (22-1990e for Dependents). Ensure you elect a GI Bill you are eligible for and wish to use. Upload supporting documents during the application. Once application is submitted, the completed application goes in a cue for case managers to work at one of the four VA Regional Processing Offices (RPO's) based on the region of your school. Print a copy of your application for your records and provide your school VA Certifying Official a copy.

Step 3 Certification: Register for classes as soon as registration opens then go see the VA Certifying Official on your campus. (Note: This is a school employee who does NOT work for the VA. They typically work in the financial aid office as GI Bill is one of many forms of payment the school processes) The school VA Certifying Official MUST certify your attendance using the VA Once system on a VA Form 1999. This tells the VA how many hours you are taking and the cost of tuition & fees and also reports your training time (1/2 time, 3/4 time, full time), which is based on the academic discipline of your degree program)

Once you are certified and your case has been worked and approved by the VA RPO, they will mail a Certificate of Eligibility (COE). No COE = NO Payment

It is recommended that you call (888)442-4551 to check the status of the application. (Call Center is in Muskogee OK) CALL AT 0700 CENTRAL TIME TO REDUCE YOUR WAIT TIME. Verify the VA has received your application, the supporting documents and the school certification.

On average, the 1990/1990e takes approximately 4 weeks for first-time applicants. You MUST ensure the school has completed your certification, because when the VA RPO case manager opens a new claim, if there is no certification from the school, they close it and it goes to the back of the line again...

****IMPORTANT**** For follow-on terms, if you remain in the same school/degree program, then as soon as registration for the next term opens, you need to register for classes early and have the school submit the 1999 in VA Once early to keep those payments coming in. ALWAYS call the VA to ensure they have everything they need to certify your enrollment and issue payments.

The only time you need to do a change application in VONAPP (Step 1.), is if you changed schools or change degree plans. If you did change either of these, the change form is a 22-1995 in VONAPP. The process for a change form is the same as an initial application as described above.

-----PAYMENT INFORMATION-----

For Soldiers using Chapters 1606, 1607 and 30: Student must complete a Student verification of enrollment at the end of each month for the VA to release the payment to your bank. Monthly verification of Enrollment can be done two ways:

1. Go to www.gibill.va.gov and click on "Verify Attendance" (W.A.V.E.) OR
2. Call (877) 823-2378.

Note: Verification must be done on the last day of each month during the semester or term. This will release the payment which typically arrives around the 7th - 10th of the following month. If the student forgets to do this, they will not get paid. If the student does not complete it on the last day of January, but does complete it on 15 February, their payment will arrive 7 - 10 days later.

For Soldiers and Dependents using the POST-9/11 GI Bill:

Tuition and Fees: are paid directly to the school. There are three categories of payment:

1. In-State Public Institution Rates: Pays up to cost of the course (if at the 100% rate / payment tier applies)
 2. Out of State Tuition Rates: **See Yellow Ribbon Program for additional funding available.
 3. Private and Foreign Schools: Pays up to **18,077.50 per yr (if at the 100% rate / payment tier applies)
- NOTE: VA payments are paid in arrears. If the student (or parent) has to pay the school up front or has made payments through a payment plan, when the VA payment arrives, the schools are directed by the VA to use their standard refund policy. Normally, this is refunded to the student through student accounts.

Books and Supplies Stipend: \$1,000.00 per year is the maximum for students who are at the 100% payment tier rate. VA pays \$41.67 per hr for 24 hrs per year. Full term books and supplies payment comes via direct deposit with the first housing payment. So if you take 18 hrs in the fall, then you will only receive 6 more hrs of book & supplies in the spring term. Note: If the student is at a payment tier rate less than 100%, you must factor that in to determine books and supplies payment amount.

Housing Stipend: is E-5 w/dependents rate for every service member/dependent who qualifies. The rate is based on Zip Code of School. Rates can be found at <http://www.defensetravel.dod.mil/perdiem/bah.html>

Rules you must meet to receive the housing stipend:

1. Service Member can NOT receive the housing stipend while serving on Qualifying Post-9/11 Active Duty. (Applies to spouse of SM also)
2. Student must attend as a "more than 1/2 time student" (based on the academic discipline / hours taken)
3. Student must take at least one class (or all classes) in a classroom to receive the full BAH amount
4. Students who attend 100% on-line training will receive 1/2 the national BAH average (approximately 675.00 per month) Must still meet 1 & 2 above.

Additional Housing payment notes:

Because each school term is different (some are on 8 wk terms, some have semesters etc) you have to speak to the school to determine what they consider a full time student based on your degree plan. Then ensure you enroll for more than 1/2 time. (If 12 hours is full time, then you MUST enroll for 7 or more hours as the law says attendance MUST be MORE THAN 1/2 time)

Housing stipend payments are based on the zip of the school. If classes are from two different schools, the payments will be based on the school where the student is physically sitting in a classroom (so you can't take classes at an on-line school in Monterey CA and a 1 hr class in KS and get the Monterey BAH rate)

HOUSING PRO-RATE FORMULAS: the housing is prorated for three reasons.

(1) It is prorated for the period a student is actually in a classroom. Typical semester is 15 Jan - 15 May. Because everything pays at end of month, on 1 Feb, you would receive 1/2 month BAH for Jan, then a full month on 1 Mar, 1 Apr, 1 May and then on 1 Jun, you would receive 1/2 mo for May. So you only receive housing payments for the dates certified for each term.

(2) Housing is also prorated if you are less than a full time student. If 12 semester hours is full time and you are taking 9 hours, which is 3/4 time attendance, then the formula is rounded to the nearest tenth, so in this case, you would receive .80 of the E5 w/Dep Housing rate. (If the rate was \$1,000 per month, you would multiply by .80 and would receive \$800 per month). The only way you would continue to receive payment over the summer is if you stay in school and meet the eligibility rules stated above.

(3) Payment tier % also must be factored in to determine correct rate.

You can find additional payment information for each GI Bill Program at: www.gibill.va.gov

Contact Information:

For questions on payments or recoupment, you MUST contact the VA at (888) 442-4551. The VA is the sole determining authority on payments and recoupment.

For general education questions, please call the Guard Support Center (866) 628-5999

For questions on eligibility, you can contact the GI Bill Support Team at: gibill@ng.army.mil

Respectfully,

Barry M. Schnaitman

MPSC Contractor

GI Bill Support Team

Army National Guard Education Support Center

"Supporting the 50 States & 4 Territories"

Toll Free (866)628-5999

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