

BASIC TRAINING WORKSHOP

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You are here

We are here
to help you
find your way



Agenda

- Basic Terminologies
- Basic Responsibilities
- VA Form 22-8794 Updates
- Navigating GI Bill Website
- School VA Files
- Tuition Assistance
- VAONCE Functions
- Reductions and Terminations
- Reasons For School Debts
- Mitigating Circumstances
- Policy Advisory on F Grades
- Work Study

BASIC TERMINOLOGY

- **DMC** – **D**ebt **M**anagement **C**enter
- **EFT** – **E**lectronic **F**unds **T**ransfer
- **ELR** – **E**ducation **L**iaison **R**epresentative
- **IHL** – **I**nstitution of **H**igher **L**earning
- **NCD** – **N**on **C**ollege **D**egree school
- **RPO** – **R**egional **P**rocessing **O**ffice
- **SAA** – **S**tate **A**pproving **A**gency
- **SCO** – **S**chool **C**ertifying **O**fficial
- **TOP** – **T**reasury **O**ffset **P**rogram

(For a complete listing see SCO Handbook)

VA Systems

- **BDN** – **B**enefits **D**elivery **N**etwork
- **eBenefits** – One-stop shop for online benefits
- **LTS** – **L**ong **T**erm **S**olution
- **TIMS** – **T**he **I**mage **M**anagement **S**ystem
- **VAONCE** – **V**A **O**nline **C**ertification
- **WAVE** – **W**eb **A**utomated **V**erification of **E**nrollment
- **WEAMS** – **W**eb **E**nabled **A**pproval **M**anagement **S**ystem

BASIC RESPONSIBILITIES

- Keep VA informed of the enrollment status of veterans and other eligible persons
- Keep SAA or VA (as appropriate) informed of new programs, changes in programs, institutional changes, etc.
- Apprise supervisors of any internal problems which may effect service to VA students
- Keep up to date on current VA rules and benefits
- Assist VA students in applying for education benefits
- Maintain records of VA students and make available for inspection

KEEP VA INFORMED OF EACH STUDENT'S ENROLLMENT STATUS

- Basic forms to use are:
 - Enrollment Certification (VAF 22-1999)
 - Notice of Change in Student Status (VAF 22-1999B)
 - Request for Change of Program/Place of Training (VAF 22-1995)
- **Use electronic enrollment (VA-ONCE)**
- Report all enrollments and changes within 30 days
- Monitor subjects pursued and certify only those that apply to the student's current program
- Monitor student's grades to ensure (s)he is making satisfactory progress and report unsatisfactory progress
- Monitor student's conduct and report when student is suspended/dismissed for unsatisfactory conduct

KEEP VA INFORMED OF EACH STUDENT'S ENROLLMENT STATUS

- Monitor financial aid use by Post 9/11 GI Bill students and be able to differentiate between tuition and fee payments from other sources (grants/scholarships) in order to properly certify tuition and fees to VA
- Ensure that ledgers contain all debits and credits, and that all are clearly identified
- Administer and monitor the Yellow Ribbon program at schools that participate

Keep SAA & VA Advised of School Changes

Previously the SAA only approved :

- private for profit schools, all non accredited schools
- non registered OJT and Apprenticeship programs
- original approvals for all schools

Previously the VA only approved:

- changes to accredited public and private not for profit IHLs & NCDs
- flight schools, correspondence schools
- registered OJT/Apprenticeship facilities.

Keep SAA & VA Advised of School Changes

- **Notable Changes:**
 - VA's General Counsel determined that per section 203 of PL 111-377, only the standard college degree programs at the public and not-for-profit proprietary IHLs should be considered "deemed approved"
 - Effective October 1, 2013, SAA also began performing approval of new and modified NCD programs at these schools, flight schools, and correspondence schools
 - **VAF 22-8794 still needs to be sent directly to the ELR of jurisdiction**

VAF 22-8794 Updates

- Be as thorough as possible
- Write clearly if not using a fillable form
- Include every active SCO, every time/update
- Include phone and fax number of each SCO
- Include email address of each individual SCO
- Make sure school address information is accurate, include school name
- Don't forget to sign and date the last page

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include ZIP Code)		FOR VA USE ONLY	
2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) (Include Area Code)		3. FAX NUMBER OF CERTIFYING OFFICIAL(S) (Include Area Code)	
4. EMAIL ADDRESS OF CERTIFYING OFFICIAL(S)			
5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT			
A. OFFICIALS DESIGNATED TO SIGN VA ENROLLMENT CERTIFICATIONS, CERTIFICATIONS OF CHANGE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OF ADVANCE PAYMENTS, CERTIFICATIONS OF PURSUIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING (AS APPLICABLE), OTHER CERTIFICATIONS OF ENROLLMENT ARE:			
NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			
(4)			
B. THE USE OF THE FOLLOWING FACSIMILE (e.g., rubber stamp) SIGNATURES FOR THE OFFICIALS LISTED BY ITEM 5A ABOVE ARE AUTHORIZED			
(1)		(2)	
(3)		(4)	

VA FORM NOV 2013 22-8794 SUPPENDED BY VA FORM 22-8794, JAN 2012, WHICH WILL NOT BE USED. (See Reverse)

Notify SAA of any changes

- Use Notification Form for Modifications to Programs for VA approved programs:
- New programs and changes in current programs
- Changes in tuition and fees
- Changes in academic policies and procedures
- Change in the school name or address
- Follow SAA instructions for programs approved by SAA

Keep Informed of VA Rules & Policies

- Give e-mail address to ELR to be included on mailing list
- Read and maintain VA bulletins
- Attend VA and SAA training opportunities
- Enroll in VA on-line training
- www.benefits.va.gov
 - SCO Handbook
 - VAONCE access
 - VAONCE User Guide
 - Information on all programs
 - ELR contact information

How To Navigate The Website

www.benefits.va.gov

- First, click on Education & Training on the left side:

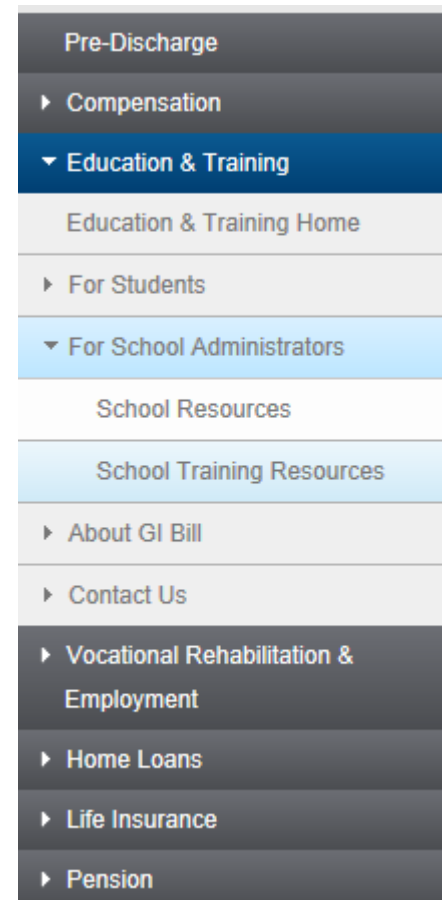
▶ Education & Training

- Then click on For School Administrators:

▼ For School Administrators

- Then click on School Training Resources:

School Training Resources



How To Navigate The Website

- **School Training & Information Resources Page**

- Here you can:

- **Launch VAONCE**

- https://vaonce.vba.va.gov/vaonce_student/default.asp

- **Access the VAONCE quick reference User Guide**

- http://www.benefits.va.gov/gibill/docs/vaonce/VAONCE_Quick_Reference_User_Guide_v5.pdf

- **Access the SCO Handbook**

- http://www.benefits.va.gov/gibill/docs/job_aids/SCO_Handbook_v3.pdf

- **Launch the Online SCO Training**

- http://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_of_ficials/online_sco_training.asp

How To Navigate The Website

- **The VAONCE Quick Reference User Guide**
 - A step by step guide on how to utilize VAONCE
 - Contents of this guide include but are not limited to:
 - * Changing passwords
 - * Certifying Enrollments
 - * Entering Programs and Objective/Course Codes
 - * Modifying Enrollments (Adjust, Amend, Terminate)
 - * Adding Remarks
 - * Generating Reports
 - * Sorting Data

Assist VA Students

- When asked, help veterans & dependents fill out and send in applications
- If student cannot resolve pay problems, assist through VA channels designated for school officials
- Disseminate and/or post information on VA education benefits and programs, and contact points
- Ensure that VA students are fully aware of their responsibilities to the school and VA

Maintain Student VA Records & Make Available to VA & SAA

- Retain file of VA papers submitted & records of academic progress, program pursuit, tuition & fee debits/credits, etc. Electronic files are permissible.
- Maintain records for at least three (3) years following the student's last date of attendance
- Ensure that your records are kept in a safe place and that the privacy of your VA students is protected
- Make available all school records (VA & non-VA) to representatives of the SAA and VA

What Should a School's VA File Contain?

- Copies of all VA paperwork
- Your school's transcript, grade reports, tuition payment/refund records, records of tuition & fee payments from other sources (& full identification of those sources on a detailed payment ledger), drop slips, registration slips (for those courses dropped during drop/add), transcripts from previous schools with evaluations, student's school application, records of disciplinary action, program outline (to track proper courses taken), enrollment agreement, degree audits, etc.
- NCD schools must include monthly attendance reports including first and last day attended, copies of documentation for excused absences, class schedules, etc.
- Page 16 of the SCO Handbook
http://www.benefits.va.gov/gibill/docs/job_aids/SCO_Handbook_v3.pdf

Current VA Education Programs

- **Chapter 33**- Post 9/11 GI Bill
- **VRAP** – Veterans Retraining Assistance Program
- **Chapter 30** - Montgomery GI Bill (MGIB)
- **Chapter 1606** - Montgomery GI Bill-Selected Reserve (MGIB-SR)
- **Chapter 1607** - Reserve Educational Assistance Program (REAP)
- **Chapter 35** - Dependents Educational Assistance Program (DEA)
- **Chapter 31** - Vocational Rehabilitation & Employment (VR&E) (not administered by Education Division)

POST 9/11 GiBILL HIGHLIGHTS (CH 33)

- Active duty service **after** 9/10/2001
- Established Charges (Tuition/Fees) paid directly to the school
- Monthly Housing Allowance paid directly to the student
(Housing payments based on rate of pursuit and school zip code)
- Book Stipend paid directly to the student
- Yellow Ribbon
- IHLs from 8/1/2009; NCDs from 10/1/2011
- Transfer of Entitlement Provision for dependents

DELIMITING DATES

- **Chapter 33** - Eligible veterans or transferee spouses have 15 years from veteran's date of discharge. Transferee children have from the age of 18 to 26 to use their benefits.
- **Chapter 30** - Eligible veterans have **10 years** from their date of discharge.
- **Chapter 35 child** - Generally have **8 years** from the date she/he is found eligible, if found eligible between ages 18-26.
- **Chapter 35 spouse** - Generally **10 years** from date of veteran's service-connected death, or date VA determined service-connected disability is permanent and total, whichever is later.
- **Chapter 1606** – As of the January 2008 enactment of Public Law 110-181, there is no longer a delimiting date for active reservists who are satisfactorily training with a Ready Reserve unit.
- **Chapter 1607** – No delimiting date until veteran leaves selected reserves. When a reservist completes their military obligation and exits service from the Ready Reserve then they **may** establish a 10 year delimiting date. Other exceptions apply.

If the student is unsure, have them call the VA at 1-888-442-4551

TUITION ASSISTANCE AND CH 33

- **Active duty service-members** may receive Chapter 33 benefits for the same courses for which they receive TA from the military
- Schools must deduct TA benefits from the net tuition and fees submitted to VA, and Chapter 33 is used to pay toward the remaining out-of-pocket costs.
- Chapter 33 students receiving TA should be certified the same as other Chapter 33 students.

Tuition Assistance Top Up Active Duty (Ch30) (TATU)

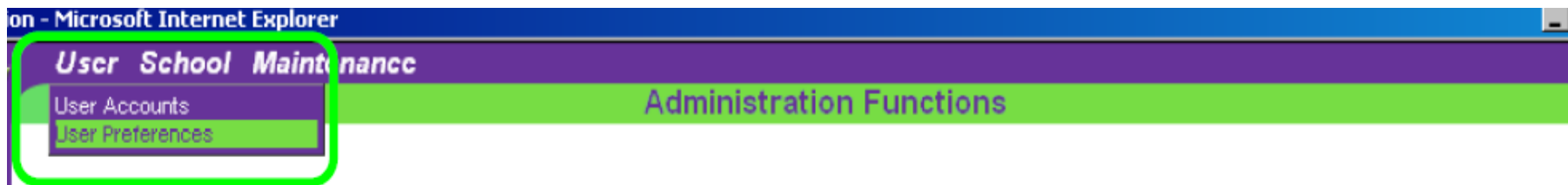
- Active duty service-members may not receive Chapter 30 benefits for the same courses for which they receive TA from the military
- VA will pay the difference between what DOD pays for tuition assistance and the actual cost of the course
- SCOs should not certify courses for which a service-member will receive TA under CH 30.
- Servicepersons apply for Top-up by sending a TA authorization form directly to VA.
- Detailed information about Tuition Assistance Top-up and about applying for Top-up is available on the GI Bill website



Obtain MOU from www.benefits.va.gov and forward to ELR

How To Change Your Password

After clicking on the Admin button:



The screenshot shows a web browser window titled "Microsoft Internet Explorer". The page has a purple header bar with the text "User School Maintenance" and a green bar below it with the text "Administration Functions". A navigation menu is visible on the left side, with "User Accounts" and "User Preferences" highlighted in a purple box. A green rectangular box is drawn around the "User Preferences" option.

STEP 4: INITIAL SET UP – Changing your Password
Click on USER and then click on USER PREFERENCES (drop down menu)

How To Change Your Password

Phone Number * Extension Fax Number Email Address *

Change

Password *

Field Name	Selected Value
<u>Use VA-ONCE in Text only mode</u>	N
Default State	MN
Always print address on certs	N
Default Training Type	IHL_UNDERGRAD

User Preferences

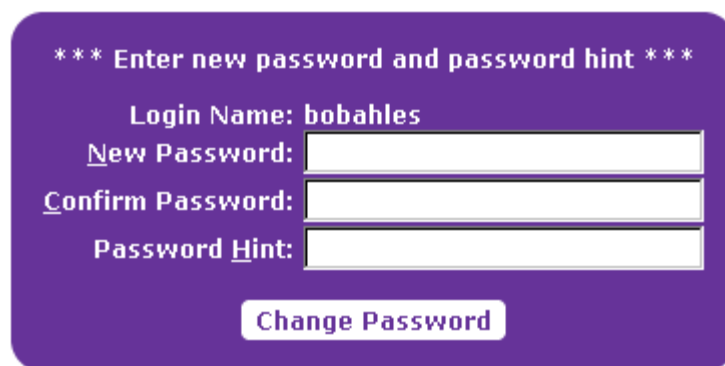
Use VA-ONCE in Text-only mode

STEP 5: INITIAL SET UP – Changing your password

Click on CHANGE.

How To Change Your Password

Please note that the password must consist of 3 of the 4 following categories: Uppercase, Lowercase, Numeric, or Special Characters:



*** Enter new password and password hint ***

Login Name: bobahles

New Password:

Confirm Password:

Password Hint:

[Change Password](#)

Complete new password information, confirm password, and password hint. Lastly, click change password.

Become Familiar With VAONCE Functions

Remember that you have 3 mini tabs that will help you navigate VAONCE

- The **TASKS** tab located at the bottom left corner of every VAONCE screen will bring you back to Main Task Buttons.
- The **MARGIN** tab located next to the Tasks tab provides you with help text specific to each field on the page. If the cursor is not in a field, the Margin text will be specific to the page.
- The **HELP** tab located next to the Margin tab provides you with Frequently asked questions regarding the page. Clicking on the question will bring up a pop-up box with the answer.

Become Familiar With VAONCE Functions

The screenshot shows the VAONCE Administration web application interface. At the top, there is a navigation bar with the VAONCE logo on the left and the text "Administration Functions" on the right. Below the logo, the text "bolochles" and "1-1-9999-99" is visible. A green box highlights the top navigation bar, which contains three tabs: "User", "School", and "Maintenance". An arrow points from the label "ACTIONS" to this bar. On the left side, there is a vertical sidebar with four icons: "Select" (three people), "Admin" (wrench), "Reports" (document), and "Logout" (moon). An arrow points from the label "MAIN TASK BUTTONS" to this sidebar. At the bottom of the sidebar, there are three mini tabs: "Tasks", "Margin", and "Help". An arrow points from the label "MINI TABS" to these tabs. A text box on the right side of the screen contains the following text:

Across the top of every screen are the actions that can be performed on that page.

The 3 mini tabs located at the bottom of every VA ONCE screen are the TASKS, MARGIN, and HELP tabs.

The TASKS tab is the default. When it is selected you will see the Main Task Buttons: Select; Aadmin; Reports; and Logout.

Become Familiar With VAONCE

- The “**Help**” function located at the bottom left corner is actually very helpful.
- The topics covered under the help function change from tab to tab
- For example, the BIO tab will have topics related to biographical information, whereas the Cert tab will have topics related directly to certifying enrollments
- Always remember that there can be additional topics in the left margin but you must click on “**Click for all topics**” to see them

The "Help" Function Under The **BIO** Tab

[Why is the prior credit field NA?](#)

[Why are there asterisks by some fields?](#)

[What should I enter in the VA File number?](#)

[How do I submit a foreign or APO/FPO address?](#)

[When are address changes reported to VA?](#)

[What are user defined fields?](#)

[How should I enter the email address?](#)

[Are the Notes sent to VA?](#)

[How do I change a Social Security Number?](#)

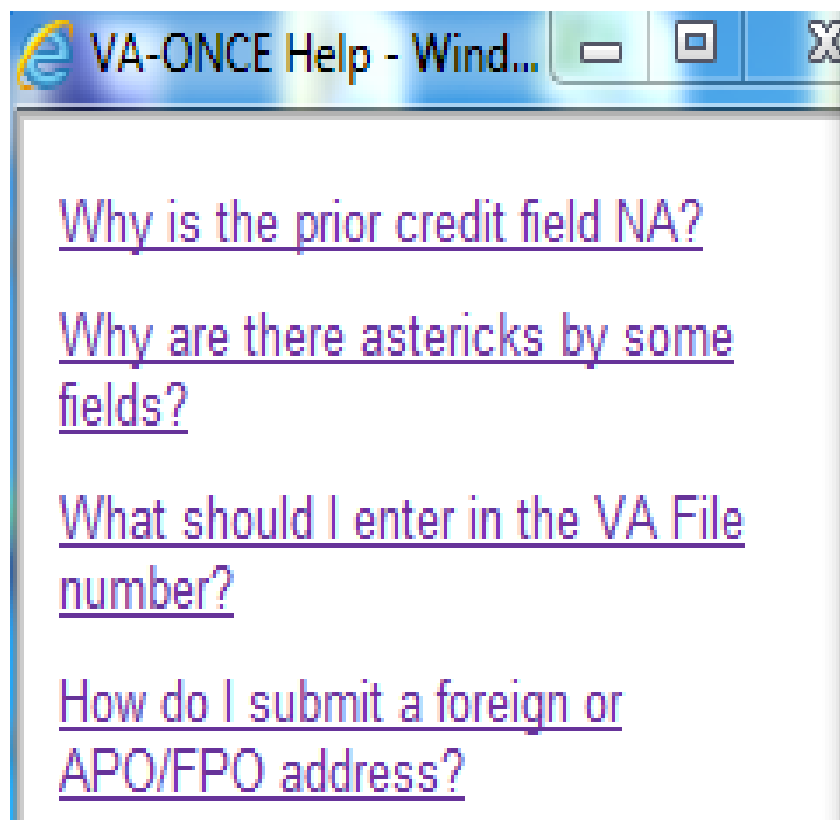
[Click for all topics... Keyboard Shortcuts](#)

Bio	Certs	VA Data	Log	History
MS	HONEY		BEE	
Salutation	First Name*	Middle Name	Last Name*	Suffix
121-12-1212			Address*	Location Domestic
SSN*	Student ID		105 NO STREET DR	
121-12-1212	00	VRAP		
File Number*	Payee#	Chapter*	DEPT OF	VA
IHL_UNDERGRAD			City*	State*
Training Type*			00000	
	3-1-9999-33		Zip*	Zip Suffix
School Short Name	Facility Code		(404)000-0000	
ASSOCIATE SCIENCE NURSING			Phone	Extension
Program*			nothing@gmail.com	
NA			Email	
Prior Training Credit*	PT Evaluated			
<input type="checkbox"/> Guest Student	<input type="checkbox"/> Active Duty		Alternate Email	
			Notes	
Primary School -- Name	-- State			
PRIOR CRED	blank		User Def 3	Blank <input type="checkbox"/>

Tasks
Margin
Help

The “Help” Function Under The **BIO** Tab

- You can select “**Click for all topics**” for additional information:



*The “Help” Function Under The **BIO** Tab*

- After selecting your topic, a pop-up should appear with additional information related to the specific tab you are using:

What should I enter in the VA File number?

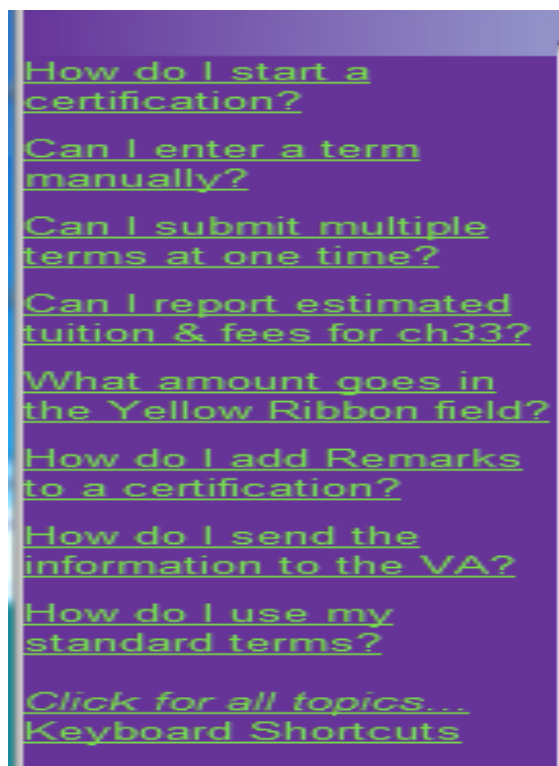
For most chapter 30, 33, 1606, and 1607 students the VA file number is the same as the Social Security Number. If the student does not know their VA file number, enter the student's Social Security Number.

For Transfer of Entitlement (TOE) claims, the STUDENT's Social Security number should be used as both the SSN and the VA File number.

For Dependent's Educational Assistance, the VA File number is the VA File number of the veteran. This can be the veterans Social Security Number or an assigned 8 digit claim number. The VA File number will be on all award documents sent to the claimant.

The “Help” Function Under the **CERT** Tab

- Notice how the topics in the margin change as we navigate from tab to tab



[How do I start a certification?](#)
[Can I enter a term manually?](#)
[Can I submit multiple terms at one time?](#)
[Can I report estimated tuition & fees for ch33?](#)
[What amount goes in the Yellow Ribbon field?](#)
[How do I add Remarks to a certification?](#)
[How do I send the information to the VA?](#)
[How do I use my standard terms?](#)
[Click for all topics...
Keyboard Shortcuts](#)

[When should I use Amend, Adjust, and Terminate?](#)

[Can a student receive MGIB and TA concurrently?](#)

[What is the virtual record?](#)

[Can I enter fractional credit hours?](#)

[Why doesn't the cert show the change to the Bio?](#)

[What happens when the system times out?](#)

[What are R/D and Accelerated Pay?](#)

[When do I use the LDA/EFF Date?](#)

[What file number should I use for a TOE student?](#)

The “Help” Function Under the **CERT** Tab

- **The amend, adjust, terminate topic elaborates on the following information:**

When should I use Amend, Adjust, and Terminate?

Amend - This should **only** be used to change a typographical error on a certification that you have already submitted (Status 4, 5M, or 5A). Amend should be used to change the begin date, end date, tuition and fees, and/or to add a request for Advance Pay or Accelerated Pay.

For example, if you entered an end date of 5/31 and it should be 5/30, an amendment should be done to that training period to reflect the correct end date.

A remark will be automatically inserted which states that this is an amendment to the training period. The remark will contain the dates that were on the original certification and the date the original certification was submitted.

Adjust - This should be used when a student is increasing or decreasing the hours in which they are enrolled.

An adjustment should **not** be used if a student is completely withdrawing from a training period. You cannot reduce a student to zero hours for a training period. If they are in zero hours, they have terminated enrollment for that particular training period.

Terminate - This should be used if the student is completely withdrawing from a training period. This applies even if they are in multiple training periods or overlapping periods.

If the student is completely withdrawing from one of the training periods, it is considered a termination. You will be given the option to terminate all other periods starting after the termination date or leave them as previously certified.

22-1999B REDUCTION OR TERMINATION

- **LAST DATE OF ATTENDANCE**

{note the last date of attendance for the affected term.}

For college level courses any of the following methods may be used to determine the last date of attendance:

- attendance records;
- grading reports;
- last date on which examination or other papers filed;
- last date of activity in the instructor's records;
- a statement from the student as to the last day of his or her attendance.

22-1999B Termination (cont.)

Reason For Terminations

- Withdrawal Before Beginning of Term
- Withdrawal During Drop Period
- Withdrawal After Drop Period-Non-Punitive Grades Assigned
- Withdrawal After Drop Period-Punitive Grades Assigned (Complete 9 & 11)
- End of Term or Course
- Unsatisfactory Attendance, Conduct, or Progress
- Graduation
- Withdrawal or Interruption (Non-college Degree Programs not on term basis)
- Other (Explain in Item 12, Remarks). **Refrain from using this one**

What Action Creates A Debt?

- **Terminations**
 - Student stopped attending or never attended
- **Reductions/Adjustments**
 - Student reduces their course load
- **Amendments**
 - Tuition and/or fees changed
 - Received other tuition and fees based waivers or scholarships
- **Incorrect Amount Certified to VA**
 - Paid for wrong student
 - Paid more money than certified

Reasons For A School Debt

- Student never attended classes for which they were certified (regardless of the reason for non-attendance).
- The student completely **withdraws** on or before the first day of the term. However, if a student **reduces**, the debt shall be assessed to the student.
- The school received a payment for the wrong student.
- The school received a duplicate payment.
- The school submitted an amended enrollment certification and reported reduced tuition and fee charges, Yellow Ribbon amount, or both.
- The student passed away during the term or before the start of the term.
- VA incorrectly processed the claim and paid too much to the school.

Reason For Adjustment - “Preregisterd But Reduced Prior To First Day of Term”

- **DO NOT** use “*Pre-registered But Reduced Prior To First Day of Term*”
- Using this reason has the potential to cause major confusion while VA is processing!
- Instead, use **Reduction on First Day of Term**

Reason For Adjustment - "Preregisterd But Reduced Prior To First Day of Term"

Bio **Certs** **VA Data** **Log** **History**

All All All to **Filter**

Term Name Status Facility Code Begin Date Range End Date Range

	Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4	SP13		01/07/2013	04/30/2013	6					31199933	21871342
2	SP13		01/07/2013	04/30/2013	12					31199933	
2	SP13		01/07/2013	04/30/2013	12					31199933	
2	SP13		01/07/2013	04/30/2013	12					31199933	
4	SP13		01/07/2013	04/30/2013	6				02/10/2013	31199933	21871974

Edit Adjustment **Save** **Cancel**

Facility: 31199933 Trng Type: IHL_UNDERGRAD Prgrm: BA RT Prior Credit: 2

SP13 01/07/2013 04/30/2013 12 FULL

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* TT/FT*

Advance Pay Accelerated Pay (high-tech courses only)

Reason for Adjustment: Preregisterd But Reduced Prior To First Day Of Term

LDA/EFF Date: 1/6/2013

Remarks **Modify Remarks List**

Important Facts to Remember about Certifying


- The primary function of the School Certifying Official is to promptly (within 30 days of the change) report enrollment or changes in student enrollment status to the VA
- **DO NOT** routinely add remarks to certifications as this drastically slows down the certification process
- To submit any changes you will process an amendment, adjustment, or termination in VAONCE

VA Form 22-1999

Enrollment Certification

Identifying Information Items 1-4

1. Full name of student, including middle initial
2. VA file number of **veteran**. For chapter 35 dependents this will be either the SSN or C-number of the **veteran**.
3. Make sure the address is **current**
4. Social Security Number of student

 Department of Veterans Affairs	
ENROLLMENT CERTIFICATION FOR TRAINING OTHER THAN APPRENTICESHIP OR OTHER ON-THE-JOB, FLIGHT, OR CORRESPONDENCE (See reverse for Apprenticeship, Other On-the-Job, Flight, or Correspondence) (Under Chapters 30, 32, or 35, Title 38, U.S.C.; Chapter 1606, Title 10, U.S.C.; or Sections 901 or 903 of Public Law 96-342)	
Side A	
IMPORTANT – COMPLETE ONLY ONE SIDE OF THIS FORM Complete this side ONLY if you are certifying attendance for those types of training shown in Item 5. (Use the reverse side for Apprenticeship, Other On-the-Job, Flight, or Correspondence training.) Pull out carbon and reverse before completing the other side of this form. Ensure the VA Copy 1 is on top.	
1. NAME OF STUDENT (FIRST, MIDDLE, LAST) <input type="text"/>	2. VA FILE NO. (For chapter 35, include suffix. For chapter 30 transferability cases, enter the veteran's social security number) <input type="text"/>
3. CURRENT ADDRESS OF STUDENT <input type="text"/>	4. SOCIAL SECURITY NUMBER OF STUDENT (not entered in Item 3A above) <input type="text"/>

VA Form 22-1999

Enrollment Certification

- List each term/enrollment period (begin & end dates)
 - IHLs show beginning and ending dates of **each term**
 - NCDs (not on term basis) show **beginning and ending of course**, unless on term basis (certify same as IHLs)

- Semester, Quarter, or Clock hours for **each term (on term basis)**
 - Hours of remedial, deficiency, or developmental courses if approved (Chapter 35)

VA Form 22-1999

- For NCD programs (on clock hours), clock hours of attendance **per week.**
- Charges (Tuition & Fees), provide for all Chapter 33 students, and for those non-33 students who are less than half time and/or on active duty.
- Training time to be completed by **GRADUATE SCHOOLS ONLY.** All others - do **NOT** complete.
- VRAP – Include Training Time

VA Form 22-1999: Advance Pay

- Must be signed by student or (if electronic transmission) state that signature is on file
- School must sign agreement with ELR to participate
- Must agree to hold checks in safe place and deliver to student upon registration
- Additional information on page 63 of SCO handbook
- **Not available to Post-9/11 GI Bill students**

ADVANCE PAYMENT REQUEST (Note: Advance payment is not an accelerated payment) (See Instructions)		
I REQUEST AN ADVANCE PAYMENT	14A. SIGNATURE OF STUDENT [REDACTED]	14B. DATE SIGNED [REDACTED]

Mitigating Circumstances & Remarks

- **Mitigating Circumstances** - If the student gives a reason (**ANY REASON**) for the change, whether a complete drop of all courses or a reduction in number of credit hours, check YES.
- **Remarks** - This is used primarily for mitigating circumstances. Give as complete a description of the circumstances as possible, including dates, references, etc. If student has documentation for the circumstances, also state “Documentation on file.”
 - If the reason was **call to active military duty**, then state, “Call to active federal military service - documentation on file.” The proper documentation in such a case would be a copy of the student’s orders. Also, report the actual last date of attendance as the effective date.

Policy Advisory on F Grades

SCHOOLS WITH NO ATTENDANCE POLICY:

- If the student completes a period of enrollment with a failing punitive grade (i.e. an F) assigned, does the school need to report the last date of attendance during that enrollment period?
- No. The last date of attendance during a period of enrollment does not need to be reported if a student completes the enrollment period with a punitive grade and does not violate the school's standards of conduct, progress, or attendance during that term.

SCHOOLS WITH AN ATTENDANCE POLICY MUST ENFORCE THAT POLICY

Work Study

- VA will pay work study students who are training at $\frac{3}{4}$ time training or greater
- The work study's duties must be VA related
- The student is paid minimum wage

Resources

• www.benefits.va.gov

- Locate your ELR
- Download SCO Handbook
- Information about programs



National Call Center

- 888-442-4551 – General Questions
- 855-225-1159 - SCO dedicated phone line



Debt Management Center

- dmcedu.vbaspl@va.gov – SCO only
- dmc.ops@va.gov - students or schools
- 800-827-0648

• www.va.gov/debtman/

- *Treasury Off-Set Program*
- 800-304-3107

• www.benefits.va.gov



QUESTIONS?