

Military Service Members
VA Educational Benefits Information Packet

Villanova University is dedicated to assisting veterans and their dependents as they reach their personal, professional and academic goals. We are committed to guiding each individual from admissions to graduation, and beyond. Intentionality informs everything our office does, meaning that we are focused on assisting those it serves to become the next generation of leaders and problem-solvers given the community's unique passion for service and excellence. We encourage you to read and understand the information provided in this packet regarding your VA educational benefits. We hope you understand both your opportunities and responsibilities as a VA student. If further information is needed, please contact The Office of Veterans and Military Service Members and/or visit the GI Bill website.

STUDENT RESPONSIBILITIES

If you have never used VA Education Benefits the steps are as follows;

1. You will need to submit Form VA 22-1990 or VA 22-1990e (transfer of entitlement) which are applications for VA Educational Benefits, to the VA and you can do this through either of the following government websites: va.gov or eBenefits.
2. Then, you will need to complete Villanova's Enrollment Verification Form (EVF) and upload a copy of your Certificate of Eligibility (COE) from the VA OR the cover page from the eBenefits process that you completed in step 1 above.
3. This form will be submitted to the School Certifying Official (SCO) who will submit your registration, tuition, and fee information for the term to the VA.
4. Each term that you plan to use your VA benefits, please submit an EVF form and a current Certificate of Eligibility.
5. To ensure quality customer service and timely VA Benefits payments it is important to keep the SCO aware of adds, drops, or withdrawals throughout the term. This can be accomplished by either emailing veterans@villanova.edu or calling (610) 519-4034.



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If you have used VA Education Benefits previously the steps are as follows;

1. You will need to submit Form VA 22-1995, which is a Change in Place of Training to the VA, you can do this through either of the following government websites: va.gov or eBenefits.
2. Then, you will need to complete Villanova's Enrollment Verification Form (EVF) and upload a copy of your Certificate of Eligibility (COE) from the VA OR the cover page from the eBenefits process that you completed in step 1 above.
- 3 This form will be submitted to the School Certifying Official (SCO) who will submit your registration, tuition, and fee information for the term to the VA.
- 4 Each term that you plan to use your VA benefits, please submit an EVF form and current Certificate of Eligibility.
- 5 To ensure quality customer service and timely VA Benefits payments it is important to keep the SCO aware of adds, drops, or withdrawals throughout the term. This can be accomplished by either emailing veterans@villanova.edu or calling (610) 519-4034.

ADDRESS AND/OR DIRECT DEPOSIT

Address and direct deposit information must be kept current. You are required to contact the VA to update your direct deposit and if your address changes please contact your School Certifying Official. For chapters 30, 1606, & 1607 students can use WAVE system. If you want to start using direct deposit (chapters 30, 33, 35, 1606, & 1607) or change your direct deposit please call 1-877-838-2778 and provide the following information:

- Account number
- 9-digit bank routing number
- Type of account (checking or savings)

eBenefits

You are encouraged to register and utilize eBenefits to assist you in the following:

- Obtain up to date information on your educational entitlement
- Update your Direct Deposit and personal contact information
- Download VA letters and personal documents
- View the current status of your payments (both education and disability)



VERIFYING YOUR ENROLLMENT

If you receive Chapter 30, 1606, or 1607 you must verify your enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The monthly verification of enrollment has not been added for Chapter 33 and Chapter 35, with one exception. Chapter 35 NCD students are mailed a monthly verification form (VA Form 22- 8979).

IMPORTANT INFORMATION

CHANGES TO SCHEDULE

Whenever you add, drop, or withdraw from a course the School Certifying Official should be notified. Changes in your credit hours may affect your VA benefits. The VA will notify you if the changes in your enrollment resulted in a debt with the VA, you are responsible for paying back any debt to the VA created by your change in enrollment.

AUDITED COURSES

Audited courses cannot be certified to the VA

CERTIFICATION

Your School Certifying Official will process certifications within 30 days prior to the start of term. However, it is recommended that you enroll early and have all paperwork completed. Any schedule changes will delay your VA benefits and in some cases the Bursar Office will place a hold on your account. Holds will be released once payment is received by VA.

COURSES & DEGREE PLANS

Only courses that satisfy requirements outlined by your degree plan can be certified for VA purposes. If you take a course(s) that does not fulfill a program requirement, it cannot be certified for VA purposes.

DISTANCE LEARNING (HYBRID COURSES)

Any courses that consist of some interaction using communications technology and some weeks of standard class sessions, but that do not meet the requirements to be classified as traditional courses, are considered residence learning and will be certified as such.

GRADUATION

You are required to notify your School Certifying Official if you graduate.



TRANSFERRING PRIOR CREDIT

Student who transfer to Villanova and wish to have previously earned credits evaluated for transfer should submit all official transcripts through the admissions process.

REPEATING COURSES

Courses that are successfully completed may not be certified for VA purposes. If a program requires a higher grade than achieved, that course may be repeated. If you receive an “F” then you may repeat the course(s) for a second time, the course can continue to be certified until you successfully complete the course if it is still required for your program. However, repeat course fees cannot be certified to the VA.

ROUNDING OUT

You may use the “rounding out” method with non-required courses to bring your course load up to a full-time schedule in the last semester of your program. This procedure can be done only once per program.

UNSATISFACTORY PROGRESS, CONDUCT, AND ATTENDANCE

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. The School Certifying Official has the right to terminate your certification if at any time you stop attending classes and/or end up on academic suspension. By terminating your certification, you will be responsible to pay any debt incurred with the VA.

DUAL MAJOR

Dual majors can be certified if both majors are approved. Only courses required to complete the dual major can be certified

EDUCATION RATES

Chapter 33

Monthly Housing Allowance payment amounts are based on the Department of Defense’s Basic Allowance for Housing (BAH) rates for an “E-5 with dependents” for the zip code of the school or extension campus. BAH rates can be found through the BAH calculator.

Monthly Housing Allowance amounts are prorated based on a student’s benefit level and may be further reduced based on the rate of pursuit rounded to the nearest multiple of 10. Benefits are only payable when the rate of pursuit is more than 50%, and the student is not on active duty.



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CHAPTER 30, 33, 35, 1606, & 1607

The most current education pay rates for each benefit can be found through the rate tables on the GI Bill website.

PUBLIC LAWS

PUBLIC LAW 111-377

CH 33 changes the amount of tuition and fee charges that should be reported to VA. Any scholarship, waiver or institutional or employer-based aid that is provided directly to the institution and specifically designed for the sole purpose of defraying tuition and fees will be deducted from your VA tuition & fees and difference will be reported to VA.

IMPORTANT NUMBERS

VA Education Benefits 1-888-442-4551
VA Debt Management Center 1-800-827-0648
WAVE www.gibill.va.gov/wave/

Direct Deposit 1-877-838-2778
Debt Management Center 1-800-827-0648
Education & Benefits Service www.gibill.va.gov

Villanova Email Inquiries - veterans@villanova.edu

School Certifying Official: 610-519-4034
Director of Veteran and Military Services: 610-519-4448
Financial Aid: 610-519-4010
Bursar: 610-519-4258
Registrar: 610-519-4032

NOTE: Certifying Officials cannot determine basic eligibility. The benefit programs change frequently, so it is best to contact the VA directly if you have questions about eligibility or MHA.

