

Welcome to Longwood University, We Thank You for Your Service and for the Service of Your Family Members!

Veteran / Current or Former Military Member / Spouse / Widow or Dependent In-Processing Fact Sheet

Transitioning from the rigors of military culture to a civilian setting, after serving either at home or in theatre, presents many logistical challenges, especially now: the Post 9/11 GI Bill provides more funding to more people than ever before, and the various service branches are developing / implementing new systems to help you keep track of your educational goals. We want to let you know that you are not alone in this process and that there is a network of dedicated individuals on Longwood's campus to help you and answer your questions. The information below should help you get started, and there is a list of contacts should you need further assistance or encounter any obstacles on your way.

I. OBTAINING YOUR CERTIFICATE OF ELIGIBILITY (COE)

The first step in enabling Longwood to help you with your military benefits is obtaining your certificate of eligibility (COE). Please note: This is different from a NOBE or the DoD paperwork indicating your TEB eligibility! You or your dependent might need one of these documents to file for the COE, so keep copies of all GI Bill related documents handy.

II. CHAPTER BENEFITS

If you fall under Chapter 33, the Post-9/11 GI Bill, obtaining your certificate is fairly straightforward, but it can be a lengthy process (45+ days). Regardless of your branch of service or whether you served at home or in theatre, **you need to apply for your COE as soon as you know you plan to apply for college.** (If you do not have one when classes start, an enrollment certification can still be processed on your behalf by the Registrar's Office. Please go to the Office of Cashiering & Student Accounts Billing Process web page and click on the Longwood University: Post 9/11 GI Bill Tuition-Fee Assistance link (in the lower right-hand corner).

CHAPTERS

What you need to do next depends on which Chapter you fall under (1606 Montgomery GI Bill—Selected Reserves; 1607 Reserve Educational Assistance Program—REAP; 30 Montgomery GI Bill—Active Duty; 32 Post Vietnam Era—VEAP; 33 Post 9/11 GI Bill/TEB, 35 Survivors and Dependents; or other).

If you are the service member or veteran, please make sure that your benefits will be higher under Chapter 33 before switching chapters (some have found out too late that their benefits were better under their old chapters). **Once you apply for Chapter 33 benefits, you are**

automatically enrolled and can not repeal that decision.

III. FORMS TO FILE

To apply for Chapter 1606, 1607, 30, 32, or 33, you'll need to fill out **VA Form 22-1990** unless you are the dependent of a current / former service member and he or she has received word of eligibility from the DoD. As the dependent, you must then apply for TEB under Chapter 33, and in that case, you'll fill out **VA Form 22-1990e**.

IV. OBTAINING TRANSFERRED EDUCATIONAL BENEFITS (TEB) UNDER THE POST 9/11 GI BILL

The Department of Veterans Affairs website indicates that to apply for TEB under Chapter 33, your parent must first go to the DoD transferability application website to determine if you are eligible to receive the transferred benefits. **This website is only available to military members, so your service member must complete this step on your behalf.**

Upon approval, you may apply to use the transferred benefits (TEB) by completing VA Form 22-1990e.

TEB NOTE: VA Form 22-1990e should only be completed and submitted to VA by the family member after DoD has approved the request for TEB.

To apply for Chapter 35 benefits, you'll need to fill out **VA Form 22-5490**.

To determine which Chapter you fall under, contact your unit's Education Benefits Officer or go to the U.S. Department of Veterans Affairs: Education Benefits website.

V. ONCE YOU HAVE OBTAINED YOUR COE (Remember: this is different from your NOBE or DoD paperwork indicating TEB)

You'll want to keep this document, just like all of your other military records, in a safe place (some choose a safety deposit box at a bank). You'll need to provide copies of your COE to several departments on campus, so it's a good idea to make additional copies to keep on hand.

Take a copy of your **COE directly to Ms. Hannah Ledger in the Registrar's Office** (434.395.2276; Barlow). She is responsible for certifying your enrollment and verifying your attendance on behalf of the school (you may have individual orders to verify your attendance through your own channels as well).

Take a copy of your **COE directly to Mr. Matthew Lawson in the Financial Aid Office** (Ph: 434.395.2213; Fax: 434.395.2829; Lancaster G05). They'll need a copy on file in case there are any questions concerning your account.

If you receive Tuition Assistance (TA) or need to set up Estimated Advanced Credit (EAC) (due to lag times in Post 9/11 Bill payouts from the VA), take a copy of your **NOBE / COE / TEB to Karin Warner in Student Accounts** (434.395.2068; Lancaster 205 C). [She processes TA and

EAC separate from your “regular” GI Bill benefits.]

VI. TUITION ASSISTANCE (TA)

In order to assist you with your education goals, various branches of the military are now developing / implementing websites that allow you to register for classes and apply for your tuition assistance online. The Army recently unveiled the Army Continuing Education System (ACES) through GoArmyEd (www.goarmyed.com) to serve just this purpose.

GoArmyEd

Longwood is recognized as a Non-LOI university through GoArmyEd, and if you are an active, reserve, or guard member of the Army, you must use GoArmyEd to apply for tuition assistance.

HELP LONGWOOD SERVE YOU:

If you find that your branch of service is using or is going to begin using a new system for verification, please let Longwood know so we can keep other students and our administrative offices updated! You can contact Ms. Susan Stinson (804.306.9406 or stinsonsc@longwood.edu) to notify us of the change. We request this of you because the university is not always alerted to the changes being made by the various branches of the military.

VII. VA PAYMENTS

Once you are in the system and the VA has begun issuing your payments on a regular basis, you should not experience major delays between payments (from one semester to the next). The first time you submit your paperwork, however, you may experience and should prepare for significant and extended (from 45+ days to several months) delays in payment. The VA is currently inundated with GI Bill requests for payment, and at any given time, they may be 50,000 – 75,000 claims behind.

VA PAYMENT DELAYS?

Longwood understands that sometimes there is a lag time between the first payments made by the VA and a student's receipt of his or her initial tuition and fee bill, and we understand your frustration with these types of delays. The Registrar's Office and Financial Aid Office have systems in place to work with you as both you and the school wait on payment by the VA. To learn more about our prepayment and / or Estimated Advanced Credit (EAC) policies, please go to the Office of Cashiering & Student Accounts Billing Process webpage and click on the Longwood University: Post 9/11 GI Bill Tuition-Fee Assistance link (in the lower right-hand corner).

VIII. COURSE EQUIVALENCIES

Often your military training will qualify you for college course credit, known on campus as equivalencies. Even BCT qualifies! These credits may or may not apply toward your major, but they will serve, in most cases, as electives.

In order to obtain your equivalencies, you need to get a copy of your military transcripts, which you can find easily at one of the following sites:

Army/American Council on Education Registry Transcript System (AARTS)

<https://www.aartstranscript.army.mil/>

Sailor/Marine American Council on Education Registry Transcript (SMART)

<https://www.navycollege.navy.mil/transcript.html>

Air Force Request Forms (Transcripts)

<http://www.au.af.mil/au/ccaf/transcripts.asp>

Coast Guard Military (Transcripts)

http://www.uscg.mil/hq/cgi/ve/official_transcript.asp

VERIFICATION

Once you obtain your military transcripts, you'll need to take them by Longwood's ROTC office (434.395.2136; Ilyer 102) and have Major Ruppel-Lee review them. The ROTC office is not always open, however, and you'll need to contact them to see when they'll be available.

It may then take up to five business days before your equivalencies can be determined and passed on to Ms. Hannah Ledger in the Registrar's Office. She is in charge of manually updating your course records.

IX. VETERANS SERVICES OFFICER

On the first Friday of each month, a Veterans Services member is available at our branch of the Virginia Employment Commission (434.392.8871). The office is located next to Sunchase Cinemas. Additionally, if you have an urgent question or would like to discuss a benefit question with someone on campus, please contact Susan Stinson, Longwood Student Veterans (& YRG) Co-Advisor, at x2810 or 804.306.9406. She will be able to put you in touch with someone who can assist you.

X. ADDITIONAL QUESTIONS?

Tuition Assistance (TA) & Estimated Advanced Credit (EAC): Ms. Karin Warner, Lancaster 205, 434.395.2068.

Registrar's Office: Ms. Hannah Ledger, Barlow, 434.395.2276.

Financial Aid: Mr. Matthew Lawson, Lancaster G05, 434.395.2213.

Transcripts / Course Equivalencies: Major Ruppel-Lee, Iler 102, 434.395.2136.

Longwood Student Veterans, Faculty Advisors: Ms. Susan Stinson, Grainger 02, 434.395.2810. Cell: 804.306.9406 and Dr. John Miller, Grainger 06, 434.395.2161.

Longwood Student Veterans, President: Mr. Austin Ling, 757.358.7110.

Yellow Ribbon Group, Advisor: Mrs. Sarah Ruppel-Lee, 760.987.0652