A REFERENCE GUIDE FOR USING YOUR VA EDUCATION BENEFITS AT SAINT LEO UNIVERSITY
The Definition of a Veteran

VETERANS are not an outsider to our business….they are our reason for existence.

VETERANS are not an interruption of our work….they are the purpose for it. We are not doing them a favor - they are doing us a favor by letting us serve them.

VETERANS are not a cold statistic…they are a flesh-and-blood human being with feelings and emotions like our own.

VETERANS are not someone to argue or match wits with…they deserve courteous, attentive and sympathetic treatment.

VETERANS are not dependent on us…we are dependent on them.

VETERANS are there to be served, not just tolerated…it is our job to handle them properly both for their sake and for our own.

VETERANS make it possible that our salaries get paid…whether we are a clerk, financial aid officer, certifying official, veterans benefits counselor, education compliance survey specialist, registrar, education liaison representative, school officer, or county veterans service officer.
Mission Statement

Saint Leo is a Catholic, liberal arts-based university service people of all faiths. Rooted in the 1,500-year-old Benedictine tradition, the University seeks balanced growth in mind, body and spirit for all members of its community. On its home campus and many extension centers, Saint Leo University offers a practical, effective model for life and leadership in a challenging world, a model based on steadfast, moral consciousness that recognizes the dignity, value and gifts of all people. To accomplish its mission, the university community creates a student-centered environment in which love of learning is of prime importance. Members of the community are expect to examine and express their own values, listen respectfully to and respond to the opinions of others, serve the community in which they live, welcome others into their lives and care for all of God’s creations.

CORE VALUES

Excellence - Saint Leo University is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skill and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision and goals.

Community – Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity and interdependence based on mutual trust and respect to create socially responsible environments that challenge all of us listen, to learn, to change and to serve.

Respect – Animated in the spirit of Jesus Christ, we value all individuals’ unique talents, respect their dignity and strive to foster their commitment to excellence in our work. Our community’s strength depends on the unity and diversity of our people, on the free exchange of ideas and on learning, living and working harmoniously.

Personal Development – Saint Leo University stresses the development of every person’s mind, spirit and body for a balanced life. All members of the Saint Leo University community must demonstrate their commitment to personal development to help strengthen the character of our community.

Responsible Stewardship – Our Creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources to university and community development. We must be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University’s mission and goals.

Integrity – The commitment of Saint Leo University to excellence demands that is members live its mission and deliver on its promise. The faculty, staff and students pledge to be honest, just and consistent in word and deed.
Honoring all who served
The purpose of this Reference Guide is to provide information for veterans who intend on using their VA Education Benefits at Saint Leo University (SLU).

The preparation and publishing of this Reference Guide is the result of a collaborative effort by members of the Saint Leo University (SLU) community.

The information contained herein was obtained from various Department of Veterans Affairs documents, GI Bill web site, SLU Continuing Education Advisor Manual, SLU Continuing Education Operations Manual, SLU Continuing Education Student Reference Guide and the current SLU Catalog.

This Reference Guide will be reviewed annually and changes will be promulgated as needed.
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FORWARD

Veterans Affairs (VA) Educational Benefits are designed to provide eligible individuals with an opportunity for educational and career growth. VA education benefits are valuable benefits entitled to eligible veterans and qualifying dependents.

Saint Leo University (SLU) is both pleased and honored to assist you in utilizing VA education benefits to your best advantage.

We welcome you to one of our many delivery systems and hope you will significantly benefit through your educational experience with us.

Each of our delivery systems has a VA Certifying Official (VCO), named by the University, who acts as SLU’s liaison with the State Approving Agency (SAA). The VCO is the person who has been delegated authority to sign enrollment certifications and other certification documents and reports related to VA educational benefits. The VCO is not employed by the Department of Veterans Affairs. The VCO is responsible to interpret, explain and administer VA regulations as they apply to you at SLU.

Your Center VCO is required by law to inform the VA of any changes that may occur that will affect VA student benefits. VCO’s are also charged to interpret, explain and administer VA regulations as they apply to SLU students.

Distance Learning courses have provided opportunities for students to take courses online that normally would never be offered at some locations. Distance Learning is designed to support existing students in approved Academic Programs. It is not intended solely to provide another method of delivering degrees at our continuing education centers. SLU must operate within its contractual agreements and only offer the degree programs for which SLU has approved.

The processing of veteran benefits is monitored by a Regional Process Office (RPO). Currently, SLU is monitored by three out of the four existing RPO’s.

Within the RPO there are two agencies, the State Approving Agency (SAA) and the Educational Liaison Representative (ELR) who have direct oversight over SLU programs.

The SAA is an agency appointed by the Chief Executive of a state to approve institutional programs of education and training for payment of benefits under the various laws administered by the VA. This agency conducts routine Compliance Surveys to ensure that SLU is complying with current VA policy and procedures.

The ELR is the federal person at the VA regional office responsible for the education liaison and program approval functions. The ELR is responsible for promptly informing schools of changes in policies and procedures. This agency conducts Compliance Survey Site Visits as required.
GLOSSARY OF TERMS AND ABBREVIATIONS

Accrediting Agency
A national recognized agency or association which the U.S. Secretary of Education determines to be a reliable authority as to the quality of training offered by an education institution.

Assignment of Benefits
Any arrangement by a school that denies the student the opportunity to control the proceeds of a check is prohibited. Section 5301(a) of title 38, U.S. Code, provides that payments of benefits due under the laws administered by VA shall not be assigned except as specifically authorized by law. There are no laws that authorize assignment of VA educational checks, either directly or indirectly.

Audited Course
The term means any credit course that a student attends as a listener only with a prior understanding between school officials and the student that such attendance will not result in credit being granted toward graduation. VA education benefits are not payable for pursuit of such courses.

Award Letter
The official written notice from the Department of Veterans Affairs (DVA) to a student of his or her monthly rate of payment, the inclusive dates of payment, and remaining entitlement at the end of award period. An award letter is sent to a VA student whenever VA awards or changes the student’s education benefit. The award letter is a good source of information for financial aid purposes.

Certificate of Eligibility (COE or C/E)
Form 22-1993a, which is in letter format, is issued to an applicant after the application for VA educational benefits has been processed by the VA regional processing office. This letter shows approval to pursue a stated program of education at a particular institution, the remaining entitlement of the student, and the ending date of the student’s eligibility. A copy should be on file at the school. The student should provide a copy of this form for the university’s file.

Certifying Official
The person(s) designated by an institution who has been delegated authority to sign enrollment certifications and other document relating to VA benefits.

Concurrent Enrollment
A student pursuing a degree at a school may take a course at another school because it’s at a more convenient time, it’s less expensive, or for any other reason. The school that will grant the degree is the student’s primary school. All other schools are secondary schools. If the primary school will accept the secondary school’s course as transfer credit that applies towards completion of the student’s degree, then both the primary school and the secondary school can certify the student to VA. The student may pursue courses at a secondary school at the same time, concurrent, or at a different time. This form may also be referred to as a transient student form.

Confirmed Enrollment
An enrollment certification that is dated, signed, and mailed by the school’s certifying official on or after the first day of a certified enrollment period.
**Delimiting Date**
The delimiting date is the expiration date for education benefits. It is the first day after a claimant’s period of eligibility expires. Benefits are not payable on or after the delimiting date. For information about eligibility and delimiting dates for other types of VA educational benefits, please contact your VA regional processing office. You can email them through their website at [www.gibill.va.gov](http://www.gibill.va.gov) or you can reach them by phone at 1-888-442-4551.

**Dual Eligibility**
Entitlement to education benefits under two or more programs administered by VA. If an individual qualifies for educational assistance under two or more such programs, the total assistance available may not exceed 48 months, or the equivalent in part-time benefits. A person having dual eligibility may not receive such benefits concurrently.

**KICKER**
Additional money added to an individual’s education fund by the Department of Defense (DOD) to encourage enlistment or retention in the Armed Forces. The Kicker is added to the individual’s normal education benefit. **Kickers are used for chapters 30, 1606 and 1607 only.** A Kicker is part of the enlistment contract. Servicepersons have had funds withheld from their pay during their first 12 month of service and is non-refundable.

**NOBE**
Members of the Selected Reserve are given a Notice of Basic Eligibility (DD Form 2384), referred to as a NOBE by their National Guard or Reserve unit stating they are eligible for the Montgomery GI Bill-Selected Reserve (Chapter 1606). This form should be presented to the VCO at time of application for education benefits. This form should accompany the reservist’s application for benefits.

**Preregistered Enrollment**
An Enrollment Certification (VA Form 22-1999) that is submitted for a student that is already enrolled in school and has preregistered for the next term with less than an 8 week break between terms.

**VONAPP**
This is a web site where a veteran can apply for VA compensation, pension, education, and vocational rehabilitation benefits.

**WAVE**
An internet program used by chapter 30, 1606 and 1607 students to verify their enrollment. Verification is required monthly at the end of each month. Students can also use WAVE to change their address and direct deposit information.
VA Educational Assistance Programs
VA ON THE WEB

GI Bill Website
VA Education Service maintains a “One Stop” website http://www.gibill.va.gov that has or links to just about everything of interest to veterans and certifying officials.

The home page menu includes:

   **Education Benefits** which provides a wealth of information. There’s a link to [VA education benefits](http://www.gibill.va.gov) that describes education and education related programs. There are also links for [VA Payment Rates, How to Apply for Benefits](http://www.gibill.va.gov), and link to [WEAMS](http://www.gibill.va.gov).

The following program descriptions are thumbnail descriptions. General and detailed descriptions of each program are online at [www.gibill.va.gov/GI_Bill_info/benefits.htm](http://www.gibill.va.gov/GI_Bill_info/benefits.htm).

**Chapter 30: Montgomery G.I. Bill (MGIB)**
Chapter 30 has four eligible categories. Category I is by far the largest. It includes veterans who began active duty for the first time after June 30, 1985. It provides up to 36 months of education benefits to eligible veterans. You may be an eligible veteran if you received an Honorable Discharge, AND you have the equivalent of a High School Diploma or GED.

**Chapter 31: Vocational Rehabilitation and Employment (VR&E)**
This program is based on an impairment of a veteran’s ability to prepare for, obtain or retain employment consistent with his or her abilities, aptitudes and interests. This impairment must result in substantial part from a service-connected disability. For veterans with the 12-year basic period of eligibility and rated at 20 percent or more, a finding of employment results in entitlement to VR&E services. May earn up to 48 months of education training benefits.

Eligibility is based on military service on or after September 16, 1940, AND

Service-connected disabilities rated at least 20% disabling by VA, AND

Vocational Rehabilitation is needed to overcome an employment handicap, AND

It has been less than 12 years since VA notified you of your eligibility.

Note: Your Vocational Rehabilitation Counselor needs to contact the SLU VCO. VA form 28-1905 should be sent from your Vocational Rehabilitation Counselor to the SLU VCO so enrollment certifications can be submitted.

**Chapter 32: Post-Vietnam Veterans Educational Assistance Program (VEAP)**
An education benefit for veterans who paid into VEAP while they were in the service. Eligible veteran may be entitled to as much as 36 months of training. Eligibility usually ends 10 years after getting out of the service, but the time limit can be longer in certain cases. **For more information call 1-888-442-4551 or [http://www.gibill.va.gov](http://www.gibill.va.gov).** Your Center VCO can also provide information on this benefit.
Chapter 33: Post 9/11 GI Bill

This new benefit does not go into effect until August 1, 2009. As with any new legislation, it could take some time for the VA to begin paying benefits. Benefits will not be paid for any training or education programs completed before July 31, 2009.

The new bill goes well beyond helping to pay for tuition; many veterans who served after September 11, 2001, will get full tuition and fees, a new monthly housing stipend, and a $1,000 a year stipend for books and supplies. The new bill also gives Reserve and Guard members who have been activated for more than 90 consecutive days since 9/11 access to the same GI Bill benefits.

NOTE: Housing Allowance and books and supplies stipend are not payable to individuals on active duty. Housing allowance is not payable to those pursuing training at half-time or less.

Individuals eligible under MGIB (Chapter 30) who elect to receive benefits under the Post 9/11 GI Bill are only entitled to the number of months they had remaining under MGIB (Chapter 30)(including any revoked months of transferred entitlement) up to a maximum of 36 months.

Additional information on the new GI Bill (Chapter 33) can be obtained from your VCO or by visiting the www.gibill.va.gov web site.

Chapter 35: Survivors’ & Dependent Educational Assistance (DEA)

An education benefit for the spouses and children of certain veterans. Eligible if the veteran is found by VA to be totally and permanently disabled from a service-related disability, OR died because of a service-related disability

AND

are married to the veteran, or you are the deceased veteran’s surviving spouse, and

you haven’t remarried,

OR

you are the veteran’s child and you’re at least 18 years old.

Benefit must be used within the following time periods:

Spouse/surviving spouse: 10 years from the date VA finds you eligible.

Chapter 1606: MGIB Selected Reserve (MGIB-SR)

May provide up to 36 months of benefits to members of the Selected Reserve.

This program does not require that a person serve on active duty in the regular Armed Forces to qualify. Benefits generally end 14 years from the date of eligibility.

An additional benefit amount, called a Kicker, may be added to the regular benefit of some Chapter 1606 students. A Chapter 1606 Kicker may be a part of the original enlistment contract or part of a re-enlistment contract. Current information on this program is available at 1-888-442-4551 or www.gibillva.gov/GI_Info_/benefits.htm.

Chapter 1607: Reserve Educational Assistance Program (REAP)

This is a new education program that provides up to 36 months of education benefits to members of the Selected Reserves, Individual Ready Reserve (IRR), and National Guard, who are called or ordered to active service in response to a war or national emergency, as declared by the President or Congress.
Generally, a member of a Reserve component who serves on active duty on or after September 11, 2001 under title 10, U.S. Code, for at least 90 consecutive days under a contingency operation, is eligible for REAP.

There is no specific time frame to use REAP; however, your eligibility generally ends when you leave the Selected Reserves. Application for this benefit can be made at: [http://vabenefits.vba.va.gov/vonapp](http://vabenefits.vba.va.gov/vonapp).

**Do not use VONAPP** if you are receiving compensation, pension, or vocational rehabilitation benefits, are applying for an increase in benefits, or already have a pending application for benefits.

**Tuition Assistance (TOP-UP)**

To be eligible for the **Top-Up benefit** the person must be approved for federal Tuition Assistance by a military department and be eligible for MGIB Active Duty benefits. To be eligible for MGIB benefits, the person must be a MGIB-Active Duty participant and must have served at least 2 full years on Active Duty. The amount of the benefit is limited to the amount that the person would receive for the same course if regular MGIB benefits were being paid. In no case can the amount paid by the military combined with the amount paid by the VA be more than the total cost of the course.

If a person receives the TOP-UP benefit, his or her regular MGIB benefits will be reduced. The amount of entitlement charged for TOP-UP payments is determined by dividing the amount of the payment by the claimant’s full-time monthly rate.

The benefit is available for all courses that began on or after October 30, 2000. A copy of the Tuition Assistance Authorization Form for the course that has been signed by an authorized military official will be required.

Using TOP-UP is good deal if you plan to use TA to complete a degree program while on active duty, and don’t plan to continue your education after service. TOP-UP can also be helpful for just taking a few courses with TA while on active duty. TOP-UP is limited to 36 months of payments.

To request TA (TOP-UP) your need to contact your base education services office (ESO) or education counselor. The **TA approval form must be signed by the approving DOD officials. Some branches of service require the commanding officer’s signature; some require the ESO’s signature.**

**VCO’s are not authorized to process Tuition Assistance (TA) or Top-Up (TU) claims.**

**KICKER:**

The Department of Defense may add, at its discretion, additional monthly benefits (**Kickers**) for those possessing a skill or specialty in which there is a critical shortage.

**Chapter 30:**

Higher monthly benefits are paid to Chapter 30 participants who contributed funds as part of their enlistment contract. It’s often referred to by its Madison Avenue name; Army College Fund, Navy Sea College Fund, or whatever name the newest recruitment advertisements call it.

Servicepersons who participated in Chapter 30 pay $1,200 towards their Chapter 30 benefit. The $1,200 is withheld from their pay during the first 12 months of service and it’s non-refundable. Servicepersons may pay up to $600 more towards Chapter 30.

**Chapter 1606:**

Some Chapter 1606 students may be entitled to an additional education benefit. The possible monthly Kicker levels are $100, $200 and $350. A Chapter 1606 **Kicker** may be part of the original enlistment contract or part of a re-enlistment contract.
Chapter 1607: A service member eligible for Chapter 1607 who’s also eligible for the Chapter 1606 Kicker will be paid the Chapter 1606 Kicker. Beginning 01/28/08 Chapter 1607 reservist can participate in the “buy-up” program. They can pay up to $600 to increase their monthly benefit by as much as $150.00 per month. The reservist must be a member of a Ready Reserve component to pay the “buy-up.”

The current federal law prohibits the concurrent receipt of benefits under Chapter 30 and Chapter 1606 or 1607. If dual eligibility exists, the reservist must elect in writing which benefit he or she wishes to receive. The reservist may make a new election at any time, but may not elect more than once in any calendar month. VCO’s should not try to make determinations of eligibility regarding KICKERS. The benefit programs change frequently, so it is best to refer the student directly to the VA for questions about eligibility.

Application for Education Benefits

There are several ways that a veteran may inquire about VA education benefits. Many of our students will make contact with a SLU Center via phone, email or walk in to an office seeking assistance regarding VA education benefits and programs.

All forms necessary for application for VA education benefits are available by contacting your Center Veteran Certifying Official (VCO) and can also be downloaded from http://www.gibill.va.gov. There is also a toll-free VA Education Benefit phone number: 1-888-442-4551 that can provide a veteran with program eligibility information.

The VA requires each veteran applying for VA Education Benefits be accepted to an approved degree program before initial certification of attendance can be sent the VA.

Formal acceptance is achieved by completion of the following:

1. Submit SLU application
2. Submit all college and university transcripts
3. Pay SLU application fee
4. Submit copy of DD 214
5. Meet with an academic counselor and/or Center VCO

Some veterans may be eligible for benefits online via VONAPP, which is an acronym for Veterans On Line Applications. Service members should NOT submit an application using VONAPP until they call their VA Regional Office at 1-800-827-1000.

A veteran should NOT use VONAPP if he or she is receiving compensation, pension, or vocational rehabilitation benefits, or is applying for an increase in benefits, or already has a pending application for benefits, or is notifying the VA about dependency or income changes.

Certifying Official

All SLU Centers have a Veteran Certifying Official (VCO) available to assist veterans. Although they cannot make determinations of eligibility, they can provide information which will assist you in pursuing your educational benefits.
A list of SLU VCO’s who can assist you regarding application information may be found in Appendix B.

**Registration, Drop add and Withdrawal**
Each delivery system publishes a schedule specifying course offerings, locations, regulations, and time periods of registration. This information is also published on the SLU website. The drop/add period for changing course registration is also published on the SLU website. Any student who stops attending any course for which he or she is registered without following the appropriate withdrawal procedures will be counted as an unofficial withdrawal. As a result of unofficially withdrawing, he or she will receive a grade of “FA” – Failure due to Absences. The grade of “FA” is counted the same as an “F” grade on the student’s grade report.

**Certifying Enrollment**
Certification is the process by which the University verifies to the VA a student’s dates of attendance, the degree program, number of credits taken and any other changes being made to the students file. The VA will not pay any student without receiving this certification. You may hand deliver, fax or email your proposed schedule to your VCO in order to complete the enrollment process. Your Academic Advisor should be consulted prior to submitting your schedule. **All veterans and dependents must be degree seeking in order to have enrollments certified for benefits.**

All courses taken must be in your selected degree program. VA students will not be certified for nor paid by the VA for courses that are not in your degree program. All enrollment certifications must be received by the VA within 30 days of notification of enrollment from the student or the end of the drop/add period.

**Teacher Certification**
Only for students who are applying for their first teacher certificate or a teacher certificate in another subject, grade level or state. Students apply for Teacher Certification with each individual state education board.

**Direct Deposit Information**
Direct deposit is available for MGIB-Active Duty (Chapter 30) Selected Reserve (Chapter 1606) and REAP (Chapter 1607) benefits.

To enroll in Direct Deposit, you may do one of the following:

- When completing the Application for VA Education Benefits (VA Form 22-1990 Part III – Direct Deposit Information) a student can attach a voided personal check or provide the name of bank account and include the 9 digit routing or transit number and the account number in the spaces provided.

  **OR**

  Login to [http://gibill.va.gov/wave](http://gibill.va.gov/wave) (or create an account if you a new user). On the WAVE Main Page, click on the link that says “Direct Deposit Enrollment Form.” This form can be submitted electronically, or you can printout a hard copy and mail it to your local RPO.

  **OR**

  Call the VA Direct Deposit Center at **1-877-838-2778**. If you are new to WAVE and your enrollment has not yet been processed, you may not be able to create a WAVE account. You will gain access once your enrollment has been processed.

  Direct deposit is **not available** for Dependents & Survivors Educational Benefits – DEA (Chapter 35) and VEAP (Chapter 32).

**Change of Enrollment**
If you have dropped, withdrawn or added a class, you should notify your Center VCO immediately. If you do not notify the VCO of the change, an overpayment may occur, resulting in a debt to the VA.
Debts and Waivers
VA and the Debt Management Center (DMC) will notify individuals of debts and offer information regarding repayment options. Delinquent debts are referred to private and/or federal collection agencies.

Student Verification of Enrollment for Chapter 30, 1606 and Chapter 1607 through WAVE
Chapter 30, Chapter 1606 and Chapter 1607 students (effective for 1607 beginning on 04/01/08) must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) by going to https://gibill.va.gov/wave and following the log in instructions or by using Interactive Voice Response (IVR) by calling 1-877-823-2378. Provided there are no changes to the enrollment during the previous month. If there were changes in the enrollment the student must use the WAVE system or speak with a benefits counselor at 1-888-442-4551.

Concurrent Enrollment
This is where a student is degree seeking at one school and is taking courses at a second (supplemental) school to transfer back to his/her degree granting school.

The degree granting school will prepare the documentation to be given to the student to give to the supplemental school or send it to the supplemental school official directly. Once approved, the documentation must be maintained in the student’s school VA file for possible review during VA Compliance Surveys or ELR inspection visits.

Communications and Correspondence
Utilization of VA Educational Benefits will generate a continuous stream of University and VA correspondence. All correspondence is important and should be read carefully upon receipt. Any misunderstanding or discrepancies should be brought to the attention of your delivery system VCO immediately for clarification or correction when appropriate.

We urge you to create and maintain a file for all VA and University correspondence. It is recommended that you keep a photocopy of each check received.

The documents you will receive include copies of enrollment certifications, changes in student status from the VA and Verification of Enrollment forms from the DVA RPO.

Notices of Change in Student Status are usually sent to the DVA at the time of the initial enrollment certification. A copy will be placed in your Center VCO student file and will be made available to you if requested. These forms may also reflect a change in semester hours either as a result of dropping or adding a course at the beginning of a term/semester. You should carefully review this form to verify name, social security number and hours reported. If the information appears incorrect, please contact your VCO so the information can be explained or corrected.

Communication is the key. Please keep your Center VCO informed of all changes to your enrollment at the time changes are made.

Student Responsibilities
In order to comply with laws governing the GI Bill, it is your responsibility as a student to notify the Veterans Certifying Official of your status with Saint Leo University.

Repeating Courses
Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated.
Standards of Progress
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. Accredited schools are required by law to have and enforce standards of progress for their programs to be approved for VA benefits. These standards are stated in the SLU catalog under Academic Sanctions Policy.

Academic Sanctions
Sanctions are issued annually for University Campus students. The Division of Continuing Education and Student Services students will be reviewed for academic sanctions after they have earned 24 attempted hours at SLU.

The complete Academic Sanction policy is contained in the Student Reference Guide published by the Division of Continuing Education and Student Services and in the current SLU Academic Catalog.

If you do not make satisfactory academic progress and are suspended by the university, your GI Bill benefits will not resume until you have met the university’s requirements for reinstatement.

Financial Aid
To apply for financial aid students are required to complete the Free Application for Federal Student Aid (FAFSA) form online at www.fafsa.ed.gov. Saint Leo University’s federal school code is 001526. To be eligible for financial aid a student must be admitted in a degree program. VA benefits are included into the calculation of financial assistance and are considered a resource for financial aid purposes. Students may contact the Office of Student Financial Services at 1-800-240-7658 or email finaid@saintleo.edu.

The Student Financial Services Office will review your application for all available aid you are eligible for. You can view your award your loan amount(s) on Elion. Simply browse to the Elion page (http://elion.saintleo.edu) and choose either the Change/reduce loan amount option or the Accept loan amount option.

The mailing address is: Saint Leo University Student Financial Services Office, P.O. Box 6665, MC 228, Saint Leo, FL 33574.
APPENDICES

APPENDIX A – USEFUL INTERNET WEB SITES

APPENDIX B – LIST OF SLU VCO’S
## Appendix A

### Useful Internet Web Sites

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<td>Saint Leo University</td>
<td><a href="https://www.saintleo.edu">https://www.saintleo.edu</a></td>
<td>Home page of Saint Leo University</td>
</tr>
<tr>
<td>My.SaintLeo.edu</td>
<td><a href="http://my.saintleo.edu/portal/main.html">http://my.saintleo.edu/portal/main.html</a></td>
<td>This is a one stop portal to SLU’s secure online information services. There is no need to remember multiple passwords. You can register for courses in eLion, University e-Mail access, Cannon Memorial Library (Cybrary) Resources, e-College (COL and e-MBA students), WebCT (DL students), read news &amp; announcements, maintain a personal calendar &amp; contacts and participate in community forums, chat rooms &amp; message boards.</td>
</tr>
<tr>
<td>Center for Online Learning</td>
<td><a href="http://info.saintleo.edu/col/site.cfm">http://info.saintleo.edu/col/site.cfm</a></td>
<td>Comprehensive Site map for COL.</td>
</tr>
<tr>
<td>VA Education Service</td>
<td><a href="http://www.gibill.va.gov">http://www.gibill.va.gov</a></td>
<td>Includes general information on education benefits and special section for school certifying officials.</td>
</tr>
<tr>
<td>VA-ONCE</td>
<td><a href="http://www.gibill.va.gov.once">www.gibill.va.gov.once</a></td>
<td>Everything you ever wanted to know about electronic certification. VA-ONCE is internet based.</td>
</tr>
<tr>
<td>VA Forms</td>
<td><a href="http://www.va.gov/forms/">www.va.gov/forms/</a></td>
<td>These forms are in PDF format (Adobe Acrobat Portable Document format (PDF) Version 3.0 or higher.</td>
</tr>
<tr>
<td>Web Automated</td>
<td><a href="http://www.warms.vba.va.gov">www.warms.vba.va.gov</a></td>
<td>Provides on-line access to VBA Reference Management Manuals, Directives, Circulars,</td>
</tr>
<tr>
<td>System (WARMS)</td>
<td><a href="http://www.warms.vba.va.gov">www.warms.vba.va.gov</a></td>
<td>Title 38 Code of Federal Regulations, and other materials necessary to support our nation’s veterans.</td>
</tr>
<tr>
<td>Verification of Enrollment (WAVE)</td>
<td><a href="https://www.gibill.va.gov/wave/default.cfm">https://www.gibill.va.gov/wave/default.cfm</a></td>
<td>This site allows students to submit their monthly verification of enrollment over the Internet.</td>
</tr>
</tbody>
</table>
Military Transcripts

Information about military transcripts and how to request a transcript is available from each branch of the military.

Army  http://aarts.army.mil  AARTS transcript
Navy & Marine Corps  https://www.navycollege.navy.mil/transcript.html  SMART Transcript
Coast Guard  http://www.uscg.mil/hq/cgi  USCG Transcript
Appendix B  
List of Saint Leo University Veteran Certifying officials (VCO’s)  

Central Region

**Atlanta-Ft McPherson Region (20)**  
*includes Gwinnett Office*

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Facility Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenlea Jackson</td>
<td><a href="mailto:greenlea.jackson@saintleo.edu">greenlea.jackson@saintleo.edu</a></td>
<td>3-1-8021-11</td>
</tr>
<tr>
<td>VA Coordinator/Certifying Official</td>
<td>(404) 653-6004</td>
<td></td>
</tr>
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**Naval Station Ingleside (52)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Facility Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Heydon</td>
<td><a href="mailto:sara.heydon@saintleo.edu">sara.heydon@saintleo.edu</a></td>
<td>3-1-0331-43</td>
</tr>
<tr>
<td>Center Director/VA Certifying Official</td>
<td>(361) 776-2808</td>
<td></td>
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</tbody>
</table>

**Savannah Center (SA)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Facility Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Scott</td>
<td><a href="mailto:danielle.scott@saintleo.edu">danielle.scott@saintleo.edu</a></td>
<td>3-1-8023-11</td>
</tr>
<tr>
<td>Staff Coordinator/VA Certifying Official</td>
<td>(912) 352-8331 Ext 9-78002#</td>
<td></td>
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**Shaw Center (90)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Facility Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janice Oden</td>
<td><a href="mailto:janice.oden@saintleo.edu">janice.oden@saintleo.edu</a></td>
<td>3-1-0080-40</td>
</tr>
<tr>
<td>Center Director/VA Certifying Official</td>
<td>(803) 666-3221</td>
<td></td>
</tr>
<tr>
<td>Ford Kamin</td>
<td><a href="mailto:ford.kamin@saintleo.edu">ford.kamin@saintleo.edu</a></td>
<td>3-1-0080-40</td>
</tr>
<tr>
<td>Academic Advisor/VA Certifying Official</td>
<td>(803) 666-3221</td>
<td></td>
</tr>
</tbody>
</table>

Florida Region

**Gainesville Center (GA)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Facility Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Pauzauskie</td>
<td><a href="mailto:mailing.pauzauskie@saintleo.edu">mailing.pauzauskie@saintleo.edu</a></td>
<td>3-1-8181-10</td>
</tr>
<tr>
<td>Staff Coordinator/VA Certifying Official</td>
<td>(352)395-5926</td>
<td></td>
</tr>
</tbody>
</table>
Key West Center (60)

Tyler Upshaw  tyler.upshaw@saintleo.edu  3-1-8076-10
Center Director/VA Certifying Official  
(305)293-2847

Lake City Center (LC)

Martha Lee  martha.lee@saintleo.edu  3-1-8184-10
Admin Coordinator/VA Certifying Official  
(386)752-6866

MacDill AFB Center (65)

Anita Davis  anita.davis@saintleo.edu  3-1-8078-10
Staff Assistant/VA Certifying Official  
(813)840-0259 Ext 225

Madison Center (MD)

Christy Roebuck  christy.roebuck@saintleo.edu  3-1-8187-10
Coordinator/VA Certifying Official  
(850) 973-3356

Ocala Center (OC)
(includes Lake Sumter)

Lisa Sickels  lisa.sickels@saintleo.edu  3-1-8079-10
Staff Coordinator/VA Certifying Official  
(353) 584-2322 Ext 1811

North East Florida Region

Mayport (67)

Deva Tucker- McNeil  deva.tucker-mcneil@saintleo.edu  3-1-8082-10
Staff Coordinator/VA Certifying Official  
(904)249-0911

Palatka Center (PA)
(includes St. Augustine and Orange Park)

Deborah Ryster  debbie.ryster@saintleo.edu  3-1-8183-10
Staff Coordinator/VA Certifying Official  
(386) 325-1477
Internet Programs

**Center for Online Learning:**

Marlene Tillman  
VA Coordinator/Certifying Official  
marlene.tillman@saintleo.edu  
(352) 588-7351

Ruth Turner  
VA Assistant/Certifying Official  
ruth.turner@saintleo.edu  
(352) 588-7347

**Distance Learning Program (DL)**

Students taking DL courses are certified by the VCO at the Center of residence

**Virginia Region**

**Fort Eustis Center (10)**

Eddie Gayden  
VA Coordinator/Program Assistant  
eddie.gayden@saintleo.edu  
(757) 887-1166 Ext 251

**Fort Lee Center (15)**

Nancy Story  
Assistant Academic Advisor  
nancy.story@saintleo.edu  
(804) 861-9634

**Langley Center (55)**

Albert Brooks  
VA Coordinator  
albert.brooks@saintleo.edu  
(757) 766-1814
**South Hampton Roads Center (75)**  
(includes NAS Oceana and Naval Station Norfolk)

Vanessa Stewart  
VA Certifying Official  
(757) 464-6449 ext. 227

Vanessa Stewart  
varep.hamptonroads@saintleo.edu  
3-1-8174-46

**University Campus (CA)**  
(includes Graduate students, Weekend & Evening, and San Diego)

Patricia Prather  
Coordinator, VA Certifying Official  
(352) 588-8980

Patricia Prather  
patricia.prather@saintleo.edu  
3-1-8071-10