



## Veteran Students Enrolled at Siena Heights University

### Responsibilities of the veteran when enrolling for the first time at Siena Heights University.

1. All new veteran students must submit the following items to the VA Coordinator.
  - DD-214
  - New transfer students must also submit a completed *Change of Place or Program 22-1995* form to the VA Coordinator. This is if they have received educational benefits from the VA while attending any other school. Please see the following Web site:  
<http://www.sienaheights.edu/About/DepartmentsOffices/RegistrarsOffice/DocumentsForms.aspx>  
Veterans using the Post 9/11 (Chapter 33) benefits must submit their *Certificate of Eligibility for Benefits* to the VA Coordinator.
  - Vocational Rehabilitation (Chapter 31) Veterans must ask their Voc Rehab counselor to send an up-to-date form *28-1905* to the VA Coordinator for processing.
  - Dependents' Educational Assistance Program (Chapter 35) students must submit their Payee # for this benefit chapter.
  - TA and Top-Up students must submit a copy of their contract to the VA Coordinator and to the Financial Services Office for invoice processing.
2. All veteran students—you must notify the VA Coordinator of the following situations.
  - Notify the VA Coordinator of any and all changes in your program of study or major.
  - Submit your *FAFSA* in a timely manner. This is in case you need extra funding while you are attending Siena Heights University. If you do not submit your *FAFSA* you cannot qualify for additional aid.
  - You must submit a *Veteran Intention* form each semester. For a copy of this form, see the following Web site:  
<http://www.sienaheights.edu/About/DepartmentsOffices/RegistrarsOffice/DocumentsForms.aspx>
  - If you change your schedule the VA Coordinator must report this change to the VA immediately. The VA auditor requires the reason for any dropped courses. This notification must be completed and on file within 24 hours of your change in schedule. This activity may cause delay in payment or over payments. Please plan your schedule carefully to avoid over-payment situations with the VA.
  - Notify the VA Coordinator of any change in address.
  - Notify the VA Coordinator immediately of any call to duty orders that may cause your deployment overseas or interrupt your studies. You have the option of withdrawing at no charge, or taking incompletes. Siena will work with you when you have been called up for active duty.
3. Remember to schedule carefully, study hard, ask questions, don't skip class, and pay attention to your e-mail announcements from Siena Heights University.

### Special notes about specific VA benefit programs.

#### Montgomery GI Bill-Chapter 30

Benefits are paid directly to the Veteran by the VA. You must verify attendance each month with the VA. You can do this by phone or the VA internet system.

#### Post 9/11 Bill-Chapter 33

Benefits are paid directly to Siena Heights by the VA on a percentage basis of your tuition bill. The percentage of payment and length of your entitlement is set by the VA and you will receive a "Certificate of Eligibility" from the VA after you submit your application through VONAPP. Please note that the school is required to deduct any and all tuition specific scholarships or grants from the balance owed before submitting the final costs to VA. You are allowed a book stipend. This stipend is up to \$1,000 a year for full-time attendance. The VA will prorate the payment for your books

per semester until the balance is \$0. Your Basic Housing Allowance (BAH) is paid directly to you. The VA will not pay for anytime that you are not in class. Payment is based on the beginning and ending course dates. You must make arrangements for your book stipend and BAH to be paid directly to you. Please call either 888-442-4551, or 800-827-1000 for the St. Louis Regional Office to arrange your book stipend and BAH payments.

### **Vocational Rehabilitation-Chapter 31**

If you have not applied for Vocational Rehabilitation, please note that this is a lengthy process. Vocational Rehabilitation benefits will not begin until you are approved for the program. Once you are approved, your VA Voc Rehab counselor will issue a 28-1905 to the Siena Heights VA Coordinator. After the form is received, the VA Coordinator will submit your billing information and schedule to the Voc Rehab counselor. This information will also go to the Financial Services Office and the Adrian Campus Bookstore so you can order your books. The tuition money is paid to the school and your book money is paid to the Bookstore on the Adrian campus.

### **Dependents' Educational Assistance Program - Chapter 35**

You must apply and qualify directly with the VA for this benefit. After your approval has been received from the VA you should submit your VA Certificate of Eligibility to your school's VA Coordinator. This certificate will show your VA payee number for Chapter 35. This number is needed for processing your benefit claim in VAONCE by the school. The payments are paid directly to you. You will need to use the VA payment to pay your bill at Siena Heights University.

### **Top-Up Tuition Assistance with Chapter 30 Active Duty**

Those students eligible for MGIB-Active Duty benefits must be a MGIB Active Duty participant and must have served at least 2 full years on Active Duty. If Top-up is received, the regular MGIB benefits will be reduced by the VA. A copy of the Tuition Assistance Authorization form for the course that has been signed by an authorized military official will be required. People, who have not requested MGIB benefits before, should submit a VA Form 22-1990 to establish eligibility. This application should be sent to the St. Louis processing center. Claims should specify that Tuition Assistance Top-up is being claimed. This program is not available at this time for persons who are in the MGIB Selected Reserve program. If you are eligible for MGIB, and plan to use Tuition Assistance (TA), and your service will not pay 100% of tuition and fees, you can use MGIB Top-up to pay the balance. Top-up can also be helpful if you are just taking a few courses with TA while on active duty. Then you can save more of your MGIB to use after the service to complete your education. Top-up is limited to 36 months of payments. The amount of TA Top-Up paid is deducted from the Individual's remaining MGIB entitlement. VA determines your eligibility for MGIB. If you are eligible for MGIB, the TA approval form establishes your eligibility for Top-up. No certifications from the school are needed.

### **Resources for the St. Louis Processing Center**

Phone numbers:	Address:	US Dept. of Veteran Affairs
888-442-4551		Regional Processing Center
800-827-1000		400 South 18 St.
		St. Louis, MO 63103-9722

Refer to the following Web sites for further information on benefit programs:

<http://www.gibill.va.gov>

To apply for educational benefits refer to this Web site:

<http://www.gibill.va.gov/apply-for-benefits/application>

Refer to this Web site if you are active duty, National Guard, or Army Reserve and you are applying for TA:

<https://www.goarmyed.com>

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