

VETERAN STUDENT SERVICES

Jennifer Trimmer, Director

216 Buchanan Hall
Norman, OK 73019-4076
Phone: (405) 325-4308
FAX: (405) 325-3639
veterans@ou.edu
www.ou.edu/veterans/veteran_student_services

Veteran Student Services

GI BILL® Student Responsibilities

Additional information in the U.S Department of Veterans Affairs, School Certifying Official Handbook

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Applications for Benefits

VA students can submit applications online. If students don't have access to apply online they can call 1-888-442-4551 and ask that an application be mailed to them.

All VA students must file an application when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application. There are multiple applications from which to choose.

Initial application to VA for Education benefits:

- Veterans or Service members applying for chapters 30, 33, and 1606 use VA Form 22-1990;
- Dependents applying for chapter 35 or chapter 33 (Fry Scholarship) use VA Form 22-5490;
- Dependents requesting Transferred Post-9/11 GI Bill (chapter 33) use VA-Form 22-1990e;

Change of Address and Direct Deposit

Address and direct deposit information must be kept current. Chapter 30 and 1606 students can use the WAVE system to update address and financial institution information. Links are on the "Main Menu" available after they log onto WAVE.

In order for a student to either start or change direct deposit information, the student should have their account information handy. The following information is needed to set up direct deposit and can be found on checks and bank statements:

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

If a student has chosen direct deposit, the student still needs to keep their address current because all other correspondence including award letters are mailed to the student's address.

Students who cannot add their account information through WAVE should contact 1-877-838-2778 to begin and change direct deposit.

MY VA

Students are strongly encouraged to register and utilize My VA to assist them in the following:

- Obtaining up to date information on their educational entitlement
- Updating their Direct Deposit and personal contact information
- Downloading VA letters and personal documents
- Viewing the current status of their payments (both education and disability)

Students can register for either a Basic or Premium account but must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) to obtain either account type.

Student Verification of Enrollment

Chapter 33 students must verify their enrollment status each month for enrollment periods which begin on or after August 1, 2021, to continue to receive their monthly housing allowance (MHA) and/or kicker payments. If a beneficiary fails to verify for two consecutive months, VA will withhold any additional MHA payments until verified by the student. The requirement for the student to verify their enrollment status means **VA cannot accept statements from the school to verify the enrollment**, as the current process for monthly certification for other education benefits allows.

This law will be implemented in phases. The first phase is for students enrolled at Non-College Degree (NCD) facilities who are in terms or programs beginning August 1, 2021 or later. Additional phases will include those enrolled in training at an Institutions of Higher Learning (IHL).

Non-Chapter 33 Verification of Enrollment

The preferred verification method is WAVE, which includes features not in IVR (Interactive Voice Response). When students are awarded benefits, the award letter they receive describes WAVE and IVR. The earliest date students can verify their enrollment is the last calendar day of each month.

WAVE allows students to verify their enrollment on the Internet. WAVE is on the Education Service website at W.A.V.E. Web Automated Verification of Enrollment

Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE. The WAVE system permits students to perform a multitude of functions. For instance, students may:

- Verify that enrollment has not changed
- Report a change in enrollment
- Change mailing address
- Initiate or change direct deposit information
- View the enrollment period and monthly benefit amount
- View the remaining entitlement
- Sign up for a monthly e-mail reminder

IVR allows students to "phone in" (1-877-823-2378) their monthly verification if there are no changes to the enrollment during the previous month. If there were changes in the enrollment the student must contact the VA Certifying Official to submit a change in status and the payment may be delayed until the reduction is processed.

School Responsibilities

The following information provides the basic responsibilities of an educational institution and VA School Certifying Official (SCO). Each school will designate at least one VA Certifying Official to carry out reporting requirements.

Additional information in the U.S Department of Veterans Affairs, School Certifying Official Handbook

- School Certifying Officials complete annual training administered by Dept of VA and State Accrediting Agency.
- Keep VA informed of the enrollment status of veterans and other eligible persons.
- Keep up-to-date on current VA rules and benefits
- Maintain records of VA students and make all records available for inspection.
- Certify in accordance with the school's Yellow Ribbon Program agreement
- Apprise supervisors of any internal problems that may affect service to VA students
- Keep the State Approving Agency (SAA) informed of any new programs or changes in current programs, academic policies, procedures, addresses, phone numbers, and certifying officials.

OU In-State/Out-of-State Tuition Policy

Additional Information on In-State & Out-of-State Tuition Policy
Please contact OU Veteran Student Services for more information.

Chapter 33 & 31 – Veterans Benefits and Transition Act of 2018

Additional information found in Bursar Services Bill Pay

Students using these benefits must present their VA Certificate of Eligibility to the Office of Veteran Student Services, complete the request to be certified using the electronic Veteran Course Confirmation Form, and provide any additional information needed for the School Certifying Official to properly certify. Students that have completed these steps will not have service charges or registration holds placed on their accounts due to unpaid charges that are awaiting payment from the VA.

85/15 Percent Ratio Requirement

Prohibits paying Department of Veterans Affairs (VA) benefits to students enrolling in a program when more than 85% of the students enrolled in that program are having any portion of their tuition, fees, or other charges paid for them by the school or VA. If the ratio of supported students to non-supported students exceeds 85% at the time a new VA beneficiary student enters or reenters (such as after a break in enrollment), the student cannot be certified to receive benefits in the program. Submission of enrollment certifications will be suspended for VA beneficiary students enrolling or reenrolling on or after the effective date of any 85/15 violation.

Listing of all approved programs at all GI Bill® approved institutions found on VA WEAMS

OU Military Service Credit

The University awards credit for educational experiences during military service according to the recommendations of the American Council on Education as published in the "Guide to the Evaluation of Military Experiences in the Armed Services." The policies governing the acceptance of credit awarded for military experience toward satisfying degree requirements vary among the degree-recommending colleges of the University. Students should contact their college academic

advisement office for specific information on the applicability of this type of credit toward degree requirements. General questions concerning the evaluation of educational experiences in the armed services should be directed to the Office of Admissions.

The grade of S (satisfactory) is assigned to all credit awarded for military training.

Students with educational experiences in the military must submit the following military records to the Office of Admissions & Recruitment for review.

- **Army, Navy, Coast Guard, and Marine Corps:** Submit an official Joint Services Transcript. Students may request a Joint Services Transcript be sent electronically to the University.
- **Air Force personnel and veterans:** Request an official transcript from the Community College of the Air Force for work taken as an undergraduate, or from the Air University for work taken as a graduate student. Community College of the Air Force transcripts may be ordered by sending a request in writing to: CCAF/RRR, 130 West Maxwell Blvd, Maxwell AFB AL 36112-6613, (334) 953-2794 (DSN 493-2794). You may also visit www.airuniversity.af.edu/Barnes/CCAF/. Air University transcripts may be obtained by writing to the Registrar's Office, 50 South Turner Blvd., Maxwell AFB-Gunter Annex AL 36118-5643.
- **DANTES/USAFI:** Students may also request a transcript from DANTES (Defense Activity for Non-Traditional Education Support) or USAFI (United States Armed Forces Institute—tests taken prior to July 1, 1974). Many tests taken under the auspices of DANTES or USAFI carry American Council on Education credit recommendations recognized by the University. Official DANTES transcripts can be ordered from Thomson Prometric, P.O. Box 6604, Princeton, NJ 08541-6604, (877) 471-9860 (toll free). A transcript of USAFI courses or tests completed prior to July 1, 1974, may be obtained from Thomson Prometric, P.O. Box 6605, Princeton, NJ 08541-6605. Visit getcollegecredit.com to learn more.
- **DANTES tests (DSSTs)** can also be taken by people who are not in the military. Visit getcollegecredit.com to learn more.

Students Called to Active Duty

What You Need To Do

Early in the Semester

If you are a main campus student, you need to contact either Veteran Student Services at 325-4308 or Kellie Dyer at 325-4147 or by email kdyer@ou.edu. The Office of the Registrar will need a copy of your orders as soon as possible. You can fax them to 325-3639. The Office of the Registrar will withdraw you from your classes and notify Bursar Services and Financial Aid.

Mid to Late Semester

If time allows, visit with each of your instructors to discuss your options.

The faculty and staff have been instructed by the Provost office to assist you in the disposition of your coursework. This may include early completion of courses, withdrawal or receipt of grades of Incomplete. Whatever your decision, you must then notify Veteran Student Services so they can counsel you on how it will impact your Montgomery or Post 9/11 GI Bill®¹.

When You Know the Semester in Which You Will Return

We will do everything we can to get you back in classes as seamlessly as possible. You may go online to one.ou.edu at the appropriate time and enroll. If you have any stops/holds, advising or otherwise, you may email Veteran Student Services at veterans@ou.edu and they will forward your email to the appropriate person(s).

Other Considerations

If you are living in University Housing, you need to submit a release application and a copy of your orders. You should be released from your contract with no penalty. Contact Housing and Food Services to begin your release application. Email: housinginfo@ou.edu or phone 325-3511 and H&F will guide you through the process.

If you have a parking permit, send the permit to OU Parking and Transportation, 1332 Jenkins Avenue, Norman OK 73019. Parking and Transportation will credit your Bursar account. The Bursar will issue a refund if there are no other outstanding charges to your account. If you have any questions about this, contact Parking and Transportation at 325-3311 or parking@ou.edu.

If you purchased your textbooks at any of the Norman campus area bookstores, the stores will give you a refund as long as you can present a receipt.

If you have checked out materials from the University Libraries, be sure they get returned.

If you need to change your address, go to one.ou.edu.

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