

Part 4: Chapter 1 - Enrollment Certification

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SUBCHAPTER I. GENERAL INFORMATION REGARDING ENROLLMENT CERTIFICATIONS

1.01 REQUIREMENT FOR ENROLLMENT CERTIFICATION

a. Requirements

(1) Schools must report enrollments to VA generally within 30 days from the first date of term. There are exceptions based on (38 CFR 21.4203(a) (2) in the following situations:

- A. The claimant is enrolled in a program of independent study,
- B. The claimant is pursuing the program on a less than half time basis,
- C. The education institution has asked the RPO director in writing for permission to delay in making the report, AND
- D. The RPO Director has determined it is not feasible for the education institution to monitor interruption or termination of the claimant's pursuit of the program.

(2) Means of Submission. VA Form 22-1999, Enrollment Certification, is designed for schools to make the required certification. Schools are encouraged use the VA

Online Certification of Enrollment (VA-ONCE) system to report enrollments.

NOTE: The term "enrollment certification" refers to either the paper version of VA Form 22-1999 or the VA-ONCE version which is VA Form 22-1999-6.

(3) Required for Payment. Enrollment certifications must be in the claimant's TIMS folder, before education benefits can be awarded. However there are rare instances when the VCE may process and award benefits before the enrollment certification is placed in TIMS.

b. Award of Benefits without Enrollment Certification. A VCE may award benefits before the receipt of an enrollment certification ONLY in the following situations:

(1) Verbal Certification From School Official. All verbal certifications must be documented in the TIMS folder on a VA Form 119 in every case. The use of a NOTE or FLASH in TIMS is not reliable as either could be accidentally deleted. The VCE (or RPO employee) should advise the School Certifying Official (SCO) VA only accepts verbal certification for payment in cases involving hardship or if the award action by the RPO has been unusually delayed for some reason. The SCO should submit a paper or electronic enrollment certification to VA following the verbal certification as soon as possible but no later than 30 days.

NOTE: Schools should not submit regular e-mail inquiries concerning enrollments, as these will include sensitive information; regular e-mail is not secure. Schools should submit information using the RightNowWeb feature of the GI Bill web site, through the school's account. If the school submits via this feature, at a minimum, the school must submit the name of the student, the name of the program, the term dates, number of hours student is pursuing and the name of the program. The school should also provide the reason why submission of a regular enrollment certification is not possible. In addition, the submission must be from an approved SCO found in WEAMS. VCEs or RPO employees should validate this before authorizing the award.

(2) Claimant's Statement. A claimant who is entitled to benefits for pursuit of an approved course of education or training may be unable to obtain required school certifications. The school may have ceased operation, and school officials may be unavailable or unable to provide the certification information. While it is the claimant's responsibility to obtain necessary certifications, VA should assist in any way possible.

c. Documentation of Claim. When the claimant cannot get the proper officials to send certifications, he or she should submit documentation to VA. The documents may be those in his or her possession or may be extracted from existing school records. They should support enrollment in and pursuit of the course or training. The documents may consist of tuition payment receipts, course notes, returned work assignments, statements of progress, attendance records, salary payment vouchers, earnings and leave statements, flight logbooks, etc. Also, consider affidavits of those having a firsthand knowledge of the student's enrollment and pursuit.

d. Acceptance of Student's Certification. In the absence of any contradictory factors, the VCE should accept the student's certification of the facts concerned and award benefits accordingly only when the school cannot submit the enrollment as described above. VCEs (or the RPO employee) should ensure they have VA Form 119 in the claimant's TIMS folder to support the action without an enrollment certification. This form must include the name of the student, name of the school, term period and the number of hours, name of program, and the reason why the school cannot provide this information. This acceptance should be done on a limited basis.

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1.02 CHANGE OF PROGRAM OR PLACE OF TRAINING

In most situations, the claimant does not need to request a change of program or school. The VCEs may process an enrollment certification from a new school as long as a change of program is not involved. For

additional information and claims processing procedures regarding change of program or place of training, refer to Part 4, chapter 4.

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1.03 ENROLLMENT CERTIFICATION INCOMPLETE OR REQUIRES CLARIFICATION

An enrollment certification may be incomplete or may require clarification. VCEs should request information from the school but should keep the claimant informed as appropriate. If the VCE requests the information from the SCO via telephone, a VA Form 119 must be captured into the TIMS folder to document the information. If the VCE uses email to have the information provided, copies of the communication must be placed in the TIMS folder.

The VCE should inform the claimant if there is a delay in processing his/her benefits if the SCO cannot respond in a reasonable period. If the VCE sends the SCO a letter requesting additional information from the enrollment certification, the claimant should receive a copy of the letter as well.

The VCE should request the necessary information from the SCO. The VCE should ensure the end product continues until the appropriate information is received. The VCE should place in AWAIT MAIL as proper control until the issue is resolved.

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1.04 SCHOOL NOTIFICATION ISSUES - BENEFITS DENIED OR NOT CLAIMED

a. Notification to School When Benefits Won't Be Paid. There can be several examples when an enrollment certification is in the claimant's folder and the claim has been denied for one of several different reasons. In these examples, the VCE should notify the school additional enrollment certifications for that student are no longer necessary.

Example 1: VA Form 22-1990 and VA Form 22-1999 received at same time. The VCE properly determines student is not eligible for benefits. The VCE sends notice to the school. This notice must be captured in the TIMS folder. Another VA Form 22-1999 comes in from the same school. The VCE should not send another notice to the school. The VCE should PCAN the supplemental end product and Close the TIMS folder. For Chapter 33, the VCE should also decline the work product in LTS. No end product credit is authorized. An additional disallowance letter to the school or the student is not necessary.

Example 2: Same example as above EXCEPT VA Form 22-1999 is received from a different school after the initial disallowance decision. The VCE should send a notice to the new school advising the student is not eligible for benefits. For Chapter 33 benefits, the VCE should also decline the work product in LTS. The VCE is not entitled to an end product for this action. Once the letter is sent to the school, no other letters need to be sent if additional enrollment certifications are received, unless the claimant's eligibility changes.

Example 3: VA Form 22-1999 is received but entitlement exhausts in the middle of the term. VCE inputs the award appropriately and sends notice to the school informing them they do not need to send additional enrollment certifications regarding the student. This letter should be captured in TIMS. If additional enrollment certifications are received, they can be finished in the TIMS folder. The VCE would not be entitled to additional end product credit. The VCE should PCAN any supplemental end products and finish the claim token in TIMS.

Example 4: VA Form 22-1999 is received but delimiting date expires during the term. VCE inputs the award appropriately and sends notice to the school informing them they do not need to send additional enrollment certifications regarding the student. This should be captured in TIMS. If additional enrollment certifications are received, they can be finished in the TIMS folder. The VCE would not be entitled to additional end product credit. The VCE should PCAN any supplemental end products and finish the claim token in TIMS.

These examples are not inclusive. There are other situations in which the VCE should apply the same process. However, if it is determined the student is no longer (or ever was) eligible to receive education benefits, the school should be notified **one** time they do not need to send additional enrollment certifications. Once the letter is captured in TIMS, the VCEs should finish all

additional documents. The VCEs should PCAN any end products which may have been created regarding that document.

When notifying the school, the VCE should send the [PCGL disallowance letter \(DIS-4\)](#) to the school or training establishment explaining why the claimant is not eligible for benefits.

NOTE: *Take special care to ensure that any information regarding the claimant (other than material which affects the rate and amount of education benefits) is not released to the school or training establishment.*

b. Eligibility Established After Denial. If the claimant becomes eligible for benefits after a denial, take the following actions:

(1) Enrollment Certification of Record

(a) The VCE should confirm the enrollment before taking award action. If the enrollment is confirmed or changes are reported, take the necessary award action to pay benefits.

(b) If changes were reported at the time the enrollment was confirmed, the VCE should request the SCO submit VA Form 22-1999b, Notice of Change of Student Status, to confirm the verbally obtained changed enrollment information.

(2) No Enrollment Certification of Record. The VCE should send the claimant a Certificate of Eligibility (COE).

c. Enrollment Certification Received - No Previous Claim. When an enrollment certification is received without a formal claim, the VCE can file the document in the TIMS folder and close the claim token. The VCE should not take any additional action. The VCE must wait for a formal claim before taking any action. As a reminder, an enrollment certification is not considered a formal claim from an applicant.

d. Enrollment Certification Received – Notice to Claimant. When an enrollment certification is received and all or a portion of the enrollment period cannot be paid, the VCE must ensure the claimant is properly notified of any enrollment periods which are not authorized.

EXAMPLE: Claimant has been issued COE. VA Form 22-1999 is submitted for a period which is over a year from the appropriate payable date. VCE must PCLR the end product (delete any work products in LTS as appropriate) and inform the claimant the enrollment period was denied. A copy of this denial letter must be captured into TIMS and then the VCE should close the claim token.

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1.05 SUPPLEMENTAL ENROLLMENT

a. General. Supplemental or concurrent enrollment exists whenever a student's approved program of education involves training at more than one school. The primary school is the school or facility that will confer or grant the current degree sought or certify that the student has completed the program qualifying him or her for the current objective. The other school will be the supplemental school. The student usually will attend the primary school for the majority of the program. The RPO having jurisdiction over the primary school will retain jurisdiction over the claim and associated award actions.

If an RPO receives an enrollment certification which is actually in the jurisdiction of another RPO, the RPO should transfer the enrollment certification to the correct RPO through the folder transfer process in TIMS. (Refer to Part 3, Chapter 14). VA Once has been programmed to ensure the RPO of jurisdiction of the primary school receives the concurrent enrollment certifications. Folder transfer procedures should only be necessary in rare situations.

(1) [38 CFR 21.4233\(b\)](#) requires the claimant show the course(s) taken at the supplemental school are not available at the primary school or cannot be scheduled

successfully within the planned period of the program. However, this rule is not intended to restrict an eligible student's selection of courses to be pursued at a supplemental school. Some of the reasons a course may be considered not to be available at the primary school are:

- the time of day the course is offered,
- availability of the course on weekends or evenings,
- differences in the cost of tuition, and
- the availability of child care services.

This list is not all-inclusive. The mere fact the specific course may be taken at the primary institution is not a bar to pursuit of that course at the supplemental institution. VCEs should not routinely inquire as to the reasons for supplemental enrollment.

(2) For Non-chapter 33 benefits, VCEs should use the message line in BDN when a student pursues a supplemental enrollment. This will ensure proper payment for the combined training. The message should say “**STOP: Parent/Supplemental School (date)**”.

For Chapter 33 benefits, LTS will off-ramp from automation when enrollment certifications are submitted with different facility codes. However, at the time of the first award, VCEs should check the “**stop automation**” box on the Bio Screen to ensure future enrollments will require a VCE to review the award.

b. Types of Supplemental Enrollments. Types of supplemental enrollments are:

(1) Concurrent Enrollment. Concurrent enrollment exists when the student enrolls in two or more schools *at the same time*.

a. For Non-Chapter 33 claims: If the claimant is attending both the primary and supplemental schools at the same time, the VCE should prepare an award for the total credits to include facility code, course code, and objective code for the **primary** school. This will ensure the proper payment of the school reporting fee to the primary school.

b. For Chapter 33 claims, the VCE should enter both enrollment periods and reflect both facility codes so each facility receives the appropriate tuition for the enrollment period. If one of the two schools in this situation is an NCD, however, manual award processing will be required.

(2) Claimant Not Currently Enrolled at Primary School. A claimant may take courses at the supplemental school during a term when he or she is not taking courses at the primary school.

NOTE 1: If the claimant is only attending the supplemental school, prepare an award for the total credits to include facility code, course code, and objective code for the supplemental school. For non-chapter 33 claims, this will ensure proper payment of the school reporting fee to the supplemental school. For chapter 33 claims, this will ensure proper payment of tuition and fees to the supplemental school.

NOTE 2: The VCE must ensure the programs and both schools are approved in WEAMS before awarding benefits. The VCE should capture the WEAMS screen for validation.

(3) Contracted Out in Whole or in Part. The primary school contracts instruction for a portion of the current course to another school or entity. The other school or entity must be separately approved by the State Approving Agency (SAA) (38 CFR 21.4233(e)). If the course is flight training, the school or entity actually providing the training must also obtain approval of the course from the Federal Aviation

Administration. Measurement of the course and payment of an allowance will be appropriate for the course as offered by the school or entity actually providing the training.

The actual training need not take place at the contracted school site to fall within this category. It is sufficient that the contracted school personnel (or personnel with whom the contract school subcontracts) actually does the instructing.

(4) Combination Residence - Independent Study. The primary school is providing residence instruction and the supplemental school, independent study, or vice versa.

(5) Concurrent Enrollment Involving Foreign School. Certain criteria must exist involving a foreign school:

- The foreign school must be an IHL;
- A program at the foreign school is approved for Veterans training; and
- The parent school must approve the supplemental enrollment and will accept transfer credit from the foreign school. (Same rules used when the parent school and supplemental school are both US schools.)

The student does not have to enroll in the degree program at the foreign school, but the courses pursued at the foreign school must be accepted into the degree program at the parent school.

Example: If a student enrolls in 2 courses at the foreign school that are not in the same degree program, both degree programs must be approved.

Note: If the foreign school's program is not yet approved, the VCE should contact the ELR before disallowing the claim.

c. Special Certification Requirements.

NOTE: The use of the phrase "Guest Student" or "Guest" on the VA Once enrollment certification certifies the school has the letter mentioned below on file. Follow these instructions if the phrase "Guest Student" is not indicated or if a Paper VA Form 22-1999 is submitted.

If supplemental enrollment is involved, the primary school must furnish the following additional information for the student:

- (1) the name and address of the supplemental school;
- (2) training site location; and
- (3) a listing of all supplemental courses the primary school will accept for full credit, showing each course by name and course number at the supplemental school.

NOTE: This does not have to be on the enrollment certification but must be available during any survey visits conducted by VA.

d. Certification Responsibility. Certification responsibility depends on the form of supplemental enrollment.

(1) Contracted Training. When contracted training is involved, the primary school must also be the certifying school. As such, it is responsible for certifying not only the required information in "Enrollment Data" for the instruction it provides but also for certifying the supplemental instruction furnished at the school under contract.

(2) Non-contracted Training. For non-contracted training, the primary school and the supplemental school must submit separate enrollment certifications. In addition, the primary school must certify that it will give credit for the specific subjects taken at the supplemental school and that the subjects taken apply to the student's objective. This certification may be achieved by one of the following means:

(a) The primary school may include information about giving credit for subjects in Remarks or on an attachment to its enrollment certification.

(b) The supplemental school, at the time of submitting the enrollment certification, may attach a letter from the primary school with the information about giving credit for subjects. In lieu of the letter, in Remarks of VA Once the primary school can provide this information on the VA Form 22-1999. (See note below).

Alternatively, the supplemental school may include the statement "Parent School Letter on File" or equivalent wording on its enrollment certification or its electronic submission. This statement means either that the supplemental school has a letter from the primary school stating that the primary school will give credit for the specific subjects taken at the supplemental school or that the supplemental school has an articulation agreement which covers the courses the student is taking at the supplemental school.

NOTE 1: *All electronic submissions allow the optional remarks: "Concurrent Enrollment from Secondary School: Primary School _____" if a school checks the Guest Student box. VCEs should accept this electronic certification from the supplemental school as equivalent to the statement "Parent School Letter on File."*

NOTE 2: *Sometimes there is a written articulation agreement between two schools. One school offers the first part of a program while the other school accepts all of the credit earned at the first school and then offers the remainder of the program.*

(c) If the supplemental school furnishes the proper certifications, the VCE will authorize benefits for the claimant's total training (courses taken at both the primary school and the supplemental school). If this information is not received, the VCE will prepare and send the DEV 3 letter before paying for the supplemental courses.

NOTE: *If a school is aware of its supplemental status, it should note its status in the Remarks section of its enrollment certification.*

(3) Junior Year Abroad. The primary school should certify the enrollment information applicable to supplemental school instruction in cases of study in a foreign country when the U.S. school assumes certification responsibility; for example, "Junior Year Abroad" programs.

e. Community College of the Air Force (CCAF). CCAF, with administrative headquarters at Maxwell AFB, Alabama, is an Institution of Higher Learning (IHL) accredited by the Southern Association of Colleges and Schools. Congress has empowered the CCAF to confer an Associate of Applied Science degree with five possible majors. Enlisted personnel take courses as part of a predetermined degree plan at member colleges all over the world for CCAF credit toward a degree.

(1) Since enlisted persons do not matriculate at the civilian institutions, CCAF acts as the primary school, accepting transfer credit for the degree. The base Education Service Officer (ESO), coordinating with the CCAF Administration Center, will certify the acceptance of credit for all unit courses by specific course title. The institutions providing the instruction will complete the enrollment certifications, and VA will accept these when accompanied by the ESO's certification that each course is part of the CCAF degree plan. An ESO may make his or her certification in the Remarks section of the enrollment certification or may make this certification and then attach it to the enrollment certification. The supplemental school is not required to certify a final objective or to report credit allowed for prior training.

(2) Jurisdiction for payment of benefits for these supplemental enrollments is the RPO having jurisdiction over the supplemental school. CCAF does not have a facility code, so the code of the supplemental school will be used in the award transaction.

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1.06 ENROLLMENT PERIOD CERTIFIED

a. Period Certified. Schools organized on a term, quarter, or semester basis may not report enrollment for a period that exceeds the ordinary school year plus the following summer term (38 CFR 21.4203(b) (3) (ii)). At the end of one ordinary school year, a school may certify enrollment for the following ordinary school year provided the student is pre-registered for the first enrollment period in that ordinary school year.

For Chapter 33 claims, the beginning date should not be more than 180 days in the future from the date the claim can be awarded.

For Non-chapter 33 claims, the beginning date should be not more than 120 days in the future from the date the claim can be awarded.

VCEs should PCAN any end product (and work product in LTS as appropriate) if an enrollment period is received beyond those time frames. The VCE should send a letter to the school advising the enrollment period is too far in the future and they must resubmit the enrollment certification within the appropriate time frame. This letter should be captured into TIMS and then the VCE may finish the claim token.

If the enrollment certification is received timely, but due to BDN/LTS restrictions the award cannot be entered, the VCE should PCAN the existing end product and create a future end product for the date the enrollment period should begin and use the disposition code "OFUTR" on the BDN S99 screen. The claim token should be finished in TIMS. BDN will control when the VCE may enter the award.

NOTE: The above rules refer to certification of future enrollments. There is no limit on how far back enrollments that occurred in the past may be certified.

Example: A student is enrolled in an ordinary school year from September 2015 through May 2016. She pre-registers for the upcoming fall semester as soon as she can do so, during May 2016. In May 2016 (the end of the current ordinary school year), the SCO may certify her enrollment for the next ordinary school year beginning in September 2016 plus the summer term in 2017. Each term must be reported separately with actual beginning dates and ending dates. If tuition and fees are known at this time, they must also be reported for Chapter 33 purposes. If tuition and fees are not known at this time, the enrollment will still be entered in LTS to ensure the monthly housing allowance for the student is continued. The school may submit an amended VA Form 22-1999 to report the correct tuition and fees when it is known. Refer to Part 12, subchapter 6.02 for specific information regarding enrollment certifications and the Chapter 33 program.

b. Requirement for Term-by-Term Certification. Schools should certify the beginning and ending date of each term separately when they are certifying multiple terms.

NOTE: Schools may need to certify independent study courses separately from resident courses if they do not have a fixed length.

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1.07 ROUNDING OUT OF TERMS

Except for the Tuition Assistance Top-up, Flight Training, and section 901 programs, VA may only pay for courses that are a part of the claimant's program of education. However, for degree courses taken on a quarter, semester, or term basis, rounding out of terms is permitted. This means that a claimant may enroll in sufficient credit hours during his or her last term to allow payment of (up to and including) full-time training.

EXAMPLE: A claimant needs to complete 60 credit hours to obtain a B. A. degree. After passing 57 credit hours, the claimant enrolls in four 3-credit-hour courses. VA may pay for educational assistance for full-time training during this last term.

NOTE: Use this same concept for Non-College Degree (NCD) schools offering courses in credit hours and operating on a term, block, or unit basis. Do not use this concept if an NCD school is on a clock-hour basis.

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SUBCHAPTER II. SPECIFIC ENTRIES ON ENROLLMENT CERTIFICATION

1.08 IDENTIFYING DATA

a. Name of Student and VA File No. If the student's identity is in doubt, use Beneficiary Identification and Records Locator Subsystem (BIRLS) to identify the student's VA record. If necessary, ask the school for more identifying information. Remember when requesting information from the school regarding a claimant to be mindful of the guarding of Personal Identifying Information (PII).

b. Current Address of Student. Accept the school's certification as to the student's mailing address if it is dated later than a previous address from the student. Be sure to check the transaction history on the M22 master record screen to be sure the student has not recently submitted a change of address through the National Education WAVE Mass Address Navigator (NEWMAN) or other means. (A transaction code of 22 is an indication a change of address has been received either through NEWMAN, the toll free line, or another means). Always use the latest known address of the student. The VCE should refer to the TIMS folder for additional information. Any updates to the student's current mailing address should be filed in the TIMS folder, when possible.

EXCEPTION: Student applies for benefits by submitting VA Form 22-1990 through vets.gov or VONAPP. School submits enrollment certification through VA Once. If the address the student lists is different AND the dates submitted are within 30 days from each other, accept the student's address from the application, NOT the enrollment certification.

It is never wrong to call and ask a student to verify his/her address; however it is not required. If the VCE chooses to contact the student, VA Form 119, Report of Contact must be completed and placed in the TIMS folder, capturing the conversation.

c. Student's Social Security Number. If not entered in Item 2 but necessary to identify the student, see [subparagraph a](#) above.

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1.09 TYPE OF TRAINING

The school or training facility should check one block under the "Type of Training" item on any enrollment certification submitted. If the type of training is blank, but it is clear what the type of training is from the name of the program or other information, the VCE should not request it.

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1.10 NAME OF PROGRAM

All enrollment certifications must show the complete name of the student's program. (For electronic enrollment certifications from supplemental schools, "Guest Student" will appear in Name of Program.) Do not pay benefits without this information. If the school fails to put anything in the Name of the Program, the VCE should develop for it to the school. Place a copy of the development in TIMS (i.e. copy of email message to the school, or the VA Form 119 captured to the folder, memorializing the telephone call). If the school does not respond, the VCE should send a locally prepared letter to the SCO with a copy to the student. This development letter should be

controlled in TIMS and BDN for 30 days for a response. After 30 days, if the school has not responded, the VCE should PCLR the end product and inform the student, payment for the term cannot be paid because the school did not respond. The VCE should provide a copy of the letter to the school as well.

NOTE: In the situation of Parent/Secondary School, if the Name of the Program, "guest student" is absent, be sure to award benefits to the student if they are attending the Parent School during this time. Do not withhold those benefits.

a. Name of IHL Program. If the student is pursuing a graduate or undergraduate program at an IHL, the name of the degree or certificate program must appear. If the student has selected a major field of study, that field should also appear (for example, bachelor's degree in engineering). A student will usually select a major field of study by the time he or she completes half of the program. If the school has not indicated a major field of study by the time the student has completed at least half of the program, refer to Subchapter 3 regarding non-matriculation.

Dual Majors (i.e. Bachelor of Nursing and Bachelor of Business, at same time) or Dual Objectives (i.e. Bachelor's and Master's at the same time) are approved for VA benefits. The courses are generally submitted on one enrollment certification, as the school has created this dual program, which is really one objective, specifically designed for the student.

NOTE 1: If the majors/objectives are submitted on two enrollments, contact the designated school certifying official to make sure both lead to one objective; otherwise, VCEs only should pay for one of the enrollments. (If the VCE must deny one of the programs, the VCE must formally inform the claimant)

As long as both majors and objectives are approved in WEAMS, payment can be made.

NOTE 2: VCEs should verify course approval when appropriate by reviewing WEAMS. WEAMS screens should be captured into the TIMS folder.

b. Name of NCD Program. The VCE should verify course approval in WEAMS. The course should be approved as listed on the enrollment certification. If not an exact match, the VCE should contact the ELR of jurisdiction before denying the claim. The VCE should contact the ELR of jurisdiction using email. If the VCE has not received confirmation from the ELR within 7 business days, the VCE should do a second request to the ELR and copy the CELO. After 7 additional business days from the second request, if still no response, the VCE should contact their immediate supervisor for assistance in resolving this issue. The award cannot be completed until the name of the NCD program issue has been resolved.

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1.11 CREDIT FOR PRIOR TRAINING

PL 110-389 (section 324) and PL 110-390 (section 322) revised the definition of "change of program" and how schools should maintain records regarding credit evaluation. For more information regarding change of program, refer to Part IV, chapter 4.

The credit for prior training field on the enrollment certification is for schools to report the credit they have allowed for previous civilian or military education, training, or experience. The definition "Credit for prior training" is credit which applies to the program of education currently being pursued and which shortens the program accordingly. VA regulations require schools to grant "appropriate credit" for such training and to notify VA of their decision (38 CFRs 21.4253(d) (3)) and 21.4254(c) (4)).

NOTE 1: Whether this field is completed or not, it does not affect the VCE's decision. Schools are not required to report prior credit to VA. Compliance Survey Specialists will review the prior credit evaluation during regular site visits to ensure compliance.

NOTE 2: VCE's must still determine if a change of program has occurred when an enrollment certification indicates the student has changed his or her objective. In some cases, it may be necessary to determine if there is a material loss of credit. Refer to Chapter 4 for more information on material loss of credit and change of program.



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1.12 ENROLLMENT EFFECTIVE DATE RULES

The regulations for enrollment effective dates are:

- 38 CFR 21.4131(a)-(c) for chapter 32;
- 38 CFR 21.4131 (b)-(d) for chapter 35;
- 38 CFR 21.7131(a)-(c) for chapter 30;
- 38 CFR 21.7631(a)-(c) for chapter 1606; and
- 38 CFR 21.9625 for chapter 33.

These regulations provide a common set of rules for the majority of the education programs covered in this manual.

NOTE: Currently, there are no regulations published for chapter 1607 or NCS. Do not apply these commencement date rules to those benefits.

a. What Beginning Date Must A School Report To VA? Schools generally should report the first scheduled date of classes for the term, quarter, or semester in which the student is enrolled. Here are the exceptions:

(1) Calendar Week Defined. When a student enrolls in a course for which the first class meeting occurs after the first day of the school's term, quarter, or semester, the beginning date of the award of educational assistance for that course may hinge on the concept of a "calendar week." The term "calendar week" will be understood to mean "seven calendar days." Therefore, the following instructions apply:

- If a student enrolls in a course and the actual first day that the student attends class is no later than the seventh calendar day of the term, then the beginning date of the award (or increased award) will be the first day of the term, quarter, or semester in which the student is enrolled.

Example: If term starts on Friday, January 1st, then the first day of attendance must be between January 1st and January 7th (i.e., from the first through the seventh calendar day of the term).

- If a student enrolls in a course and the actual first day that the student attends class is after the seventh calendar day of the term, then the beginning date of the award (or increased award) will be the actual date of the first class scheduled for that particular course.

(2) Student Required to Report Early. In some cases, the school's published standards may require the student to register before reporting and to report to school in the 14-day period before the term, quarter, or semester begins. Schools should report the date the student is required to report to school in such cases.

(3) Independent Study. For independent study, schools should report the date the student began the course according to the regularly established practices of the school.

(4) Correspondence Course. For correspondence courses, schools should report the later of:

- (a) The date the first lesson was sent, or
- (b) The date the student affirms the correspondence course contract.

(5) Apprenticeship or Other On-The-Job Training. For apprenticeship or other on-the-job training, employers should report the first date of employment in the training position.

b. From What Date Should the VCE Pay Benefits? When a student enters or reenters training, determine the beginning date of benefits as follows:

NOTE: When determining the effective date of payment for reentrance, first determine if the claimant is taking the same program of education as previously reported.

(1) First Award for Program. For the first award for a program of education, pay benefits from the latest of:

- (a) The date the school reports as provided above;
- (b) One year before the date of claim as determined by [38 CFR 21.1029\(b\)](#);
- (c) The effective date of the approval of the course as shown in WEAMS.

NOTE 1: "First award" for a program of education refers to the first enrollment period for a program in chronological order.

EXAMPLE: A Veteran files a claim on July 2, 2015. VA receives an enrollment certification for a specific program at an IHL covering the August 2015 to May 2016 academic year, and VA awards benefits for this period. A few days later, the IHL submits an enrollment certification for June and July of 2013. The regulation considers the June and July 2013 summer term to be the "first award" for this program. VA should apply the "first award" rule previously described. The VCE should not pay benefits before July 2, 2014. Therefore, benefits would not be payable for June and July of 2013. The order in which a VCE processes enrollment certifications for school attendance does not matter in determining what the "first award" is.

NOTE 2: Never pay for training which occurred before the date a person became eligible for benefits.

NOTE 3: For chapter 35, in specific circumstances an individual's original claim can be considered to have been filed retroactively to the individual's eligibility date. See Part VII for specific information regarding Chapter 35 claims processing.

(2) Second or Subsequent Award for Program. For the second or subsequent award for the same program of education, pay benefits from the latest either the date the school reports or the effective date of the approval of the course as shown in WEAMS.

EXAMPLE 1: A claimant attends HUGH STATE UNIVERSITY for two years in an English major program, earning 96 semester hours. She then transfers to a German major program, with the school showing prior credit of 90 hours. This is a loss of 6 semester hours. However, the enrollment certification for the new program is delayed for two years after its commencement date for some reason.

Discussion: Since this is not a true "change of program" since she remained at the same university, the VCE should apply the rule listed above in determining the earliest effective date of benefits. In this case, the VCE could go back two years to the commencement date of the German major program.

EXAMPLE 2: VA received an original application on February 1, 2015, together with an enrollment certification showing term dates of January 4, 2015, to May 4, 2015. On March 1, 2015, VA awarded benefits effective from January 4, 2015 until May 4, 2015. On March 15, 2015, VA received an enrollment certification from the same school showing enrollment in the same program but term dates of January 8, 2012 to May 8, 2012.

Discussion: The date of claim is February 1, 2015. The earliest that education benefits can be paid is February 1, 2014, one year before the date of claim. The VCE should deny the claim for education benefits for the enrollment from January 8, 2012 to May 8, 2012.

c. Other Effective Date Issues

(1) Specific Restrictions regarding Beginning Dates of Award for claimants eligible under Transfer of Entitlement (TOE)

a. *Spouse eligible for transferred entitlement.* If a spouse is eligible for transferred entitlement under §21.9570, the beginning date of the award of educational assistance will be no earlier than the latest of the following dates:

(1) The date the Secretary of the military department concerned approves the transferor to transfer entitlement;

(2) The date the transferor completes 6 years of service in the Armed Forces;

(3) The date the transferor specified in his or her designation of transfer; or

(4) The date the spouse first meets the definition of spouse in §3.50(a). (Authority: 38 U.S.C. 3319)

b. *Child eligible for transferred entitlement.* If a child is eligible for transferred entitlement under §21.9570, the beginning date of the award of educational assistance will be no earlier than the latest of the following dates:

(1) The date the Secretary of the service department concerned approves the transferor to transfer entitlement;

(2) The date the transferor completes 10 years of service in the Armed Forces;

(3) The date the transferor specified in his or her designation of transfer;

(4) The date the child first meets the definition of child in §3.57; or

(5) Either:

(i) The date the child completes the requirements of a secondary school diploma (or equivalency certificate); or

(ii) The date the child attains age 18. (Authority: 38 U.S.C. 3319)

(2) Review of Calendar Data. VCEs should not routinely review calendar data in WEAMS to confirm effective dates certified by schools unless there is some indication the dates are incorrect.

(3) Ending Date if Attendance at Graduation Required. If the school requires attendance at graduation, the school should report the graduation date as the ending date of the last term.

NOTE 1: If the school submits a change in enrollment form (VA Form 22-1999b) and changes the ending date, the VCE should amend the master record appropriately. VCEs should not routinely review calendar data to confirm the effective dates.

NOTE 2: Additional claims processing instructions regarding graduation dates are in Part 4, Chapter 11.

d. NCD Program Length. The length of a program at an NCD facility is specific to the number of hours approved by the State Approving Agency and is recorded in WEAMS. VCEs must review WEAMS for each NCD program and validate the number of hours submitted on the enrollment certification is equal to or no more than 10% over what is approved in WEAMS.

EXAMPLE: Program in WEAMS is approved for 1000 hours as length of program. VA Form 22-1999 is submitted for the period August 15, 2016 to August 15, 2017 for 20 clock hours a week. The VCE must evaluate the length of the term (52 weeks) and multiply by the 20 hours a week (1040). The program was approved for 1000 hours. 1040 is within 10% of the approved hours so the VCE can approve payment of this program.

If the length of the program is not payable because it exceeds the 10% exception, VCEs must contact the ELR of jurisdiction before denying the claim. VCEs should email the ELR and control the claim for 7 business days. If the ELR has not responded within 7 business days, a second request should be sent to the ELR along with a copy to the CELO of jurisdiction. After an additional 7 business days, if there has been no response, the VCE should report the situation to their immediate supervisor for assistance. If additional time is necessary, the VCE should also notify the claimant that their claim is being delayed pending this information. The VCE should not award benefits or deny until a decision is made regarding the length of program.

All communication with ELRs, the school, and the claimant must be captured into the TIMS folder. During the development phase, the VCE should place the TIMS folder in AWAIT MAIL and ensure the BDN end product is properly disp'ed.

Exception: For chapter 30 and chapter 33 cases in which entitlement exhausts during an NCD program, the VCE must determine whether or not the student is at least half-way through the program to authorize an extension of entitlement. (See 38 CFR 21.7135(s) and 21.9635(o)). When in conflict, the VCE should use the SAA approved length of the course (found in WEAMS) used to calculate whether or not the student has completed at least half of the program to be entitled to an extension.

Example: The SAA approved number of hours for a given program is 500. A student exhausts his entitlement part way through the term. The student must have completed at least 250 hours to be given an extension of entitlement, even if the school certified the program for a total of 600 hours.

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1.13 CREDIT HOUR COURSES

a. Number of Credit Hours Taken in Residence

(1) Separation of Credit-Hour Load Periods. The school should make a distinct entry for each separate period certified. If certifying a claimant for two semesters during which time he or she will earn nine credits per term, the school should enter "9" and not the total credits for both terms. The school should also show future changes to the credit-hour load, if known.

(2) Credit Hours to be Certified. At a student's request, a school may certify less than the total number of credit hours the student is taking. For example, if a student wishes to receive benefits for only half of the credits he or she is taking in a particular term, the school should report only the reduced number.

NOTE: A school may not certify a fractional part of a semester, quarter, or term. This is prohibited by 38 CFRs 21.3045(j), 21.5078, 21.7076(d), 21.7576(d), and 21.9560(e).

b. Noncredit Deficiency, Remedial, or Refresher Hours. These hours should be reported as defined for credit hours above. For more information regarding these types of noncredit hours, refer to Part 4, Chapter 6.

NOTE: It should be noted remedial and deficiency courses offered as independent study (online) cannot be approved by VA. If an enrollment certification is received for this type of hours, the VCE should deny payment for the hours and inform the claimant appropriately. In addition, on-line clock courses taken at a NCD school are not approved by VA.

c. Independent Study. These hours should be reported as credit hours.

d. Tuition Assistance. It is imperative that VCEs do not pay Chapter 30 benefits for courses if the student or the school indicates the student is receiving tuition assistance for the same course. In 2014, the Department of Defense (DoD) changed its rules regarding Tuition Assistance (TA) (DoD Instruction 1322.25, Change 3). First, DoD now requires GI Bill approval in order to qualify for Federal TA. Second, TA is limited to tuition charges (i.e. not fees) for post-secondary programs, even though such associated fees may be covered by Chapter 30 benefits under TATU.

SCOs will use VA Form 22-1999 (including the electronic version in VA-ONCE) to certify those classes for students on active duty using the following additional procedures:

- The SCO will only include those classes for which Federal TA is paying for some, but not all, of the tuition and fee charges
- The SCO will only report the remaining “out-of-pocket” charges for tuition and fees, or a lesser amount if desired by the Service member
- The SCO will enter “Top-Up” into the Remarks field

NOTE: If a Service member also wishes to receive “regular” Chapter 30 benefits for enrollment in classes not supported by TA, the SCO will certify those classes on a separate VA Form 22-1999.

VCEs will only process TATU awards based on VA Form 22-1999. If another form is received (i.e. a TA authorization form), the VCE should contact the SCO and request submission via VA Form 22-1999. As previously stated, any contact with the SCO should be captured into TIMS (i.e. use of VA Form 119 or email response). No control is necessary. VCE should PCAN existing end products, delete any work products as appropriate and finish the TIMS claim token.

VCEs should be sure to review the Remarks section of VA Form 22-1999s submitted for MGIB – AD (Chapter 30) benefits to see if “Top-Up” has been entered. This is vital in order to ensure that the benefit award, and associated entitlement charge, are processed in accordance with TATU requirements, rather than those associated with “normal” Chapter 30 awards processed in BDN.

For claims processing procedures for Tuition Assistance and Top-Up claims, refer to Part 4, Chapter 8.

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1.14 CHARGES FOR PERIOD OF INSTRUCTION

a. Tuition

(1) **Chapter 30, Chapter 35, Chapter 1607, and NCS.** For these benefits, the school must enter tuition and fees separately for each term for every *service member* regardless of training time and for every *claimant* attending at less than 1/2 time training.

(2) **Chapter 32, Section 903, and Chapter 1606.** For chapter 32, section 903, and chapter 1606, tuition and fees are not necessary except for incarcerated claimants and certain chapter 32 high school students.

(3) **Chapter 33.** For Chapter 33, the school must enter tuition and fees separately for each term regardless of rate of pursuit to ensure proper payment is made to the school. The school may submit zero dollars as tuition and fees to ensure the student is authorized continued Monthly Housing Allowance and subsequently submit an amended VA Form 22-1999 with the correct tuition and fees amount.

(4) **Flat Rate Tuition Schools (Chapter 33).** Schools that charge flat rate tuition must also report the net tuition and fees. When a student is enrolled in modular terms (i.e. mini-sessions within the standard term), the net tuition and fees should be associated and reported with the first credits that total the minimum number of credits required to be a full time student at the school.

NOTE: For persons incarcerated for a felony, it will be necessary to request the school to report tuition and fees and other expenses regardless of the claimant's training time for all benefits. See [part IV, chapter 13](#).

b. Fees

(1) For purposes of awarding Post-9/11 GI Bill benefits, "fees" include any mandatory charges (other than tuition, room, and board) for pursuit of an approved program of education. Fees include, but are not limited to, health premiums, freshman fees, graduation fees, and lab fees. Fees do not include those charged for a study abroad course(s) unless the course(s) is mandatory for completion of the approved program of education. Fees can only be reported to VA on enrollment certifications if they are mandatory for all students. For example, if lab fees are mandatory for all students in a particular course during a particular enrollment period, then the lab fees are considered "mandatory fees" for that enrollment period and should be reflected in the net charges reported to VA for that enrollment period. During enrollment periods where the lab fees are waived, the lab fees should not be reported on the enrollment certification. A fee does not have to be charged during every term of enrollment in order to be considered mandatory.

(2) Sales Tax. For Chapter 33 the definition of fees is codified in 38 CFR 21.9505, and requires that it be a mandatory charge applied by the school for the program of education. If the sales tax is applied by the school to all students attending the school, then it qualifies as a fee.

c. All-inclusive or Flat rates.

VA regulations (38 CFR 21.9505) defined fees to mean any mandatory charges (other than tuition, room, and board) that are applied by the Institution of Higher Learning (IHL) for pursuit of an approved program of education. The definition further excluded charges for study abroad courses unless the courses are a mandatory requirement for completion of the program of education. VA is aware that some IHLs charge a flat rate for tuition and fees which includes charges for lodging, meals, or fees associated with study abroad courses that are not *required* for completion of the program of education. Schools should only certify to VA the amount of tuition and fees that do not include lodging, room, board, or fees for non-mandatory study abroad courses. Schools that charge a flat rate for all charges must be able to break down the amounts charged for tuition, room, board, study abroad, etc. so that the correct amount can be reported to VA. If the school is unable to provide a breakdown of the charges, no amount should be reported to VA.

Example 1: An Executive MBA program charges an all-inclusive flat fee of \$20,000 for tuition and fees each enrollment period which includes meals, lodging at residence sessions, and parking. The breakdown of the flat rate is as follows:

Description of Charge	Charges	Payable Cha
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Tuition	\$13,500	\$13,500
Lodging	\$3,000	\$0
Meals/Refreshments (Board)	\$2,000	\$0
Lab Fees	\$1,000	\$1,000
Health Fees	\$250	\$250
Parking	\$250	\$0
Total	\$20,000	\$14,750

In this case, the school should only report \$14,750 to VA.

Example 2: A Governmental Affairs program charges an all-inclusive flat fee of \$14,000 which includes lodging at residence sessions each quarter. The lodging fees are required in addition to the standard room and board expenses for the term. The school must be able to provide a breakdown of the all-inclusive fee to ensure that the amount reported to VA does not include costs for lodging, room, board or other non-payable fees. In this case, the school should reduce the amount of the fee by the amount associated with lodging costs.

d. Reporting Requirements.

Schools should report the amount of tuition and fees initially charged the individual after deducting any amounts paid with **Federal Funds** (excluding title IV funds). For Chapter 33 benefits, schools should also exclude any "state funds".

(1) Examples of programs that provide educational assistance with non-title IV Federal Funds include—

- Reserve Officers Training Corps (ROTC)
- Military Spouse Career Advancement Accounts (MyCAA)
- Health Professionals Scholarship Program (HPSP)
- Government Employees' Training Act (GETA)

NOTE: *The list above is not all-inclusive. It just lists examples of Federal programs that offer tuition assistance to certain individuals.*

(2) The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs—

- Unsubsidized and Subsidized Federal Family Education Loans (FFEL),
- Unsubsidized and Subsidized Federal Direct Stafford Loans,
- Federal Perkins Loans,
- FFEL Parent (PLUS) Loans, Federal Direct PLUS Loans,
- Federal Pell Grants,
- Federal Supplemental Educational Opportunity Grant

NOTE: VA Payment Application. VA is generally considered as the last payer per Public Law 111-377. VA will pay the amount the individual is entitled to under the Post-9/11 GI Bill.

e. Excessive Tuition and Fees. VCEs should routinely accept the tuition and fees certified by the school unless they appear to exceed the charges made to similarly circumstanced non-veterans in the same course. If the VCE believes the tuition and fees charges are excessive, they should contact the ELR of jurisdiction for confirmation before awarding benefits.

f. Yellow Ribbon (Chapter 33 Only). The Post-9/11 GI Bill also includes the Yellow Ribbon Program. This is a provision to help students avoid out-of-pocket tuition and fee charges for IHL programs that exceed the Post-9/11 GI Bill tuition and fees benefit due to out-of-state charges or charges that exceed the annual maximum.

Schools that wish to participate in the Yellow Ribbon Program will submit a Yellow Ribbon agreement to VA. The school will determine the maximum number of students that can participate in the program, as well as the maximum contribution amount per participant per academic year. A specific team in VACO approves the agreements from IHLs for participation in the Yellow Ribbon Program and that information is stored in WEAMS.

- VCEs should input the Yellow Ribbon amount from the enrollment certification
- VCEs must confirm the school is approved for Yellow Ribbon in WEAMS. The VCE should capture the WEAMS screen indicating Yellow Ribbon into TIMS.
- If the facility code begins with a "1", this is a public school. If the public school reports Yellow Ribbon but does not report Out of State Tuition and Fees, the VCE should contact the school, BEFORE paying the amount. The VCE may pay the rest of the award while confirming the Yellow Ribbon amount.
- VCE should combine "out of state tuition and fees" with regular tuition and fees for enrollments after August 1, 2011.

NOTE: Refer to Part 12, Chapter 33 for additional information specific to processing Yellow Ribbon payments.

g. Foreign Training. VCEs should be aware IHLs not located in the United States (appropriately approved in WEAMS) will report established charges on the enrollment certification.

VCEs must ensure the foreign currency is converted into United States Dollars using the foreign exchange conversation rate as published by the Federal Reserve effective on the first day of July that precedes the beginning date of the individual's enrollment period. (CFR 21.9640 (2)i).

Due to system limitations in WEAMS, all undergraduate training at foreign IHLs should be treated in the same manner as graduate training. VCEs should use the measurement the IHL reports or the training time associated with those number of hours, whichever is to the claimant's advantage.

NOTE: Additional information specific to foreign training is in Part 3, Chapter 6.

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1.15 TRAINING TIME FOR GRADUATE OR ADVANCED PROFESSIONAL COURSES

Enrollment certifications for claimants pursuing an IHL graduate or advanced professional program must have an entry in the Training Time block. VCEs should accept the training time (or rate of pursuit) the school certifies unless it is less than what VA would authorize in payment for the number of hours as an undergraduate. Refer to Part IV, Chapter 6 for additional information.

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1.16 ADVANCE PAYMENT REQUESTS AND ACCELERATED PAYMENT REQUESTS

a. Advance Payment

(1) Paper VA Form 22-1999. For a student to request an advance payment, the student must sign and date the "Advance Payment Request" block. However, a VCE may also accept a separate request signed and dated by the student submitted with the enrollment certification.

(2) VA-ONCE VA Form 22-1999. For a student to request an advance payment, the phrase "Student Requests Advance Payment" and the date of the request will appear on the form. The school is required to have a signed and dated request from the student in their records.

NOTE: As a reminder, advanced payment is currently not approved for Chapter 33 benefits.

b. Accelerated Payment.

(1) Paper VA Form 22-1999. For a student to request an accelerated payment, the student must sign and date the "Accelerated Payment Request" block. By signing this block, the student is certifying that he or she intends to seek employment in one of the high technology industries listed on the form.

(2) VA-ONCE VA Form 22-1999. For a student to request accelerated payment, the school must indicate the student is requesting accelerated payment and must include the phrase "Acceleration Certification on File", or similar wording, to indicate that the student has made the necessary certification regarding high technology industries.

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1.17 PRACTICAL TRAINING (CFR 21.4275)

Practical training is academic training that includes actual job experience. Practical training courses are considered to be resident training. Some practical training is measured in clock hours (medical residency, for example) and some is measured in credit hours. When practical training is reported by a school, the school can certify the course as credit or as clock hours, whichever is to the student's advantage.

If a student is in non-practical hours, school will submit these hours as well, with a message. For example, student is taking 5 non-practical hours + 1 practical hour (10 clock hours). School will submit 5 credit hours and 10 clock hours. In remarks, school should state "Student taking a 5-credit lecture course and a 1 credit, 10 clock hours per week internship."

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1.18 STUDENT TEACHING

Undergraduate student teaching is specifically considered to be resident training (38 CFR 21.4267(d)(3)). Student teaching may be certified from accredited or non-accredited schools. If a student takes a 6 credit student teaching course that requires 30 clock hours attendance a week, the SCO should certify the course in clock hours. The student is half time by credit, but full-time by clock hours. If the SCO certifies clock hours, the following should be in remarks: "Student teaching course measured in clock hours according to M22-4, Part IV, Chapter 6.

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1.19 VOCATIONAL FLIGHT TRAINING

a. If the claimant is pursuing a vocational flight program, the training establishment must complete the following items on Side B of VA Form 22-1999 in addition to the student identification items:

- 1) Type of Training
- 2) Name of Program
- 3) Credit for Previous Training
- 4) Credit Allowed for Previous Training and Certificates and Ratings. Flight schools and training centers may show credit granted as hours of instruction or ratings held by the student.

EXAMPLE: The student with a commercial certificate and a flight instructor rating enrolls in a multiengine course. The school or training center may show credit granted as "Commercial and Flight Instructor."

(A) A flight school and flight training center must grant credit for previous training and shorten a flight course for VA purposes. If a student transfers from one flight school or flight training center to another, the receiving school or training center determines the credit to grant.

(B) VCEs should review the student's application, military record, and other VA training to determine what aviation experience or flight training the student had. As appropriate, the VCE may need to develop for credit for prior training when the school or training center does not grant credit or grants inadequate credit. If development is necessary, refer to Part IV, Chapter 4.

(C) **FAA Requirements.** Under FAR 141.77, full course credit may transfer from one certified flight school to another certified flight school. The receiving school must give the student a flight check or written test. The school may credit a student with 50 percent or more of the course requirements based on previous pilot experience and knowledge.

(D) **Medical Certificate.** *Flight schools and training centers certify on VA Form 22-1999, Enrollment Certification, that the student has a private pilot's certificate and that they have copies of the required medical certificate.* For the initial enrollment certification for a flight course, flight schools should put the name and date of the medical certificate in the Remarks section of the enrollment certification. If this medical certificate information is not submitted, VCEs will develop for it. If the medical certificate is not valid on the day that the course begins, VCEs will deny the claim. (Refer to Part 4, Chapter 2 for additional processing issues regarding flight training).

NOTE: *If the Enrollment Certification is accompanied by VA Form 22-6553c, Monthly Certification of Flight Training, the VCE should accept the certification shown on this form as to the student's medical certificate.*

5) Date Training Began in Current Course. This should be certified as the first date the claimant attended training or the date the student agrees for school to certify, whichever is later.

6) Number of Hours of Instruction. The school or training center should enter the actual number of hours of dual and solo flight training, preflight briefings, post flight critiques, and ground school required for the rating.

7) Total Charges.

b. VCEs must review the flight school or training center record in WEAMS before processing awards.

(1) Compare the number of hours of training (dual and solo flight training, preflight briefings, post flight critiques, and ground school) certified with the hours in WEAMS. The number of hours certified cannot exceed the number of hours shown in WEAMS.

(2) Compare the total charges computed by the school or training center with the total charges in WEAMS. The total charges on the certification must be less than or equal to the total charges in WEAMS.

(3) If the entries on the enrollment certification are greater than those in WEAMS, the VCE should contact the ELR of jurisdiction. The ELR will determine if an approval revision is pending and advise the VCE of the status of the approval. If there is an approval revision pending, the VCE should diary the case for 30 days in both BDN and TIMS. When the diary matures, the VCE should review WEAMS and contact the ELR if a revised approval has not been received. Additional diary should be discouraged. VCE can disallow the claim at this point and advise the claimant in a locally produced letter regarding the disallowance. The VCE should include a 4107 with this disallowance.

(4) If the entries on the certification are greater than those in WEAMS and a revision is not pending, the VCE should disallow the claim. The VCE should prepare a locally produced letter to the student with copies to the school or training center] the SAA (State Approving Agency), and the ELR of jurisdiction. This letter should

explain the course as certified by the flight school and flight training center is not approved. Be sure to enclose VA Form 4107.

c. Concurrent Enrollments. If students are concurrently enrolled in commercial pilot and instrument rating courses, flight schools or training centers must submit 2 enrollment certifications, one for the commercial pilot course and one for the instrument rating course. VCEs must check the hours of training and total charges on both enrollment certifications. If the information on both enrollment certifications agrees with the information in WEAMS, VCEs should combine the hours of training and enter one award in FOCAS.

In LTS for Chapter 33, VCEs should enter the information separately.

For additional processing information regarding Flight training, refer to Part IV, Chapter 2.

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1.20 CORRESPONDENCE COURSES

a. Enrollment Certification. VA Form 22-1999, Enrollment Certification is to be used for Correspondence Training. The fields unique to this type of training and an explanation are as follows:

1. Credit Allowed for Previous Training. The school must show credit for previous training in terms of lessons.
2. Date First Lesson Sent to Student.
3. Number of Lessons for Which Student Is Enrolled.
4. Charge Per Lesson to Student.
5. Were Any Lessons Serviced Before The Date Entered in Date Signed Block? The school must check either "Yes" or "No." If the school checks "Yes," it must attach a list showing each lesson and the date serviced. The school may enter the information in remarks.

b. Approval Review. VCEs must review WEAMS before processing awards.

1. Compare the number of lessons and cost per lesson certified against WEAMS. If the school's entries are less than the approved charges, accept the certification.
2. If the number of lessons or cost per lesson on the certification is greater than that shown in WEAMS, refer the case to the ELR at the RO of jurisdiction. The ELR will determine if there is an approval revision pending and advise the VCE of the status of the approval. If there is an approval revision pending, the VCE should diary the case for 30 days. When the diary matures, the VCE should review WEAMS and contact the ELR if a revised approval has not been received.
3. If the entries on the certification are greater than those in WEAMS and a revision is not pending, disallow the claim. Send a locally prepared letter to the student with copies to the school, the SAA, and the ELR of jurisdiction. This letter should explain that the course as certified by the correspondence school is not approved. Enclose VA Form 4107.

For additional processing information regarding correspondence training, refer to Part IV, Chapter 2.

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1.21 APPRENTICESHIP/ON-THE-JOB TRAINING

a. Training Establishment Certification. If the claimant is pursuing an apprenticeship or other on-the-job training (OJT) program, the establishment must complete the following items on Side B of VA Form 22-1999 in addition to the student identification items:

- (1) Type of Training. The training establishment should check the Apprenticeship or Other On-The-Job box.
- (2) Name of Program.
- (3) Credit for Previous Training.
- (4) Training Dates. The training establishment should enter the exact date (month, day, and year) that the claimant begins training and the exact date scheduled for completion of training
- (5) No. of Hours Trainee Is Employed Per Week in Training Program.
- (6) No. of Hours in Standard Work Week.

b. Hours Worked to Date. In addition, the establishment should list the monthly number of hours worked to date in the remarks section or on a separate attachment.

NOTE: The training establishment must attach a signed copy of the training agreement, outlining the training program and wage scale as approved by the SAA or VA. For apprenticeship, any document signed by the trainee incorporating this agreement by reference will suffice. For training approved by VA, the appropriate document is VA Form 22-8864, Other On-Job Training and Apprenticeship Training Agreement and Standards.

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1.22 NAME AND ADDRESS OF CONTRACT SCHOOL OR BRANCH LOCATION

The school must complete this item if the student is enrolled at a contract school or attends a branch location other than the branch that is certifying the enrollment. VCEs should check approval data in WEAMS (and check with the ELR if necessary) to see if the contract school or the branch is approved.

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1.23 SCHOOL OFFICIAL'S CERTIFICATION OF ENROLLMENT DATA

a. Date Signed. The certifying official at the school or training establishment must show the date he or she completed or signed the enrollment certification. An enrollment certification is "confirmed" if the school's certifying official signed and dated it on or after the beginning date of the enrollment period. In most circumstances a "confirmed" enrollment is no longer necessary before a VCE can enter the award for processing.

- (1) Advance Payment Request. The date signed by the SCO may be at least 30 days, but not more than 119 days for non-chapter 33 benefits before the beginning date of the term. If the date signed by the SCO is not within the specified period, and for other advance payment processing procedures, see part IV, [chapter 10](#). The claimant must specifically request an advance payment. This request can be included in an electronic submission.

NOTE: Advance payment is currently not available for Chapter 33 housing benefits.

- (2) All Other Enrollments. Accept without confirmation enrollment certifications signed as much as 119 or 180 days (as discussed above) before the beginning of the first semester, quarter, or term listed on the enrollment certification. If subsequent terms are included on such certifications, also accept them without

confirmation. Pre-registration for the first semester, quarter, or term listed on the enrollment certification is required.

NOTE: The BDN chapter 32 and 35 systems will not process non-advance payment original or reentrance awards with a future commencing date. In the instance an enrollment certification is received before the commencing date AND the VCE cannot input the award as an amended award, the VCE should PCAN the EP which was established for the VA Form 22-1999 and establish a future supplemental end product to mature on the first day of the term according to the enrollment certification. VCE may close the claim token in TIMS. The future end product will serve as the control. Chapters 30, 33, 1606 and 1607 systems will permit entry of future commencing dates up to 120 days.

(3) **Special Lump Sum Enrollment Procedures.** (applicable ONLY for chapter 30, 35, 1606 and 1607). Some students, training at less than ½ time, prefer to receive their benefit in a lump sum. VA is required to pay this lump sum payment by the end of the month following the month the certification is received. When a lump sum payment should be paid, for a term which begins within 120 days of the date the school official signed the enrollment certification, do the following:

- (a) Create a future EP in BDN for the first day of the term. Finish the claim token in BDN.
- (b) Through reviewing WIPP/VOR reports, the VCE will process the lump sum enrollment when the diary matures.

NOTE: Due to system limitations in BDN, it is important when inputting a lump sum enrollment, the term stands alone. If multiple award actions are necessary, the VCE should do multiple awards.

NOTE: Confirmation of enrollment is not required.

b. Reporting Delay for Independent Study Programs. A school may delay reporting enrollments in a program of independent study (under [38 CFR 21.4203\(a\)\(2\)](#)) for less than 1/2 time training until the end of the term, quarter, or semester if:

- (1) The school submits a written request to the RPO director to delay reporting enrollments,
- (2) The Director of the RPO of jurisdiction approves the delay and determines that it is not feasible for the school to monitor enrollment in the programs.
- (3) The school notifies the claimants of the delay at the time they enroll or reenroll.

NOTE: RPOs must notify the school of the acceptance or rejection of this written request. The school has the right to request an administrative review of that decision to the Director of the Education Service. The school has to submit a written request for this review.

c. Signature and Title of Certifying Official. The designated official must sign the form and enter his or her title.

- (1) **VA-ONCE.** Enrollment documents received electronically through the VA-ONCE system are acceptable as to signature and title.
- (2) **Paper Enrollment Certifications.** VCEs should accept signatures on paper enrollment certifications as long as the name appears in WEAMS. If a VCE believes the signature is questionable, the VCE should contact the designated School Certifying Official to confirm the enrollment. Proper telephone documentation of this conversation should be prepared on VA Form 119 and captured into the TIMS folder.

d. Name and Address of School or Training Establishment. The complete name and mailing address of the school should be entered. The school should enter the certifying official's telephone number and VA facility code.

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SUBCHAPTER III. NON-MATRICULATION

1.24 DEFINITION OF MATRICULATION

A college or university student who has satisfied all prerequisites for formal admission and recognition by the institution as a degree-seeking student is considered a matriculated student. This does not mean that an undergraduate student must have formally been accepted into a specific major field of study before he or she may be classified as "matriculated." Matriculation should not be applied to NCD facilities or to those individuals pursuing a non-college degree objective at an IHL.

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1.25 REQUIREMENT FOR MATRICULATION

a. Prohibition of Payment to non-matriculated Students. 38 CFR 21.4252(l) prohibits payment of educational assistance benefits to IHL students who are not matriculated, unless an exception applies. (This prohibition does not apply to claims where Tuition Assistance Top-up is involved.)

b. Two-Term Rule. 38 CFR 21.4252(l)(1) provides that educational assistance benefits may be awarded for a maximum of two terms, quarters, or semesters to students who do not matriculate immediately. Note that it does not matter what the student's training time is for these two terms, quarters, or semesters.

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1.26 TERMS RELATING TO NON-MATRICULATION

a. General. The term "to matriculate" is not defined in the same manner by all IHLs. Other related terms are listed below to facilitate the discussion of payment restrictions under 38 CFR 21.4252 (l).

b. Special or Provisional Students. Many IHLs initially classify newly enrolled freshman students and transfer students in a special category until all requirements for matriculation have been satisfied. Commonly used terms for this classification are "special student" and "provisional student."

c. Regular Students. While limitations on the duration of such a classification differ among schools, IHLs commonly require degree-seeking students to attain "regular" (matriculated) status after completing one or two terms, quarters, or semesters.

(1) At some open admission schools, students may continue to be classified as "special students" almost indefinitely, or may be reclassified as "non-curricular students." It is at these IHLs where the provision of 38 CFR 21.4252(l) has the greatest impact on the processing of enrollment certifications.

(2) After a student has satisfied all of an IHL's requirements for full admission into a degree curriculum, he or she is generally reclassified as a "regular student." In most circumstances, classification as a "regular student" is equivalent to "matriculation" for the purposes of 38 CFR 21.4252(l).

d. Full Credit. When used in conjunction with transfer of credits from one institution to another, "full credit" means that the accepting institution will assign a value to a course which is the

equivalent to that which would have been earned by the student if the course had been offered by and pursued at the accepting institution.

e. Open Admission Institution. This term refers to an institution operating under an admission policy without any mandatory admission requirements or that imposes relatively few admission requirements. The term "open admission" (or "free access") applies to an institution, but not to particular programs. An open admission institution may impose selective standards for acceptance into a specific degree curriculum.

f. Open-Ended Program. A post-secondary instructional program designed, often in cooperation with a particular IHL, so that a student may earn credit for later application toward a bachelor's (or in some cases, an associate) degree.

g. Transfer Program. A program of post-secondary instruction that yields credits which are normally acceptable by 4-year IHLs at full value toward a bachelor's degree.

h. Unclassified Student. This is a student who has satisfied admission requirements at an institution, but who has chosen not to pursue a degree.

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1.27 OPEN-ENDED PROGRAMS UNDER 38 CFR 21.4252(I) (2)

a. Definition. Some schools have developed programs that consist of a series of courses that are not intended to fulfill a degree objective at their own institutions. The student is not required to matriculate. The courses represent, for example, the first portion of a degree program (the freshman and sophomore years of instruction, the vocational courses within certain undergraduate degree programs, etc.) for which the actual degree is awarded by another IHL. These are organized curricula specifically designed by the institution, not merely individual educational plans. VA benefits may be awarded only if the program has been approved by the SAA, and only after receipt of a certification as described below.

b. Certification Requirements. Students enrolled in open-ended programs may be awarded VA benefits only when the certifications described below are made:

(1) The college or university granting the degree certifies concurrently with the student's enrollment in the first portion of the program, that:

(a) Full credit will be granted for the subjects taken in the portion of the curriculum offered at the first college or university;

(b) In the last 5 years at least three students who have completed the first part of the program have been accepted into the second part of the program;

(c) At least 90 percent of those who have applied for admission to the second part of the program, after successfully completing the first part, have been admitted;

(d) The student will be required to matriculate during the first two terms, quarters, or semesters following his or her admission to the second part of the program.

(2) The college or university offering the first part of the program:

(a) Certifies to the appropriate SAA that as a result of an agreement between that college or university and the college or university offering the second part of the program, all of the courses taken by the student in the first part of the program, will be accepted by the college or university offering the second part of the program without any loss of credit in partial fulfillment of the requirements for an associate or

higher degree. This certification may be made once for each program for which an agreement exists.

(b) Certifies to VA that the student has stated to an appropriate official of the college or university offering the first part of the program that he or she is pursuing the program.

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1.28 TRANSFER PROGRAMS UNDER 38 CFR 21.4252(I) (3)

a. Definition. Two-year IHLs may offer courses beyond those courses which are necessary for an associate degree. A student can use these additional courses toward graduation requirements for a bachelor's degree at a four year IHL. The four-year IHL may not require the student to matriculate at the four year school if he or she is pursuing only these additional courses at the two-year school.

b. Certification Requirement. Payment of VA benefits for pursuit of courses beyond those necessary for an associate degree may be authorized only if the certifications described below are made.

(1) The college or university granting the baccalaureate degree certifies that:

(a) Full credit is granted for the course upon the student's transfer to the college or university granting the baccalaureate degree,

(b) The courses taken at the two-year college will be acceptable in partial fulfillment for the baccalaureate degree, and

(c) The student will be required to matriculate during the first two terms, quarters, or semesters following his or her admission to the college or university granting the baccalaureate degree.

(2) Either the two-year college or the college or university granting the baccalaureate degree certifies to:

(a) The appropriate SAA that as a result of an agreement between the two-year college and the college or university offering the baccalaureate degree, all of the courses pursued beyond the associate degree will be accepted without any loss of credit in partial fulfillment of the requirements for a baccalaureate degree. This certification may be made once for each program for which an agreement exists.

(b) VA that the student is enrolled in courses covered by the agreement.

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1.29 PROCESSING ENROLLMENTS FOR NON-MATRICULATED STUDENTS

VCEs should accept the following entries on the enrollment certification for the initial enrollment of undergraduates who have not matriculated. As a reminder, matriculation ONLY applies to IHLs as discussed in the above sections. Do not attempt to apply matriculation rules to non-IHLs programs or schools.

a. Name of Program. In "Name of Program", schools should enter "Bachelor" or "Post-baccalaureate" as the program. VCEs are responsible for ensuring this phrase is not used for more than two semesters, quarters, or terms by the same school. The VCE should place the message "STOP: non-matriculated and date of beginning of term" in BDN for non-33 benefits. For Chapter 33, the VCE should mark the "Stop Automation" box. In all situations, the TIMS folder

should have a Flash which indicates the student is non-matriculated with the start date of the non-matriculation.

b. Enrollment Effective Dates. The enrollment period certified in Enrollment Effective Dates, should not exceed two terms, quarters, or semesters unless the procedures for two schools applies.

c. Claims Processing Procedure. If a school submits a new enrollment certification for a non-matriculated student beyond the first two terms, quarters, or semesters, the VCE must develop to both the student and the school to confirm the student has not been determined to be matriculated. The VCE should control in AWAIT MAIL in TIMS for 30 days and "disp" the end product for 30 days from the date the development letter is released. This development letter must specifically state, if the student has not matriculated yet, additional payment cannot be authorized. The letter should further state, if a response is not received, the enrollment period will not be paid.

The VCE should deny the claim after 30 days if no response is received. The VCE is entitled to PCLR a supplemental end product for this decision. The VCE should send the student a denial letter including appeal rights. Use the DIS-11 PCGL letter. Furnish a copy of this notice to the institution and to the ELR so the ELR is aware of any pattern of problems at schools.

d. Specific Requirements for Open-Ended and Transfer Programs. Enrollment certifications for students enrolled in "open-ended" and "transfer" (as previously defined) programs must provide the specific title of the program as approved by the SAA.

e. No Certification from Degree-Granting Institution. An enrollment certification may be received for a student enrolled in an approved "open-ended" or "transfer" program without the required certification. The VCE should send a locally produced letter to the student telling him or her what evidence VA needs before determining eligibility. The letter will list certification options. Be sure to send a copy of the letter to the institution that submitted the enrollment certification and furnish a copy to the ELR so that he or she is aware of any pattern of problems at the school.

(1) Set up a 30-day control under the appropriate EP.

(2) If the control period expires without receipt of the evidence, deny the student's claim for benefits unless other issues permit deferring the action.

NOTE: If these programs are covered by an articulation agreement, then the supplemental school need only reference that agreement on its enrollment certification. If there is no articulation agreement, then the certification requirements for open ended programs and for transfer programs apply.

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