



Policy FA2.02: Veterans' Benefit

Oversight	Information
Policy Type	Financial Aid
Policy Owners	Director of Financial Aid, Director Student Accounts
Initial Policy Approval Date	August 24, 2010
Current Revision Approval Date	May 21, 2019
Procedure Effective Date	August 24, 2010

Policy

Students who may be eligible for veterans' benefits should contact their regional Veterans Administration Office or go online to www.gibill.va.gov for more information. If a student qualifies for VA benefits, the Financial Aid Office at American Sentinel is required to certify benefits using the VA-Once system database, which has replaced the form 22-1999, in order for the student to receive the funds. (NOTE: To determine a veteran student's eligibility for the above programs, the Free Application for Federal Student Aid must be completed.)

To avoid overpayments, students who receive VA education benefits should promptly report any changes in enrollment or dependency status to the university and the U.S. Department of Veterans Affairs (DVA). The university is required to notify the DVA within 30 days of any change in student status during previously certified periods of enrollment. Changes include withdrawals, unsatisfactory academic progress and changes in dates of enrollment. Upon receipt of the notice, DVA will reduce or terminate benefits. DVA is required to take prompt and aggressive action to recover benefit overpayments.

Chapter 33 Post-9/11 GI Bill

Financial support is available to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Individuals who may qualify for more than one education program may or may not want to enroll in the Chapter 33 program until exhausting other program benefits. Before applying for education benefits, each potential applicant is encouraged to complete a thorough benefit comparison of eligibility through each program because the decision to apply for the Post-9/11 GI Bill is irrevocable. To obtain additional information, visit U.S. Department of Veterans Affairs. Department of Veterans Affairs representatives may be consulted to discuss benefit eligibility by telephoning (888) GI-BILL-1 or (888) 442-4551.



Chapter 35 Survivors and Dependents Educational Assistance (DEA)

Educational assistance is available to eligible dependents of certain veterans. This program provides up to 45 months of educational benefits. Eligible dependents must complete the online Application for Survivors' and Dependents' Educational Assistance, VA Form 22-5490, which is available online.

Chapter 31 Vocational Rehabilitation

Veterans with a service-connected disability may be eligible for vocational rehabilitation services through the DVA. The online application, VA Form 28-1900, is available at the U.S. Department of Veterans Affairs - Veterans Online Application System. Applicants must contact their Veterans Benefits Administration's Vocational Rehabilitation and Employment Counselor, who will notify American Sentinel University of each applicant's eligibility.

Guidelines

- Not Applicable

Procedure

American Sentinel University uses the VA-Once Internet based application system to certify eligible students for VA benefits. The Financial Aid Officer is the main certifying official at American Sentinel University and will be responsible for the completion of all VA-Once certifications. The financial aid office keeps a file for each VA student applicant.

Students who are eligible for the Vocational Rehabilitation VA benefits, the student's VA Case Manager sends a VA Form 28-1905 to American Sentinel University for completion and certification of each course. The FAO will complete the certification for these students using both the VA-Once online system as well as the form received from the Case Manager. After completing the form, the DFA will provide the VA Form 28-1905 along with an invoice for the courses certified and a copy of the VA-Once certification to the American Sentinel University Accounting department. The Accounting Department will send the documents to the student's Case Manager for processing of the invoice. Once approved by the VA, they will send payment for the certified courses directly to American Sentinel University. The American Sentinel University Accounting Department will post the funds to the appropriate student account.

Once approved by VA, Students who are applying for Chapter 33 VA benefits will also have their funds sent directly to American Sentinel University. The American Sentinel University Accounting Department will post the funds to the appropriate student account.

Related Documents/References

- Financial Aid Policy and Procedure Manual (2019 Version)



Definitions

- None

Revision History

- 08/24/2010 – Financial Aid Department
- 04/08/2014 – Financial Aid Department
- 5/21/2019 – Financial Aid Department
- May 7, 2020: Updated policy format for accessibility guidelines - AHB