

Chapter 30, 32, 35, and 1606 Enrollment Certifications

Certifications can be submitted 120 days before the term begins, but must be submitted within 30 days of the beginning of the term, unless training time is less than ½-time, the student is on active duty, or accelerated payment is requested. If a student is less than ½-time, on active duty, or certified for accelerated payment the Certification must be submitted on or after the first day of class and tuition and fees must be reported.

Chapter 33 Enrollment Certifications

Schools should submit certifications as early as possible in order to ensure that students receive their benefit payments in a timely manner, but certifications must be submitted within 30 days of the beginning of the term. An effective way to minimize tuition and fees debts is for schools to submit an enrollment certification with \$0.00, and then amend the tuition and fees after the end of the drop-add period.

- If Tuition and Fees are known, submit the actual net cost for in-state tuition and fees for each term
- If Tuition and Fees are unknown, submit the term dates, credits and enter \$0.00 for these charges. This allows VA to begin paying the Monthly Housing Allowance on time

Once Tuition and Fees are determined (less any applicable waivers) submit an amended enrollment certification of the actual net costs if the number of credit hours you certified has not changed.

Enrollment Changes under Post 9/11 after Tuition and Fees are Reported

- If the enrollment change occurs prior to the first day of the term, an adjustment should be submitted with the new hours and the associated Tuition and Fees
- If the enrollment change occurs on or after the first day of the term, an amendment should be submitted to report the tuition and fees for the original number of hours the student began the enrollment period with on the first day of the term

The next day, an adjustment should be submitted with the new hours and the tuition and fees associated with the new hours.

See Certifying Tuition and Fees for specific instructions for submitting Tuition and Fees.

https://www.knowva.ebenefits.va.gov/system/templates/selfservice/va_ssnew/help/customer/locale/en-US/portal/55440000001018/content/554400000149088/School-Certifying-Official-Handbook-On-line

8 Keys to Veterans' Success

Over the next several years, the number of service members transitioning from military life to civilian life (as veterans) is expected to increase significantly. A growing number of these veterans will be enrolling at America's colleges and universities as they seek to become career-ready and improve their future prospects for employment. For these veterans, access to higher education is important, but it is not enough; we must help our veterans obtain a degree, certificate, or license. These credentials are valued by employers and serve as a key milestone to future career success.

America's colleges and universities play a critical role in ensuring that veterans have access to high-quality educational experiences and postsecondary opportunities. The 8 Keys to Veterans' Success (8 Keys) highlight specific ways that colleges and universities can support veterans as they pursue their education and employment goals.

Background

The Obama Administration has made veteran educational success a priority. As such, Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members, calls for agencies to work together to ensure that educational institutions effectively serve those who have served our nation. Building on these collaborative efforts, the Departments of Veterans Affairs, Education and Defense have been working collaboratively to identify concrete strategies to aid our veterans and service members in reaching their educational and training goals. A session was held where over 100 participants discussed various approaches that could be scaled and replicated to foster success on campus. This gathering brought together a wide range of stakeholders: government agencies; non-profit organizations, including foundations and veteran service organizations; and, importantly, veterans who had recently completed college degrees in a range of disciplines. During the session and subsequent efforts, we have gleaned – and continue to seek more examples – of many best practices and strategies. From this convening came the 8 Keys.

8 Keys to Veterans' Success

By affirming support for the 8 Keys to Veterans' Success, your institution is expressing its commitment to implement the promising practices outlined in the 8 Keys, as follows:

1. Create a culture of trust and connectedness across the campus community to promote well-being and success for veterans.
2. Ensure consistent and sustained support from campus leadership.
3. Implement an early alert system to ensure all veterans receive academic, career, and financial advice before challenges become overwhelming.
4. Coordinate and centralize campus efforts for all veterans, together with the creation of a designated space for them (even if limited in size).
5. Collaborate with local communities and organizations, including government agencies, to align and coordinate various services for veterans.

6. Utilize a uniform set of data tools to collect and track information on veterans, including demographics, retention, and degree completion.
7. Provide comprehensive professional development for faculty and staff on issues and challenges unique to veterans.
8. Develop systems that ensure sustainability of effective practices for veterans.

The Principles of Excellence

We recommend that your school also become a signatory to the Principles of Excellence program, if you have not already done so. Implemented through a collaboration between the Departments of Defense, Education, and Veterans Affairs (VA), the Principles of Excellence are guidelines for educational institutions receiving funding from the VA. A school that wishes to be recognized as a Principles of Excellence school must email the VA, at principles.excellence@va.gov.

The Principles of Excellence guidelines are as follows:

1. Provide students with a personalized form covering the total cost of an education program.
2. Provide educational plans for all military and Veteran education beneficiaries.
3. End fraudulent and aggressive recruiting techniques and misrepresentations.
4. Accommodate Service members and Reservists absent due to service requirements.
5. Designate a point of contact to provide academic and financial advice.
6. Ensure accreditation of all new programs prior to enrolling students.
7. Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

<http://www.cvent.com/events/8-keys-to-veteran-s-success/event-summary-9d85142eae7e422786691f9a4e0f3c50.aspx?RefID=8%20Keys%20to%20Success>