



Veterans Benefits Information

VA eligible students must request certification for each course you wish to receive benefits. Students are responsible for making payment arrangements for tuition, fees, and kit.

ex. Financial Aid award letter stating you will borrow loans in the event your VA money is not paid in time for the 30 day loan disbursement, or a signed in house payment plan.

As of 1/8/2009 the VA has stated that the following documents must be in all Veteran files:

- DD-214
- Military Transcripts
- Transcripts from all post secondary schools (anything above high school)

If a veteran does not have their DD-214 they can obtain it by going to:

www.archives.gov/veterans/levetrees/index.html

Military Transcripts

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

- Army (AARTS transcript): <http://aarts.mil>
- Navy & Marine Corps (SMART Transcript): <https://smart.navy.millsmart/welcome.do>
- Air Force (CCAF Transcript): <https://au.af.mil/aulccaf/transcripts.asp>
- Coast Guard: <https://www.uscg.millhq/cgi> (Transcripts requested can be found under LINKS)

The ACE Military Guide

The ACE Military Guide (Guide to Evaluation of Educational Experiences in the Armed Services) is on the web at www.militaryguides.acenet.edu

Changes in your enrollment

Leave of Absences will be treated as a temporary suspension of enrollment until the VA student returns, at which time VA payments may resume. Students are not allowed to receive monthly stipends while on an approved LOA. A 22-1999b Change in Student Status form will be submitted by the Certifying VA Officer.

If the student withdraws from the course, a 22-1999b form will be submitted by the Certifying Officer within 30 days and the student may have to repay any benefits from the beginning of the term back to the VA. An institutional refund calculation will also be completed at that time. Student will be notified of any tuition charges owed to the school.

*Extenuating circumstances may apply, always contact your VA Educational Representative at 888-GIBILL-1 (888-442-4551). Call between 7 a.m. - 7 p.m. Central Time, Monday-Friday.

.Examples of extenuating circumstances may be:

- Extended Illness
- Severe illness or death in your immediate family
- Unscheduled changes in your employment
- Lack of child care

If you change your schedule or course, you must inform the VA Certifying Officer. This is crucial to your receiving benefits without interruption. Dropping and changing schedules will most likely affect your monetary entitlement. In some instances, if there are no mitigating circumstances involved, the VA will invoke an overpayment from the first day of class for that drop.

If you have any concerns in reference to your educational benefits, we will be happy to assist you in resolving the issue. If you have any questions about monetary amounts and time periods, you should contact the VA Regional Office at:

125 South Main Street
Muskogee, OK 74401
Phone: 800-827-1000
Fax: 918-781-7511

Statement of Understanding

The Certifying Officer at each Vogue location is responsible for certifying eligible veterans for educational assistance under Chapters 31, 33, and 35.

Based on enrollment, a certification is completed and signed by the Certifying Official and then transmitted electronically to the appropriate VA Regional Office in Muskogee, OK. Vogue College has *NO CONTROL* over when monies are paid out to students once the certification is transmitted. We are unaware of individual student benefits, length of entitlement, etc. This type of information is held *CONFIDENTIAL* between the VA and the student. Periodically, the VA office may send you information directly in regards to your benefits. You need to read this information and keep a file of what you have been mailed. This will help you in the future if there are any discrepancies. The Regional Office *will not send us* information regarding entitlement or individual contractual amounts.

Please keep in mind that once your certification has been processed and transmitted by our officer, it can take anywhere from 4-6 weeks for the Regional Office to have the data in the computer. If you inquire about your account before that time the response from the VA is usually, "We have no record on you". This does not necessarily mean that the certification is not there, but that it may have not been processed yet.

If you wait until the beginning of the course to request certification, timelines will be lengthier because of the backlog of certification requests during that period. Our utmost concern is that your certification is done accurately. Errors can cause delays in your benefits. *Remember, you must request certification.*

If you have not submitted copies of all your college transcripts, we cannot process your application; therefore causing a delay in receipt of your benefits.