How your school uses stores and uses its Reporting Fees will be reviewed during Compliance Surveys conducted at your school.

School Certifying Official Training

All personnel who are involved with certifying VA education beneficiaries are highly encouraged to enroll and participate in the VA Training and Performance Support System (TPSS) School Certifying Official Course. Through this online school official training course you will learn how to:

- Identify your ELR and when/how to contact him/her
- Reset your password or post-test if locked out
- Learn VA-ONCE capabilities and how to use it for certifying enrollments
- Print a certificate showing your completion of the SCO Course

NOTE: While taking this online training if you encounter any technical issues (inability to proceed with parts of the course, difficulty getting or printing their completion certificates, etc.) you should contact the Training and Performance Support System (TPSS) Help Desk Mailbox via email and cc your ELR.

NOTE: A common issue that may cause errors while in the online training is a settings error with Internet Explorer, which may prevent access or continuation through the course. This error can be resolved via the following steps:

- Launch Internet Explorer
- Under "Tools", select "Internet Options"
- On the General tab under "Browsing History" select "Settings"
- Where it states, "Check for newer versions of stored pages:" select the "Every time I visit the webpage" option
- Select "OK"

85/15 Rule

The Code of Federal Regulations (38 CFR 21.4201) states VA shall not approve the enrollment of any VA-eligible person, not already enrolled, in any course for any period during which more than 85 percent of the students enrolled in the course are having all or part of their tuition, fees, or other charges paid to or for them by an Educational Institution or VA. VA asks that you provide this information within 30 days of our request. See Appendix B - Statement of Assurance of   Compliance with 85/15 Enrollment Ratios.

STUDENT RESPONSIBILITIES

Applications for Benefits

VA students can submit applications online at http://www.vets.gov/education/apply/. 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

(Veterans or Servicemembers applying for Chapters 30, 32, 33, 1606 and 1607 use VA Form 22-1990; dependents applying for Chapter 35 or Chapter 33 (Fry Scholarship) use VA Form 22-5490; students requesting Transferred Post-9/11 GI Bill (Chapter 33) use VA-Form 22-1990e). Students who have received VA benefits before must file a "Request for Change of Program or Place of Training" (Veterans, Servicemembers and dependents using Transferred Post-9/11 GI Bill (Chapter 33) use VA Form 22-1995 and dependents using Chapter 35 or Chapter 33 (Fry Scholarship) use VA Form 22-5495).

Change of Address and Direct Deposit

Address and direct deposit information must be kept current. Chapter 30, 1606 and 1607 students can use the WAVE system to update address and financial institution information. Links to do so are on the "Main Menu" available after you log onto WAVE.

If a student wants to start (Chapter 30, 33, 35, 1606, and 1607) or change a direct deposit, the student should have his or her 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 direct deposit the student still needs to keep his or her address current because all other correspondence including award letters are mailed to the student's address. All other students can call 1-877-838-2778 to begin and change direct deposit.

eBenefits

Students are strongly encouraged to register and utilize eBenefits 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

Students receiving Chapter 30, 1606, and 1607 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The monthly verification of enrollment has not been added for Chapter 33 and Chapter 35, with one exception. Chapter 35 NCD students are mailed a monthly verification form (VA Form 22-8979).

The preferred verification method is WAVE, which includes features not in IVR. When students are awarded benefits, the award letter they receive describes WAVE and IVR. The earliest 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 https://www.gibill.va.gov/wave/index.do.

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.

Licensing and Certification Tests - Chapters 30, 32, 33, 35, 1606, 1607 (38 CFR 21.4268)

VA can reimburse the cost of approved licensing and certification tests. Students are reimbursed the cost of the test, not to exceed the approved cost of the test or $2,000. Benefits can be paid for tests that are not passed, for tests retaken if not passed, and for tests required to be recertified or to renew a license.

Students must be eligible for benefits to receive test reimbursement. They must have remaining entitlement and their delimiting date must not have passed.

Information about test fee reimbursement can be found on our website at http://www.benefits.va.gov/gibill/licensing_certification.asp. The page includes a Search for Tests link where you can find all approved licensing and certification tests.

VA students can apply for test fee reimbursement by completing and submitting a VA Form 22-0803, "Application for Reimbursement of Licensing or Certification Test Fees", available at http://www.vba.va.gov/pubs/forms/VBA-22-0803-ARE.pdf.

Attach a copy of the test results to the application. If test results are not available, attach a copy of the license or certification and a payment receipt. Test fee reimbursement can be paid for each test for which reimbursement is claimed and the required documents are submitted.

National Tests - Chapters 30, 33, 35, 1606, 1607

VA students can be reimbursed all required (mandatory) fees charged for national admission tests and national tests for college credit. Currently the only approved tests are:

- SAT (Scholastic Assessment Test)
- LSAT (Law School Admission Test)
- GRE (Graduate Record Exam)
- GMAT (Graduate Management Admission Test)
- AP (Advanced Placement Exam)
- CLEP (College-Level Examination Program)
- ACT (American College Testing Program)
- DAT (Dental Admissions Test)

- MAT (Miller Analogies Test)
- MCAT (Medical College Admissions Test)
- OAT (Optometry Admissions Testing)
- PCAT (Pharmacy College Admissions Test)
- TOEFL (Test of English as a Foreign Language)
- DSST (DANTES Subject Standardized Tests)
- ECE (Excelsior College Examinations)
- TECEP (Thomas Edison College Examination Program)
- PLA Prior Learning Assessment Testing through Learning Count

Complete information and directions for applying for reimbursement is available at
http://www.benefits.va.gov/gibill/national_testing.asp.

A list of all approved national tests and approved charges can be found through the following link: http://inquiry.vba.va.gov/weamspub/buildSearchNE.do.

Entitlement Charge for Licensing and Certification Tests and National Tests

Effective August 1, 2018, entitlement charged for all tests taken will be prorated based on the actual amount of the fee charged for the test relative to the rate of 1 month. Prior to August 1, 2018, a claimant was charged 1 month of entitlement for all Licensing and Certification and National Tests, regardless of the amount of reimbursement.

Under the other benefit programs (Chapter 30, 35, 1606, and 1607), entitlement is and has always been charged by dividing the amount paid by the full-time monthly institutional rate payable during the fiscal year in which the test was taken.