

# SALUTE

GUIDE TO MILITARY AND VA  
EDUCATION BENEFITS AT  
WALDEN UNIVERSITY

**WALDEN UNIVERSITY**

*A higher degree. A higher purpose.*

**Please do not submit VA documentation until you are officially admitted to Walden University**

<b>Important Contact Information for Obtaining Your VA Benefits</b>	
<b>Walden University Academic Offices</b>	
Walden University 155 5 <sup>th</sup> Ave. S., Suite 100 Minneapolis, MN 55401 (use this address on all VA documentation)	
<b>Walden University Veterans Affairs Office</b>	
Walden University 155 5 <sup>th</sup> Ave. S., Suite 100 Minneapolis, MN 55401  Fax: 612-312-1322 Email: va@waldenu.edu	Phone: 1-800-925-3368, then select:  Option 1, (English)  Option 2, (student services)  Option 1, (registration services)  Option 2, (VA benefits)
<b>Walden University Bursar's Office</b>	
Walden University Bursar (Billing) 650 South Exeter Street, 7th Floor Baltimore, MD 21202	Phone: 1-800-925-3368, then select Option 1, (Financial services) Option 3, (Bursar Inquiries)
<b>The St. Louis Regional Processing Center</b>	
<b>St. Louis Regional Processing Center Department of Veterans Affairs PO Box 66830 St. Louis, MO 63166-6830</b>	The National VA Customer Service Line: <b>1-888-GIBILL-1 (1-888-442-4551)</b>
Students receiving MGIB-Active Duty (Chapter 30), Selected Reserve (Chapter 1606), or REAP (Chapter 1607) benefits must verify their enrollment each month to receive payment for that month.	You can verify your enrollment on the <b>last calendar day</b> of the month by using the Web Automated Verification of Enrollment (WAVE) at <a href="https://www.gibill.va.gov/wave">https://www.gibill.va.gov/wave</a> or by calling the toll-free Interactive Voice Response (IVR) telephone line: 1-877-823-2378

Walden University practices a policy of nondiscrimination in admission to, access to, and employment in its programs and activities. Walden does not discriminate on the basis of race, color, sex, age, religion or creed, marital status, handicap or disability, national or ethnic origin, socioeconomic status, or sexual orientation.

Walden University is accredited by The Higher Learning Commission and a member of the North Central Association, [www.ncahlc.org](http://www.ncahlc.org); 312-263-0456.

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# Guide to Military and VA Education Benefits at Walden University

Walden University “salutes” the service of our armed forces, veterans, and their dependents. Thank you for your commitment to our country and its citizens.

Because of your service, you may be able to take advantage of one or more programs to help you pay for your education. Walden University works closely with the Department of Veterans Affairs (VA) and the State of Minnesota Approval Agency to administer and certify Montgomery GI Bill benefits on behalf of qualified students. Walden is also approved to certify vocational rehabilitation benefits and to process the billing of tuition assistance to various military branches.

**NOTE:** MGIB benefits are certified and administered through the St. Louis Regional Processing Center. If you have previously been paid through the Buffalo, Atlanta, or Muskogee offices, your file must be transferred to St. Louis in order to process and receive your benefits.

This manual is designed to help you get the educational reimbursement you are entitled to—and smoothly navigate what may at times seem like a confusing process.

## **HOW TO USE THIS MANUAL**

This manual provides a wealth of information specific to the numerous benefits offered through the VA. Students are responsible for the following:

1. Familiarize yourself with **the content of this document as it pertains to your situation;**
2. Read and follow the directions to apply for or reinstate/transfer your VA benefits;
3. Use Walden University’s **Minneapolis** address on all documentation pertaining to the VA
4. Request transfer your VA file if it is not located at the **St. Louis Regional Processing Center**

If you have questions pertaining to the completion of documentation, please email or call your Walden University Veterans Affairs Office.

*Please remember, if you have questions about eligibility, amount of benefit, status of your application or payment, address these questions to:*

***The Department of Veterans Affairs – 1-888-GIBILL-1  
(1-888-442-4551)***

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# I. General Information

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## A. Student Responsibilities

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### Pay Your Tuition Promptly

Walden University is owned by Laureate Education, Inc., a private, for-profit corporation. Students utilizing the Montgomery GI Bill (MGIB) are expected to pay their tuition in full prior to the start of class per university policy. **There are no exceptions.** The MGIB is designed to **reimburse** active duty personnel, veterans, reservists, and dependents a portion (and in some cases the balance) of educational costs incurred based upon their eligibility. Students utilizing the **Post 9/11 GI Bill** are responsible for any outstanding balance of their tuition not covered by the Bill or the provisional Yellow Ribbon Program.

Benefits through MGIB will not cover 100 percent for a Ph.D. program due to (1) tuition, (2) residencies and travel costs required to attend residencies, and (3) texts, and additional materials, but it will greatly help defray the amount of out-of-pocket expense. The amount of education reimbursement depends on the program you have chosen to pursue and the tuition and fees assigned to that program. Failure to pay tuition promptly may result in your student record being marked as one of the following:

- **Bursar Hold** – You will not be allowed to register for the next term until the outstanding balance is paid.
- **Financial Suspension** – You will be “expelled” from Walden for failure to pay your tuition. Financial suspension results in the loss of all academic and student services and your failure to pay may be reported to the three national credit bureaus. If you have been financially suspended and you do not arrange for payment by the last business day of the same term, you must apply for readmission. **Financial and academic suspensions must be reported to the Department of Veterans Affairs as mandated** per the department’s guidelines.

Because you may have made a personal financial investment in the MGIB, the VA is bound by law to send your benefit monies directly to you. Chapter 30, 32, 1606, and 1607 recipients may request direct deposit to a preferred bank account; Chapter 35 recipients receive a check by mail. Since it may be some time before your benefits show up in your bank account, it is strongly advised that you apply for federal financial aid to cover the initial cost of your program. Federal financial aid is sent directly to the Office of the Bursar (billing) and applied directly toward your tuition. You can then repay the financial aid once your VA benefits arrive.

The Walden University bursar’s office is highly supportive of our troops and MGIB recipients. Please call the bursar’s office at 800-925-3368 (option 1, then option 3) if you experience any financial difficulties pertaining to your tuition or to find out what payment options may be available to you.

**NOTE:** If you have questions regarding entitlement, eligibility, amount of benefits, or disbursement of benefits, direct those questions to the Department of Veterans Affairs at 888-GIBILL1, ext. 5052. During peak processing times, students are encouraged to send a secured email message using the “Questions & Answers” page at [www.gibill.va.gov](http://www.gibill.va.gov).

## Notify Walden's VA Office of All Changes in Enrollment

It is extremely important that you communicate with your Walden Veterans Affairs Office regarding all changes to your student status. This includes when you

- Drop, add, or withdraw from a course
- Drop, add, or withdraw from a residency
- Change your program of study
- Need to take a leave of absence
- Are ready to return from a leave of absence
- Withdraw from the university
- Need to take a military leave
- Want to resume your studies after a military leave
- Are not participating in your course or program

Veterans Affairs Office  
Walden University  
800-925-3368, option 1, 2, 1, 2  
va@waldenu.edu

**NOTE:** If you are receiving VA benefits and for any reason you need to take a break from your studies, be it deployment, family matters, moving, etc., you **should always** request an official leave of absence from the university. Certifications will be terminated and the VA student file will be closed if students do not register for courses after one quarter or one semester without having a valid leave of absence noted in their student record. Files will also be closed when students do not return for the indicated return date posted on their request for a leave of absence. Students will need to contact the Veterans Affairs Office to have their benefits reinstated and recertified.

### Military Leave of Absence Policy

*Reprinted from Walden University's 2008/09 academic catalog*

Walden University stands ready to support those students who are members of the armed forces. Students whose military obligations make it difficult or impossible for them to be successful in their academic program are urged to request a military leave of absence (MLOA). For purposes of granting an MLOA, *military obligation* is defined as (1) deployment, (2) mobilization leading to deployment, or (3) attendance at a military school or college.

Students must contact their academic advisors to request the MLOA and forward a copy of their military orders to Walden's Veterans Affairs Office for authentication. Students who have yet to receive orders need to provide a memo from their commanding officer supporting the request for the MLOA. Students should make every attempt to work with their instructors to determine (1) if they need to drop their courses, (2) if they need to withdraw from their courses, or (3) if they might receive an Incomplete in the courses following the university policy for incomplete grades.

Students approved for MLOA are eligible for a leave from the university of up to 545 days. Students who are currently on MLOA with a limit of 365 days may extend their leave beyond that 365-day limit up to a total of 545 days provided they present military orders supporting the extension. Students needing time away from their studies to relocate (Permanent Change of Station-PCS) or those who are assigned to temporary duty (Temporary Duty Assignment-TDY or Temporary Assignment of Duty-TAD) need only request a standard leave of absence (see Leave of Absence Policy).

Students who are forced to drop or withdraw from their classes due to military obligations will be credited the full cost of those classes for the term. Military students who are forced to withdraw will receive a grade of W even if they withdraw after the last day to withdraw from classes. These students will then be required to retake those courses upon their return.

Students with federal financial aid, federal loan obligations, or military tuition assistance must contact their lenders or the military education office to ascertain their loan repayment status or repayment of tuition assistance during the leave of absence. Students receiving benefits under the Montgomery GI Bill will have their benefits terminated for the term of absence and any subsequent terms of absence that have been appropriately certified.

Once the MLOA is approved by the student’s academic advisor, with input from the Veterans Affairs Office, the request for MLOA is forwarded to the registrar’s office for processing. The student will receive a confirmation of approval via email with instructions on how to return to the university. To return from a military leave of absence, students must contact (1) the registrar’s office, (2) their academic advisor, to be reinstated without penalty, and (3) the Veterans Affairs Office, if they wish to reinstate benefits. For students on MLOA, the duration of leave is not counted toward the time in which their degree program must be completed; however, relevant academic constraints concerning the time during which a course must be completed in order for it to count toward the degree program still apply.

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## ***B. Student Status***

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The status of students enrolled in a master’s or Ph.D. program is determined by Walden University. The VA, by law, must uphold the status as reported to them by Walden’s certifying official(s). The status of undergraduate students is determined by the federal Department of Education, and Walden must comply with their guidelines and regulations.

## **Enrollment Status**

The following table outlines the enrollment status criteria by program type.

*Table 1. Enrollment Status by Program Type*

<b><i>Program</i></b>	<b><i>Full Time</i></b>	<b><i>¾ Time*</i></b>	<b><i>Half Time</i></b>	<b><i>Less than Half Time</i></b>
Bachelor’s	12+ credits	Determined by VA	Determined by VA	Determined by VA
Master’s	6+ credits	5 credits	3–4 credits Internship/Field Practicum Portfolio (M.S.Ed.)	1–2 credits
Course-Based Ph.D. Ed.D.	6+ credits	5 credits	3–4 credits	1–2 credits Residency only
KAM-Based Ph.D. Mixed-Model Ph.D.	Always considered full time			

\* The ¾-time status applies to certification of VA benefits only.

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## ***C. Choosing a Start Date***

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Walden University offers frequent start dates so students can begin their program when it's convenient for them. However, the Department of Veterans Affairs follows a "Standard Term" format that necessitates students start their program on the first day of an official quarter or semester to receive maximum benefits. Additionally, students who elect to start their program outside of a standard term may experience longer than usual delays in having their benefits certified, processing of the certification by the VA, and receiving their benefit reimbursement. Please see the following table for official start dates for the 2009/10 academic year.

*Table 2: Official Start Dates for the 2008/09 Academic Year*

<b>QUARTER STARTS</b>		<b>SEMESTER STARTS</b>	
2009 Fall Quarter	09/08/09	2009 Fall Semester	09/08/09
2009 Winter Quarter	12/07/09	2010 Spring Semester	01/04/10
2010 Spring Quarter	03/08/10	2010 Summer Semester	05/03/10
2010 Summer Quarter	06/07/10		

NOTE: Masters-level and doctorate students who start in the second term of a quarter or semester are considered half-time until they register for a full, 12 week quarter or 16 week semester (Ph.D. KAM exempt).

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## ***D. The Hazelwood Act***

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The Hazelwood Act does not apply to students attending Walden University. To obtain the 100 percent free tuition offered by Hazelwood, a student must

- Be a resident of the State of Texas
- Be attending a Texas state-funded college or university such as the University of Texas–Dallas

For more information, please visit

- [www.tvc.state.tx.us/BROCHURES/2007/2007\\_Hazlewood\\_FAQ.pdf](http://www.tvc.state.tx.us/BROCHURES/2007/2007_Hazlewood_FAQ.pdf)
- [www.tvc.state.tx.us/Hazlewood\\_Act.htm](http://www.tvc.state.tx.us/Hazlewood_Act.htm)

## II. Receiving Benefits - the Montgomery GI Bill

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### *A. Benefit Reimbursement*

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What is the cost of your program and how much of the MGIB will cover your out-of-pocket costs? Tuition/Benefit Cost Charts are available for each program at Walden University. Please email us your request and identify the program you are enrolled in. We will gladly provide you with an annual Tuition/Benefit Cost Chart.

### *B. Certificate of Eligibility*

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Once your application for benefits has been processed, you will receive a letter from the Department of Veterans Affairs indicating whether or not you have been approved to receive benefits. This letter is called your Certificate of Eligibility. It provides you with confirmation of your eligibility, the amount of benefits available to you, and the length of time you have to use those benefits.

**NOTE:** It may take up to **8–12 weeks before** you receive your certificate, so remember to arrange for another way to cover your tuition for your first term at Walden. You should work with the bursar's office to ensure your payment is made on a timely basis.

### *C. Payment Rates*

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To find out your monthly entitlement, log on to [www.gibill.va.gov](http://www.gibill.va.gov) and click on "Education Benefits," then "Payment Rates."

You may be eligible for increased benefits based on the number of dependents you have. If you believe you qualify for additional benefits, complete VA Form 21-686c and VA Form 21-674b for any children who are 18 or older and still in school. Please send these forms directly to the St. Louis Regional Processing Center.

**NOTE:** This increased benefit does not apply to individuals receiving Chapter 35 survivors and dependents benefits.

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## ***D. Transfer of Entitlement***

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Several branches of the military now offer a program wherein an active duty service member or honorably discharged veteran can transfer a percentage of their unused MGIB entitlement to a spouse only. To determine if you qualify for the transfer of entitlement option, please contact your education services office on Base or Post. The education services officer will direct you in what documentation you need to complete. The completed documentation must be forwarded to the St. Louis Regional Processing Center along with a VA Form 22-1990 Application for VA Benefits. Please note that the dependent completes the 22-1990 as though they were the veteran and will receive payment under Chapter 30. Send a copy of all documentation to Walden University's Veterans Affairs Office to ensure we have the documentation on file in the event that it is not received at the RPO or in case questions are raised that need clarification or resolution.

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## ***E. Payment of Benefits***

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MGIB benefits are paid out 30 days in arrears. For example, if you start your program on Sept. 2, you should receive your first payment in the first or second week of October. Chapters 30, 1606, and 1607 must verify their enrollment with the VA on the last day of each month they are enrolled in school in order to receive their benefit. After verifying, payment is made in approximately 7 to 10 business days.

MGIB benefit payments are sent directly to the student. They are not sent to Walden University. Chapter 30, 32, 1606, and 1607 recipients may request direct deposit to a preferred bank account; Chapter 35 recipients receive a check by mail. Remember to make sure your tuition is paid to Walden on a timely basis, arranging for other methods of payment as needed.

**NOTE:** The VA pays benefits based on the actual number of days you attend class; therefore, you are certified from the first day of the course to the last day of the course per Walden's academic calendar. The VA does not pay for any breaks between terms or courses for active duty or ½ time status students.

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## ***F. Active Duty TA/Top-UP***

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Active duty personnel eligible for MGIB benefits may elect to use either straight MGIB benefits OR Tuition Assistance with Top-Up (TATU) Active duty personnel may not choose to use TA and straight MGIB benefits as this is considered "**duplication of benefits**" under VA regulations. Per VA regulations, active duty personnel are responsible for communicating the nature of their benefit usage to the Department of Veterans Affairs.

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## ***G. Tuition Reduction—Active Duty and Honorable Veterans***

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Walden University offers students currently on active duty a 10 percent reduction in tuition (not valid for Tennessee residents). In addition, this reduction is also extended to all students who received an honorable discharge from the U.S. Uniformed Services. Currently dependents of active duty personnel and veterans are not eligible for a military or veteran's reduction in their tuition.

To receive either the active duty or veteran 10% tuition reduction, please follow these instructions:

### Active Duty

#### Method 1

1. Scan your LES into a PDF or TIF document and save to your computer as: Discount(then your name), i.e., DiscountJones
2. E-mail your LES to: Discount@waldenu.edu.
3. Your POC is Ms. Tasha Bland, Billing Coordinator
4. Please work directly with Ms. Bland regarding receipt of your e-mail and that your request has been processed.

#### Method 2

1. Fax the LES to Ms. Tasha Bland, Billing Coordinator 1-410-843-6614.
2. Please work directly with Ms. Bland regarding receipt of your fax and confirmation that your request has been processed.

### Honorable Veterans

#### Method 1

1. Scan your DD214 into a PDF or TIF document and save to your computer as: Discount(then your name), i.e., DiscountJones
2. E-mail your DD214 to: Discount@waldenu.edu.
3. Your POC is Ms. Tasha Bland, Billing Coordinator
4. Please work directly with Ms. Bland regarding receipt of your e-mail and that your request has been processed.

#### Method 2

1. Fax the DD214 to Ms. Tasha Bland, Billing Coordinator 1-410-843-6614.
2. Please work directly with Ms. Bland regarding receipt of your fax and confirmation that your request has been processed.

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## ***H. Your Certifying Official***

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### **Ann Thao**

Veterans Affairs Certifying Official

Office hours: 8:30 a.m. - 4:30 p.m., Monday – Friday

Phone: 1-800-925-3368, option 1, option 2, option 1, option 2

Fax: 612-312-1322

E-mail: va@waldenu.edu

### III. Directions to Obtain Montgomery GI Bill Benefits

To apply for or reinstate your Montgomery GI Bill benefits, find the directions that pertain to your particular benefit and/or situation. **Before completing VA documentation**, be sure that

1. You have been officially admitted to Walden University
2. You have arranged to pay your tuition while you await receipt of your benefits
3. You use Walden's Minneapolis address on all VA documentation
4. You understand that you can only be certified through the St. Louis VA Regional Processing Center

If you are uncertain of benefit eligibility or have questions regarding your eligibility or amount of benefit, contact the Department of Veterans Affairs at 1-888-GIBILL-1 or log on to [www.gibill.va.gov](http://www.gibill.va.gov).

**Again: Please do not submit VA documentation until you are officially admitted to Walden University**

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## Directions to Apply for MGIB Benefits

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- Current Active Duty Chapter 30
- Veteran Chapter 30
- Select Reservist Chapter 1606
- REAP (Chapter 1607)
- VEAP (Chapter 32)

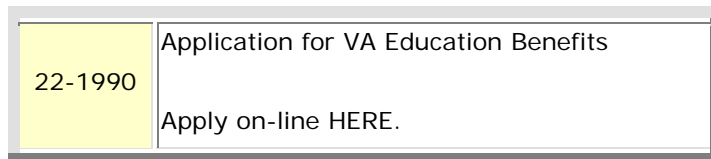
### *TO APPLY for benefits*

**Question:** Have you ever used your Montgomery GI Bill benefits?

**Answer:** No

Complete the following steps:

1. Log on to [www.gibill.va.gov](http://www.gibill.va.gov).
2. Click on **education benefits**
3. Click on **education forms**
4. Scroll down to the VA Form 22-1990 Application for VA Benefits
5. Select the following:



6. You will be redirected to the VONAPP Page
7. Select:



8. Follow the on-line instructions to complete your on-line application.
9. Indicate **Walden University at 155 5<sup>th</sup> Ave S. #100, Minneapolis, MN 55426**
10. In the remarks section, indicate you are attending Walden University and you will be certified through the St. Louis Regional Processing Center
11. Print a copy of the application.
12. Submit the VA Form 22-1990 on-line
13. You will receive a confirmation e-mail indicating that your application has been received by the Department of Veterans Affairs
14. E-mail, fax, or snail-mail the form to Walden University Veterans Affairs Office.

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## Directions to Reinstate or Transfer Benefits

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- Current Active Duty Chapter 30
- Veteran Chapter 30
- Select Reservist Chapter 1606
- REAP (Chapter 1607)
- VEAP (Chapter 32)

### *TO REINSTATE/TRANSFER benefits*

**Question:** Have you ever used Montgomery GI Bill benefits before?

**Answer:** Yes

Complete the following steps:

1. Log on to [www.gibill.va.gov](http://www.gibill.va.gov).
2. Click on **education benefits**
3. Click on **education forms**
4. Scroll down to the VA Form 22-1995 Change of Program or Place of Training
5. Select the following:

22-1995	Request For Change of Program or Place of Training Apply on-line <a href="#">HERE</a> .
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15. You will be redirected to the VONAPP Page
16. Select:



17. Follow the on-line instructions to complete your VA Form 22-1995 Change of Program or Place of Training
18. Indicate **Walden University at 155 5<sup>th</sup> Ave S. #100, Minneapolis, MN 55426**
19. In the remarks section, indicate you are attending Walden University and you will be certified through the St. Louis Regional Processing Center
20. Print a copy of the form
21. Submit the VA Form 22-1995 on-line
22. You will receive a confirmation e-mail indicating that your form has been received by the Department of Veterans Affairs
23. E-mail, fax, or snail-mail the form to Walden University Veterans Affairs Office.

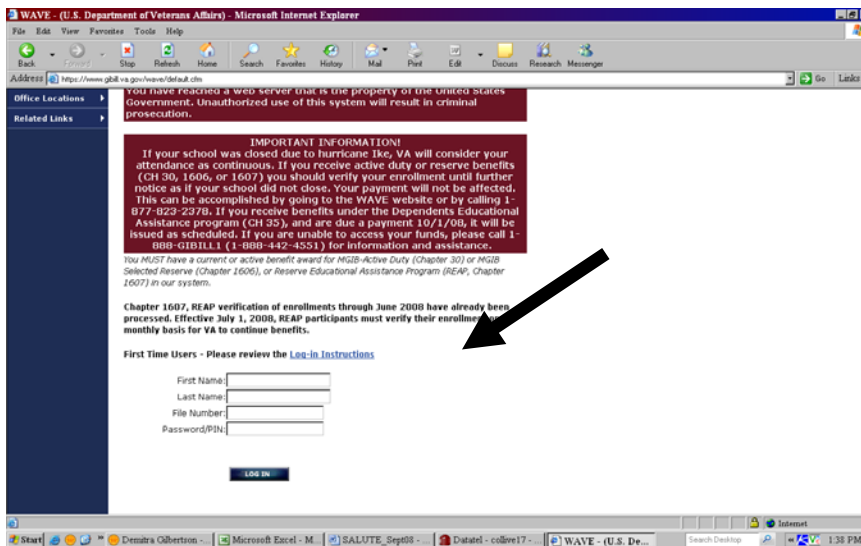
## Enrollment Verification (Chapters 30, 1606, and 1607)

To ensure the expedient processing and receipt of your benefits, you must verify your enrollment with the VA on the last day of each month you are enrolled. To accomplish this, do the following:

1. Log on to **www.gibill.va.gov**
2. Select the following link:



3. You will be directed to the Web Automated Verification of Enrollment (W.A.V.E.) page.
4. First-time users need to click on the log-in instructions to set up your account.



5. Once your account is created you will be able to verify your enrollment on the **last day of each month** that you are enrolled. NOTE: You will not be able to verify your enrollment prior to the start of your program.

Should you experience any difficulties in verifying your enrollment or if you have questions regarding your monthly payments, call the National VA Customer Service Line at 1-888-GIBILL-1.

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## Directions to Apply for Survivor and Dependent Education Benefits (DEA) Chapter 35

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**Question:** Have you ever used your Montgomery GI Bill DEA benefits?

**Answer:** No

Complete the following steps:

1. Log on to [www.gibill.va.gov](http://www.gibill.va.gov).
2. Click on **education benefits**
3. Click on **education forms**
4. Scroll down to the VA Form 22-5490 Application for Survivors' and Dependents' Educational Assistance
5. Select the following:

22-5490	Application for Survivors' and Dependents' Educational Assistance  Apply on-line <a href="#">HERE</a> .
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6. You will be redirected to the VONAPP Page
7. Select:



8. Follow the on-line instructions to complete your on-line application.
9. Indicate **Walden University at 155 5<sup>th</sup> Ave S. #100, Minneapolis, MN 55426.**
10. In the remarks section, indicate you are attending Walden University and you will be certified through the St. Louis Regional Processing Center.
11. Print a copy of the application.
12. Submit the VA Form 22-5490 on-line.
13. You will receive a confirmation e-mail indicating that your application has been received by the Department of Veterans Affairs.
14. E-mail, fax, or snail-mail the form to Walden University Veterans Affairs Office.

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## Directions to Reinstate or Transfer Survivor and Dependent Education Benefits (DEA) Chapter 35

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**Question:** Have you ever used your Montgomery GI Bill DEA benefits?

**Answer:** Yes

Complete the following steps:

1. Log on to [www.gibill.va.gov](http://www.gibill.va.gov).
2. Click on **education benefits**.
3. Click on **education forms**.
4. Scroll down to the VA Form 22-5495 Change of Program or Place of Training.
5. Select the following:

22-5495	Request for Change of Program or Place of Training Survivors' and Dependents' Educational Assistance.  Apply on-line <a href="#">HERE</a> .
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6. You will be redirected to the VONAPP Page.
7. Select:



8. Follow the on-line instructions to complete your on-line Change of Program or Place of Training.
9. Indicate **Walden University at 155 5<sup>th</sup> Ave S. #100, Minneapolis, MN 55426**.
10. In the remarks section, indicate you are attending Walden University and you will be certified through the St. Louis Regional Processing Center.
11. Print a copy of the application.
12. Submit the VA Form 22-5495 on-line.
13. You will receive a confirmation e-mail indicating that your application has been received by the Department of Veterans Affairs.
14. E-mail, fax, or snail-mail the form to Walden University Veterans Affairs Office.

**NOTE:** Be sure to include your SSN and the Veteran's VA file number on the document. In addition, you need to indicate your relationship to the veteran, i.e., spouse, son, daughter, etc. You cannot be certified without this information.

Survivors and dependents **do not** need to verify their enrollment with the VA.

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## Directions to Apply for VA Voc Rehab Benefits

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### VA Vocational Rehabilitation and Employment (VR&E – Chapter 31)

**Question:** Are you a disabled veteran?

**Answer:** Yes

**Question:** Have you been approved for Chapter 31 benefits?

**Answer:** Yes

Have your case manager complete the following steps:

1. Fax, e-mail, or snail-mail a VA Form 28-1905 to Walden University Veterans Affairs Office.

### The Process

Once received, the VA Certifying Official will:

1. Certify the student for the periods authorized on the VA Form 28-1905.
2. Submit a VA Form 22-1999 Certification of Enrollment to the Case Manager.
3. Send a copy of the signed document to the Bursar's Office for processing of the invoice.
4. Put a copy of the completed VA Form 22-1905/1999 in the student's record.

**Question:** What about books?

**Answer:** Student's case manager needs to work directly with MBS Direct to establish an account and proper billing of books and supplies.

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# Directions to Apply for Military Tuition Assistance

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## Active Duty – Tuition Assistance Active Duty Tuition Assistance with Top-Up

### *TO APPLY for TUITION ASSISTANCE (Military Branches other than U.S. Army)*

1. Active duty personnel need to work directly with their education services office (on Base or Post) to apply for tuition assistance.
2. Approved and signed TA vouchers should be forwarded to:

<p>The Billing Team In the Bursar's Office E-mail: <a href="mailto:sponsorships@waldenu.edu">sponsorships@waldenu.edu</a> Fax: 1-410-843-6614 Phone: 1-800-925-3368 option 1, option 3</p>
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3. Once TA is processed, the billing coordinator will send the student a confirmation e-mail and copy the Veterans Affairs Office. The Certifying Official then reports the student's grade to the Education Services Office indicated on the TA authorization.
4. Students who use active duty TA and are also eligible for MGIB **must** elect to utilize the TOP-UP component. The student is responsible for submitting a copy of the TA authorization to Walden University and to the Department of Veterans Affairs, indicating they wish to receive Top-Up.

### *TO APPLY for TUITION ASSISTANCE REIMBURSEMENT – U.S. Army*

1. Active duty Army personnel need to complete the application for TA reimbursement at:  
<https://www.earmyu.com>
2. A copy of the Request for TA Reimbursement needs to be forwarded to:

<p>Certifying Official Veterans Affairs Office E-mail: <a href="mailto:va@waldenu.edu">va@waldenu.edu</a> Fax: 1-612-312-1322 Phone: 1-800-925-3368 option 1, option 2, option 1, option 2</p>
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3. The student's grade will be reported to [pay.ta@conus.army.mil](mailto:pay.ta@conus.army.mil) once grades are posted. TA is then released when the grade is entered into the student's military education record.

4. Students who use Army TA Reimbursement and are also eligible for MGIB must elect the Top-Up component. The student is responsible for submitting a copy of the TA Reimbursement Request to Walden University and to the Department of Veterans Affairs, indicating they wish to receive Top-Up.

### **REMINDER**

**Active duty members may NOT use tuition assistance and full MGIB benefits. They must use the Top-Up component. Full MGIB may be requested only when tuition assistance is exhausted.**

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## Directions to Apply for Military Spouse Career Advancement Accounts (MyCAA)

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### Spouses of Active Duty Personnel

#### *TO APPLY for MyCAA*

1. Contact the Family Support Center of Voluntary Education Center on Base or Post. Military Education representatives will assist in the application progress.
2. Once approved and signed, send the MyCAA voucher to:

<p>The Billing Team In the Bursar's Office E-mail: <a href="mailto:sponsorships@waldenu.edu">sponsorships@waldenu.edu</a> Fax: 1-410-843-6614 Phone: 1-800-925-3368 option 1, option 3</p>
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3. The billing coordinator will send the student a confirmation e-mail that the voucher has been processed and copy the Veterans Affairs Office. The Certifying Official then reports the student's grade to the appropriate DOD/MYCAA office.
4. Any tuition not covered by MyCAA is the sole responsibility of the student.

## III. The Post 9/11 GI Bill

### The Post 9/11 –vs- MGIB

Walden University is proud to provide certification for individuals requesting to utilize their Post 9/11 GI BILL. However, students need to keep in mind the differences between the Post 9/11 and the MGIB:

1. MGIB is a reimbursement program. Student must pay tuition and be reimbursed via their MBIG benefits.
2. Post 9/11 pays the school. If a Walden student has 100% entitlement, tuition and fees are fully covered.
3. The VA pays the highest **undergraduate tuition** within the state where the school's academic offices are located. \$750 per credit for Minnesota (2009/10 academic year).

### Updates on the Post 9/11 as of June 5, 2009

1. The VA began taking applications for the Post 9/11 May 1, 2009.
2. Certification for the Post 9/11 will commence on July 6, 2009.
3. The Post 9/11 GI Bill will cover courses that begin **after** August 1, 2009.
4. Walden University has elected to participate in the Yellow Ribbon Program.
5. Students must submit a copy of their Certificate of Eligibility letter for the Post 9/11 GI Bill to Walden University's Veteran's Affairs office in order to be certified and have their tuition paid.
6. Students who are not eligible for the Yellow Ribbon Program are required to pay any balance of tuition not covered by the Post 9/11 GI Bill.
7. VA will pay BHA (Basic Housing Allowance) for Walden residencies for the actual days in residence only.
8. Walden students may be eligible for the annual book stipend of up to \$1,000 per year. Walden programs that provide books as part of tuition may not be entitled.
9. Active duty personal will be covered 100% by the Post 9/11 GI Bill (M. George, Director of the St. Louis Regional VA Processing Center, June 5, 2009).

### The Yellow Ribbon Program. . .what is it and how does it work?

The Yellow Ribbon Program is a provision of the Post-9/11 GI Bill. The program allows institutions of higher learning within the continental United States to enter into an agreement with VA to contribute tuition expenses that exceed the highest public in-state undergraduate tuition rate. The school can contribute up to 50% of the outstanding balance and the VA will match the amount.

## How does the Yellow Ribbon work?

Students approved by the Department of Veterans Affairs for 100% entitlement of the Post 9/11 GI Bill will receive 100% coverage of their tuition and fees. Walden University VA certifying officials will complete the Post 9/11 enrollment certification/invoice, calculate the Yellow Ribbon amount, and transmit that information via the secured on-line VA portal. The certification/invoice will be received at the St. Louis Regional VA Processing Center. For example:

A student pursuing a Master of Science in Psychology enrolls for 10 credits per quarter. Per student status definitions, 6 credits or more per quarter/semester equals full-time status.

The 2009/10 academic tuition and fee schedule indicates the tuition for the MS. PSYC to be \$380.00 per credit x 10 credits = \$3800 plus technology fee of \$35.00.  
Total Walden T&F = \$3835.00

The highest undergraduate in-state tuition (MN) currently is \$326.92 x 10 = \$3269.20  
Plus technology fee of \$35.00

Walden tuition	\$3835.00
U of MN tuition	- <u>\$3304.20</u>
Balance Due:	\$530.80

The balance due would be expected to be paid by the student, but under the Yellow Ribbon Program, Walden pays 50% of the balance and it is matched by the VA.  $\$530.80/2 = \$265.40$ . Walden's contribution is provided by means of a scholarship. The VA will pay Walden the remaining \$265.40.

What if you are not eligible for the Yellow Ribbon Program?

Check into any one of Walden University's scholarship programs  
Request a veteran or military tuition reduction (see page 6)  
Contact Walden University Financial Aid Office at [finaid@waldenu.edu](mailto:finaid@waldenu.edu).  
Or call 1-800-925-3368 and follow the prompts to Financial Aid.

For more information and answers to frequently asked questions go to:

<http://www.gibill.va.gov>  
(this is not a link to the webpage)

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## Directions to Apply for the Post 9/11 GI Bill

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- Chapter 33

**Please remember that electing Chapter 33 is irrevocable. Be sure you are using the benefit that will serve you best in reaching your education goals.**

1. Log on to [www.gibill.va.gov](http://www.gibill.va.gov).
2. Click on **education benefits**
3. Click on **education forms**
4. Scroll down to the VA Form 22-1990 Application for VA Benefits
5. Select the following:

22-1990	Application for VA Education Benefits Apply on-line HERE.
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6. You will be redirected to the VONAPP Page
7. Select:



8. Follow the on-line instructions to complete your on-line application.
9. Indicate **Walden University at 155 5<sup>th</sup> Ave S. #100, Minneapolis, MN 55426.**
10. In the remarks section, indicate you are attending Walden University and you will be certified through the St. Louis Regional Processing Center.
11. Submit the VA Form 22-1990 on-line.
12. You will receive a confirmation e-mail indicating that your application has been received by the Department of Veterans Affairs.
13. In 4-6 weeks you will receive a Certificate of Eligibility letter. **You must send a copy of that letter via e-mail, fax, or snail mail to Walden University Veterans Affairs Office.**

If you have questions regarding your benefits, transfer of benefits, application for benefits, or change of program, please e-mail our VA trained certifying official at [va@waldenu.edu](mailto:va@waldenu.edu).

Thank you.