

January 23, 2009

MEMORANDUM

TO: VA Certifying Officials

FROM: Thomas H. Beebe
Director of Military Programs

RE: VA Certification - **2009 Summer Semester (IT)**

One Certification. The current policy of one certification per semester will continue. **If you are not using VA-ONCE, contact the Office of Military Programs immediately.** VA-ONCE can be used for all first, second, and third term certifications. We have processed the requisite M.O.U. for your site and you should have received your account and password information.

Date for Submitting Enrollment Certifications. **For Chapter 30 active duty students and veterans training half time or more, enrollment certifications may be submitted up to 120 days prior to the first class date of the semester.** Since the Summer semester begins May 16, 2009, this means enrollment certifications may be dated and submitted May 16, 2009, or up to 120 days prior to this date. (This change does not apply to active duty students using other Chapters, e.g., Chapter 32/VEAP and Chapters 1606/1607.)

If you are uncertain as to the intention of certain students, you may wish to hold their certifications until after the first weekend of classes before you submit them.

Advance Payment. Chapter 30 active duty students may request advance payment. **Students must be enrolled half time or more to qualify, plus other conditions must be met. If you have a student who is interested in advanced payment, please call me to discuss eligibility requirements and the process which must be followed.** (This change does not apply to active duty students using other Chapters, e.g., Chapter 32/VEAP and Chapters 1606/1607.)

Shortfall created by class schedule overlap. A shortfall is created for active duty students who are enrolled full time, because there are two overlap periods (June 7, 2009 and July 12, 2009) when students are taking two resident training courses and an independent study course. On these days, the prorated semester hour charges for the three courses exceed the maximum daily entitlement (see Tab B-1, VA Policy and Procedure).

At the present time, for the **Summer Semester 2009** depending on how each VARO calculates entitlement, it appears full-time, Chapter 30 active duty students (12 hours) will have a shortfall/payment of approximately the following:

VA EDUCATIONAL BENEFITS ANTICIPATED SHORTFALL/PAYMENT

(Full-time Chapter 30 Active Duty Students)

SUMMER SEMESTER 2009 (IT)

| | <u>\$1073*</u> | <u>\$1321</u> | <u>\$1509</u> |
|------------------|----------------|---------------|---------------|
| Shortfall | (\$80) | (\$14) | (\$7) |
| Payment | \$2620 | \$2686 | \$2693 |

*Monthly educational assistance allowance varies under the Montgomery or New GI Bill (Chapter 30). The most common allowances are \$1073, \$1321, and \$1509 per month; \$1073 for initial obligation of two years, \$1321 for initial obligation of three years or more, \$1509 for active duty students who have converted from the Old GI Bill (Chapter 34) to the New GI Bill (Chapter 30). Since the VA educational assistance allowance for students using Chapter 30 varies, please contact me if you have questions concerning the anticipated shortfall/payment for students in other situations.

Shortfall/payment created by supplemental enrollment. If a student is taking a course from another school, an additional shortfall may be caused by the supplemental enrollment. A shortfall will occur if the prorated semester hour charge for the supplemental enrollment, and the prorated semester hour charges for the SIUC courses exceed the maximum daily allowance.

Notes Concerning Several Parts of VA Form 22-1999.

Where to send. Chapter 30 enrollment certifications should be sent to the Chapter 30 Processing Center which services your program. Enrollment

certifications for other chapters should be sent to your VA Regional Office or to the Chapter 30 Processing Center in accordance with instructions from your VA Regional Office.

Notation on Enrollment Certifications. For Chapter 30 students, Chapter 30 should be written at the top of enrollment certifications. Also write Southern Illinois University Carbondale.

VA Facility Code. Include your VA facility code on the enrollment certifications.

Block 7A, Credit for Previous Training and Experience. (VA Form 22-1999, June 2004). The SAA requires completion of this item on the enrollment certification. Some things to keep in mind:

Prior Credits Which Count Toward Degree. As the name implies, the credit which goes in Block 7A (VA Form 22-1999, June 2004) is credit which a student earned prior to entering the program he/she is now enrolled in; i.e., the B.S. degree in Industrial Technology. **Do not count any credits earned with SIUC or another school after the student enrolled in the Industrial Technology program unless those credits were earned after enrolling in the SIUC program, but before using VA education benefits.** (For example, Student A had 40 hours prior to enrolling in the SIUC program: 40 hours would go in Block 7A (VA Form 22-1999, June 2004). Student B also had 40 hours prior to enrolling in the SIUC program, but used TA for the first 12 hours after enrolling in the SIUC program [either at a local college for transfer or at SIUC], then switched to using VA benefits: 52 hours would go in Block 7A (VA Form 22-1999, June 2004). For most students, no more than 72 hours should be placed in Block 7A (VA Form 22-1999, June 2004). Please call me if you have questions regarding this matter.

Blocks 8-12. Blocks 8-12 of enrollment certifications for the **2009 Summer Semester (IT)** for active duty students should be prepared as shown below. The requirement to certify standard class sessions has been eliminated. You must be using the new form with these instructions. **DO NOT USE THESE INSTRUCTIONS WITH ANY FORM DATED PRIOR TO 2004** The beginning date for course 1 and course 4 is the first class date rather than the registration date.

VA Form 22-1999, dated June 2004

| 8. ENROLLMENT EFFECTIVE DATES (Month, Day, Year) | | 9. CREDIT HOUR COURSES | | 10. CLOCK HOURS PER WEEK | 11. CHARGES FOR PERIODS OF INSTRUCTION | 12. TRAINING TIME (Graduate or Advanced Professional Programs) |
|---|-----------|--|--|--------------------------|--|--|
| | | CREDIT HOURS TAKEN IN RESIDENCE, INDEPENDENT STUDY OR TV | NON-CREDIT REMEDIAL/ DEFICIENCY/ REFRESHER | | | |
| A. BEGIN | B. END | A. HOURS | B. HOURS | HOURS | A. TUITION & FEES | |
| 16 May 09 | 07 Jun 09 | 3 | | | \$675.00 | |
| 07 Jun 09 | 12 Jul 09 | 3 | | | \$675.00 | |
| 12 Jul 09 | 16 Aug 09 | 3 | | | \$675.00 | |
| 16 May 09 | 16 Aug 09 | 3 | | | \$675.00 | |

Chapter 30 Adjudication Officers in VA Regional Processing Centers do not always recognize that the weekend (resident training) classes are taught in the accelerated format. As a result, they have failed to calculate the credit hour equivalent for these courses, and have produced incorrect award letters.

Independent Study Courses. All courses are considered resident training courses except those listed below. These courses are Independent Study courses (by VA definition).

- IT 105 IT 395
- IT 240 IT 440
- IT 270 IT 445
- IT 305 IT 485
- IT 341 IT 492
- IT 386

If you use VA Form 22-1999 dated June 2004, the credit hours for the Independent Study course(s) are listed in block 9.A.

Questions. If you have questions, please let me know.

THB:dfp

c: Dr. Roger Chang