



**VIRGINIA UNION UNIVERSITY**

Military and Veteran Services

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## STUDENT RESPONSIBILITY

### Applications for Benefits

All VA students must file an application when they first start school before they can receive 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 is mailed to them.

*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 [221990e](#)).

*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

Address information must be kept current. Chapter 30, 1606 and 1607 students can use the [WAVE](#) system to update address information. Links to do so are on the "Main Menu" available after you log onto [WAVE](#).

### Direct Deposit

If a student wants to start (Chapter 30, 33, 35, 1606, and 1607) the following information is needed to set up direct deposit:

- 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 correspondences 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.

## EDUCATION BENEFIT PROGRAMS

**(Chapter 30)** The program provides education benefits to Veterans and Service-members who have at least two years of active duty service. Eligible Service-members may receive up to 36 months of education benefits. The monthly benefit paid to you is based on the type of training you take, length of your service, your category, any college fund eligibility, and if you contributed to the \$600 buy-up program. Click here for more information on the [Montgomery GI Bill Active Duty](#).

**(Chapter 1606)** The program provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. Eligibility for this program is determined by the Selected Reserve components, and VA makes the payments. Click here for more information on the [Montgomery GI Bill Select Reserve](#). Basic eligibility requires a 6-year obligation to serve in the Selected Reserve and satisfactory participation in required Selected Reserve training. Chapter 1606 benefits are paid every month directly to the reservist. Find more information on our [rates webpage](#).

### Post 9/11 GI Bill (Chapter 33)

The Post - 9/11 GI Bill is an education benefit program for individuals who served on active duty after September 10, 2001. Veterans may be eligible if they served at least 90 aggregate days on active duty after September 10, 2001, or were honorably discharged from active duty for a service-connected disability after serving 30 continuous days following September 10, 2001. Benefits include tuition and fees paid to Norfolk State University at the in-state rate, a housing allowance, and a book and supplies stipend paid directly to the student. Click here for more information on the [Post 9/11 GI Bill](#).

### Survivors and Dependents Assistance

There are two main GI Bill programs offering education assistance to survivors and dependents of Veterans. The two programs are the Marine Gunnery Sergeant John David Fry Scholarship and the Survivors' and Dependents' Educational Assistance Program.

The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship) provides Post-9/11 GI Bill benefits to the children and surviving spouses of Service-members who died in the line of duty while on active duty after September 10, 2001. Eligible beneficiaries attending school may receive up to 36 months of benefits at the 100% level. Click here for more information on the [Marine Gunnery Sergeant John David Fry Scholarship](#).

**The Survivors' and Dependents' Educational Assistance (Chapter 35)** program offers education and training opportunities to eligible dependents of Veterans who are permanently disabled due to a service-related condition or of Veterans who died while on active duty or as a result of a service-related condition. Benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency and refresher courses may be approved under certain

circumstances. Click here for more information on the [Survivors' and Dependents' Educational Assistance Program](#)

## Certification Process

After the first day of classes, please submit your Veterans Certificate of Attendance Form (VCA) as soon as possible. This form can be found in the Office of the Registrar. By submitting your VCA, it informs us that you would like to use your benefits for the current semester. If you complete your VCA, and then you make changes to your schedule, i.e. drop a class and or add a class, please submit another VCA Form to alert us to the change so we can make the change in a timely fashion. In the same manner, when classes start, and you make a change to your schedule, i.e. withdraw from a class and or pick up a later starting class please submit a new VCA so we can make the change and ensure you are receiving your proper benefits. We process certifications to we receive them; the sooner you submit your VCA, the earlier your certification will be. Please read all of the points on the VCA before signing and submitting. If you have any ineligible classes we will inform you via your school email; please check your email regularly.

## Certification

To be certified and depending on your chapter we need the following documents:

- Chapter 33: COE (Certificate of Eligibility). If you are not covered at 100%, you will need to make your payment before you place a DND on your account.
- Chapter 35: COE (please note that Chapter 35 beneficiaries are only allowed to pursue one program at a time).
- Chapter 31: DD214 and Authorization Letter from Voc- Rehab counselor (form 1905). 1905 must include the current semester for which you are enrolling.
- Chapter 30: COE
- Chapter 1606: COE

If you enroll in a class that is not a part of your program or that your DD214 satisfies (Personal Wellness Courses), they will not be certified, and we will inform you via your school email. Online Developmental Classes cannot be certified.

Withdrawals are not paid for by the VA and may result in debt.

The majority of our Hybrid Classes at Virginia Union University are certified as online classes based on the requirements and guidance set forth by the State Approving Agency as it relates to what makes a class online or residential.

If you have any questions about any of this information, please email us at [registrar@vuu.edu](mailto:registrar@vuu.edu) or call us at 804-257-5846.

## Applying for Financial Aid

The Financial Aid application process is a lengthy, and at times, complicated procedure. However, if you follow the five-step process below you will be successful.

### Step 1 – Create your Federal Student Aid ID (FSA ID)

Create your FSA ID at [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov). You will need your FSA ID to electronically sign your Free Application for Federal Student Aid (FAFSA). If you are a dependent student for FAFSA purposes, one of your parents will also need to create a FSA ID at [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov) to electronically sign the FAFSA. This will ensure the quickest, most accurate filing process. In addition, your FSA ID will allow you to:

- View the status and results of a processed FAFSA application on the FAFSA website.
- Make corrections to your FAFSA online.
- Access your Federal Student Financial Assistance information on the National Student Loan Data System (NSLDS) website.
- Request a duplicate copy of your Student Aid Report (SAR).

*Write your FSA ID down in a safe place as you will need this information in order to access any Federal Student Aid information.*

### Step 2 – File the Free Application for Federal Student Aid (FAFSA)

To be considered for any type of financial aid (grants or loans), all students must file the FAFSA. Remember to include Virginia Union University's school code on the FAFSA; if you do not include our school code, we will not receive your application. Virginia Union University's school code is 003766.

There are two ways to complete the application:

- **Online Application:** The online FAFSA can be completed on the Department of Education website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). There is no fee to apply online.
- **Paper Application:** The FAFSA is available at your local high school, community college or local university. There is no fee to apply for financial aid using the FAFSA.

The Virginia Union University Office of Financial Aid recommends that applicants file the FAFSA online as it is the fastest, most efficient, and most accurate application method. Your results will be sent to you and the university about a week after completing your application if it is electronically signed with your FSA ID.

Please note that you must apply once every school year. You must also be accepted into a degree program by Admissions and be in good academic standing to receive financial aid.

### **Step 3 – The Student Aid Report (SAR)**

After your FAFSA is processed, you will be sent a Student Aid Report (SAR). Electronic filers who provide an email address will be sent an email providing an electronic link to their SAR. Electronic filers who do not provide an e-mail address and those who complete a paper FAFSA will be sent a paper SAR in the mail.

Once you receive your SAR, you should review it for accuracy. Students who receive their SAR electronically can make any necessary corrections online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Processing of your award may take three to four weeks after we have received your accurate application record and all other documentation. Please check your Virginia Union University email or MyVUU account regularly to see if we are requesting any additional information.

To get an early start on the financial aid process, visit FAFSA4caster at [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov). The FAFSA4caster website provides information about the financial aid process and can help you become familiar with the various types of federal student aid that are available.

### **Step 4 – Additional Information**

After your FAFSA is processed, Virginia Union will be sent the information electronically. For electronic filers, the data is usually received in 3-5 business days. For those who completed a paper FAFSA, the data is usually received in about 4-6 weeks.

Once your FAFSA data is received, you may be required to submit additional information to the Virginia Union University Office of Financial Aid. One third of all federal aid applicants are randomly selected for a process called "verification." Please check your Virginia Union University email or MyVUU account to see if any additional documentation is needed to complete the processing of your financial aid application.

### **Step 5 – Award Notification**

After your FAFSA is processed and all required information has been reviewed, you will receive your financial aid award package in the mail. Please review all information in your award package and follow the instructions in your award package to complete the financial aid process.

## TUITION AND FEES

The tuition and fees payment is paid directly to the school on behalf of the student when the school's enrollment certification is processed. The tuition and fees payment is prorated by the student's benefit level.

Effective August 1, 2009. It is also limited to the highest per credit hour tuition and the maximum fees charged by a public institution for undergraduate training in the state where the student is enrolled. State caps for tuition and fees are located at [http://www.benefits.va.gov/GIBILL/resources/benefits\\_resources/rate\\_tables.asp](http://www.benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp).

Students on active duty may receive the total amount of tuition and fees, not limited to the state maximum, or the amount of charges that exceed the amount paid by the military's federal tuition assistance.

**Effective August 1, 2011.** The amount of tuition and fees payable for programs offered by Institutions of Higher Learning changed. The in-state, undergraduate state maximum amounts for tuition and fees no longer apply.

- Private and Foreign Schools: The lesser of the actual net cost for tuition and fees after the application of any aid. Benefits are provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees, or up to the academic year cap.

The amount of the yearly cap will be adjusted each year based upon a Cost Of Living Allowance (COLA) and is subject to proration based upon benefit level.

**NOTE:** Mandatory fees may include kit charges, supplies or equipment. These charges should follow the rules that oversee mandatory fees. If you are not sure if a specific fee meets the needed criteria to be considered mandatory, you should contact your [Education Liaison Representative](#) for guidance prior to certifying the fee. Books may be considered a mandatory fee if they meet all other rules governing mandatory fees. The fee must be the same and be mandatory for all students, even if it could be obtained from other sources.

**NOTE:** Fees are mandatory charges (other than tuition, room, and board) applied by the school for pursuit of an approved program of education. Fees include, but are not limited to, health premiums, freshman fees, graduation fees, and lab fees. Fees do not include study abroad course(s) unless the course(s) is a mandatory requirement for completion of the approved program of education. Fees are defined in the school's catalog or supplement and listed on the school's billing statement or invoice.

## Tuition and Fees Chart (Example)

Rates are subject to change after approval, please visit website for most current rates:

Undergraduate:

<https://www.vuu.edu/Content/Uploads/vuu.edu/Files/TuitionandFees%20Guide%20rv4.pdf>

Graduate:

[https://www.vuu.edu/Content/Uploads/vuu.edu/images/School%20of%20Theology/Documents/2018-2019%20STVU%20Cost%20of%20Attendance%20\(3\).pdf](https://www.vuu.edu/Content/Uploads/vuu.edu/images/School%20of%20Theology/Documents/2018-2019%20STVU%20Cost%20of%20Attendance%20(3).pdf)

Fall and/or Spring Term	
Tuition (12-18 Credit Hours)	\$ 7,765.00
Comprehensive Fee	540.00
Technology Fee	188.00
Building/Ground Fee	250.00
Total	\$ 8,743.00

## Delayed payments for Chapter 31, 33 or Frye Scholarship students

Effective Fall 2018, the University no longer institutes a late payment fee.

Chapter 31 or 33 recipients whose tuition and fees payments are delayed will not be denied access to classes, libraries or other institutional facilities or be required to borrow additional funds to cover tuition and fees if these are being covered by the VA. Typically the student does not use federal financial aid. The VA, under Chapter 31 pays the total bill for tuition and eligible fees and sends payment to the school. This payment is triggered by receipt of a formal bill from Student Accounts.

A veteran enrolled at Virginia Union University School of Theology (STVU) who is a Chapter 31 veteran recipient who has a continuing issue with a remaining unpaid balance must contact Student Accounts and their VA counselor for assistance in resolving the balance.

- Student notifies the Certifying School Official in the Office of the Registrar (for undergraduates and Master of Curriculum and Instruction students) or the Certifying School Official (for STVU students) eligible to receive Chapter 31 educational benefits.
  - The student has a preassigned VA counselor who sends VA Form 1905 indicating student eligibility for Chapter 31 benefits.
  - The VA enrollment certification is electronically sent by the Certifying School Officials. This lets the VA know the student is registered and identifies courses in which that student is enrolled.

- The Certifying School Official in the Office of the Registrar notifies Student Accounts by e-mail that the VA certification has been submitted and the VA must be billed.
- Student Accounts sends a bill to the VA counselor who in turn submits the claim to the adjudicator to process for payment.
- The VA processes the claim and sends funds to the school.

## **CONTACT INFORMATION**

**Virginia Union University**  
Office of the Registrar  
Ellison Hall - Room 106  
1500 North Lombardy Street  
Richmond, VA 23223

### **Undergraduate Office – (804) 257-5846**

- Erica Jackson – University Registrar
  - [EMJACKSON@VUU.EDU](mailto:EMJACKSON@VUU.EDU)
- Debra E. Young – Certifying School Official
  - [DEYOUNG@VUU.EDU](mailto:DEYOUNG@VUU.EDU)

### **Graduate Office – (804) 278-4134**

- Denise Coleman – Certifying School Official
  - [DGCOLEMAN@VUU.EDU](mailto:DGCOLEMAN@VUU.EDU)