

SALUTE

GUIDE TO MILITARY AND VA
EDUCATION BENEFITS AT
WALDEN UNIVERSITY

WALDEN UNIVERSITY

A higher degree. A higher purpose.

Important Contact Information for Obtaining Your VA Benefits

Walden University Veterans Affairs Office 155 5 th Ave. S., Suite 100 Minneapolis, MN 55401	Phone: 1-800-925-3368, then select: Option 2, (student services) Option 1, (registration services) Option 2 (VA benefits) Fax: 612-312-1322 Email: va@waldenu.edu
Walden University Bursar (Billing)	Phone: 800-925-3368, option 1 (Financial Services) Fax: 410-843-6614 (Billing team)
Students enrolled at Walden University must be certified through: St. Louis Regional Processing Center Department of Veterans Affairs PO Box 66830 St. Louis, MO 63166-6830	The National VA Customer Service Line: 1-888-GIBILL-1 (1-888-442-4551)
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 last calendar day of the month by using the Web Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave 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; 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 **Section I. General Information**
2. Familiarize yourself with the benefit instructions that pertain to **you**
3. Complete documentation using the appropriate Check List
4. Use Walden University’s **Minneapolis** address on all documentation pertaining to the VA
5. All certifications for VA benefits are transmitted from Minneapolis to the **St. Louis Regional Processing Center in St. Louis, Mo.**

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

FAQ – Frequently Asked Questions about using VA Benefits at Walden University

1. **Question:** Why am I being certified for my benefits in St. Louis when I applied to Walden University in Baltimore, MD, Tempe, AZ, or Los Angeles, CA?
Answer: That is the most frequently asked question of our MGIB recipients. Walden University's academic offices, accreditation, and approval for VA benefits rest in Minneapolis, MN., therefore we fall under the jurisdiction of the St. Louis Regional Processing Center. Administrative offices for finance, financial aid and enrollment are located in Baltimore. We have additional enrollment satellite offices in Tempe, AZ and Los Angeles.
2. **Question:** How do I know if I'm eligible for VA benefits?
Answer: Only the Department of Veteran Affairs can determine if you are eligible for benefits. Please review the section within this publication that pertains to your particular status, i.e., active duty, veteran, reservist, or survivor/dependent, and follow the instructions to apply for or to reinstate your Montgomery GI Bill benefits.
3. **Question:** Does Walden University offer a special tuition reduction for military and/or veterans?
Answer: Currently, Walden University offers a 10% tuition reduction for all active duty personnel and individuals who were *honorably* discharged from the U.S. armed forces.
4. **Question:** Does Walden University offer a tuition reduction for military/veteran dependents?
Answer: At the current time, Walden University does not offer a tuition reduction for this student population.
5. **Question:** How can I be assured that I am considered full-time?
Answer: Students at Walden University are considered full-time if they are enrolled for a minimum of 6 credits for the **entire quarter or semester**. A quarter consists of 12 weeks or 2 six-week terms. A semester consists of 16 weeks or 2 eight-week terms. Please see the student status definitions on page 4.
6. **Question:** I called the VA to verify my enrollment and they said Walden never certified me. What do I do now?
Answer: If you have received an e-mail from VA@waldenu.edu with a copy of your certification, the certification was transmitted to the St. Louis Regional Processing Center. If the certification has not been pulled from the transmission database it will not appear in your record.
7. **Question:** Why does Walden need a copy of my VA documents?
Answer: In order to certify you for benefits, we need the information that only you, the student, can provide. This information is contained in the VA Form 22-1990/5490 or the Change of Program Form, VA Form 22-1995/5495 to:
 1. Set up your VA certification record
 2. Your SSN identifies you to the VA; for dependents, we need the VA file number of the veteran.
 3. We need your current mailing address, telephone, and or e-mail address so the VA can contact you if necessary,
 4. We need to know the benefit you are requesting so the VA will pay you the correct monthly entitlement.

8. **Question:** What happens if I want to take time off from my academic pursuits?
Answer: VA files remain open for students who request and are approved for a leave of absence. However, students who do not return from an LOA or MLOA will have their file closed within 2 weeks of the start of the expected return date.
9. **Question:** What happens if I get deployed and can't continue my classes?
Answer: Please refer to the Military Leave of Absence policy found on page 2.
10. **Question:** Will the Post 9/11 GI Bill change how my benefits are paid?
Answer: Please log on to www.gibill.va.gov and click on the Post 9/11 link for the most updated information on the new Post 9/11 GI Bill.
11. **Question:** How much will the VA pay me to attend Walden University?
Answer: Walden's Veteran's Affairs Office provides tuition cost charts to give you an "approximation" of your VA payments and out-of-pocket costs. To request a tuition cost chart, please e-mail VA@waldenu.edu with your name and your education program, i.e., Masters in General Psychology, Ph.D. Public Policy, B.S. Business Administration and we will have a chart out to you by end of business same day. Our information is pulled from the payment rates published at [www.gibill.va.gov/payment rates](http://www.gibill.va.gov/payment%20rates).
12. **Question:** Do I need to pay my tuition up front and be reimbursed by the VA?
Answer: Absolutely, yes. The Montgomery GI Bill was designed as a reimbursement program. Students can contact Walden University's Bursar's Office to request a payment plan until their benefits kick in, or apply for federal financial aid to cover the first quarter/semester.

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I. General Information

A. Student Responsibilities

Pay Your Tuition Promptly

Walden University is owned by Laureate Education, Inc., a private, for-profit corporation. All students enrolled at Walden University are expected to pay their tuition in full prior to the start of class per university policy. The Montgomery GI Bill 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.

Benefits through MGIB will not cover 100 percent of 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 Montgomery GI Bill program, 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) 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.

Notify Walden's VA Office of All Changes in Enrollment

It is extremely important that you communicate with your Walden Veteran's 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
- 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 Officer
Walden University
800-925-3368, option 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 **must 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 Veteran's 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.

B. Student Status

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

<i>Program</i>	<i>Full Time</i>	<i>¾ Time*</i>	<i>Half Time</i>	<i>Less than Half Time</i>
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.

Choosing a Start Date

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 a official quarter or semester to receive maximum benefits. Additionally, students who elect to start their program outside of a standard term, (the official start of the quarter or semester) 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 2008/09 academic year.

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

QUARTER STARTS		SEMESTER STARTS	
2008 Fall Quarter	09/02/08	2008 Fall Semester	09/02/08
2008 Winter Quarter	12/01/08	2009 Spring Semester	01/05/09
2009 Spring Quarter	03/02/09	2009 Summer Semester	05/04/09
2009 Summer Quarter	06/01/09		

C. Benefit Reimbursement

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.

D. Certificate of Eligibility

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.

E. Payment Rates

To find out your monthly entitlement, log on to 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.

F. Transfer of Entitlement

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 the spouse's application for dependent benefits. Please follow the instructions on the Quick Start Chart Chapter 35 Survivors and Dependents to complete this paperwork. 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.

G. Payment of Benefits

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 that you are attending 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.

H. Active Duty TA/Top-Up

Active duty personnel eligible for Montgomery GI Bill benefits may elect to use straight MGIB benefits or Tuition Assistance (TA) through their military branch and utilize the Top-Up component which is pulled from the MGIB entitlement. Active duty personnel **may not choose** to use TA and straight MGIB benefits as this is considered "**duplication of benefits**" under VA regulations. Straight MGIB may be elected once TA is exhausted for a given year. Per VA regulations, active duty personnel are responsible for communicating the nature of their benefit usage to the Department of Veterans Affairs and to Walden's Veteran's Affairs Office.

For example, active duty personnel must communicate to Walden's Veterans Affairs Office if they plan to use TATU or if they want to utilize straight MGIB. Students who request straight MGIB and then also submit a TA authorization will be reported to the Department of Veterans Affairs per regulations. The student will then be contacted by the VA and their benefits will be adjusted accordingly. This can greatly affect receipt of benefit, so please be sure which benefit you plan to use and communicate that choice clearly to your veteran's affairs office at Walden. Because active duty personnel are allowed to utilize either option, students who want to use straight MGIB cannot be certified for the academic year. They must be certified each term.

I. Tuition Reduction—Active Duty and Honorable Veterans

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. armed forces. Currently dependents of active duty personnel and veterans are not eligible for a military or veteran's reduction in their tuition.

To receive the active duty tuition reduction, email a current leave and earnings statement (LES) to discount@waldenu.edu. Veterans need to submit their most recent DD214 as evidence of their veteran status. Documentation may also be faxed to 410-843-6614, attention: Tasha Bland, Billing Coordinator. You will receive a confirmation via email when the process is complete.

J. The Hazlewood Act

The Hazlewood Act does not apply to students attending Walden University. To obtain the 100 percent free tuition offered by Hazlewood, 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
- www.tvc.state.tx.us/Hazlewood_Act.htm

K. Your Certifying Officials

Demitra “Demi” Gilbertson. Veteran Affairs Officer, Sr. VA Certifying Official

Office hours: 8:30-4:30 p.m. M,T,R,F

Remote hours: Wednesdays available via e-mail at: va@waldenu.edu.

Ann Thao , VA Certifying Official

Office hours: 7:30-3:30 p.m. M-F

II. BENEFIT CHECK LISTS

To apply for or reinstate your benefits, select the Benefit Check List that pertains 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 follow the Benefit Check List and still need assistance, email or call Walden's Veteran's Affairs Office.

If you are uncertain of benefit eligibility or have questions regarding your eligibility or amount of benefit, contact the Department of Veterans Affairs or log on to www.gibill.va.gov.

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

Benefit Check List For:

Active Duty Chapter 30
Select Reservist Chapter 1606

Veteran Chapter 30
REAP (Chapter 1607)
VEAP (Chapter 31)

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.
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 5th 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 Veteran Affairs
14. E-mail, fax, or snail-mail the form to Walden University's Veteran Affairs Office.

TO REINSTATE BENEFITS

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

Answer: Yes

Complete the following steps:

1. Log on to **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 HERE .
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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 5th 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 Veteran Affairs
23. E-mail, fax, or snail-mail the form to Walden University's Veteran Affairs Office.

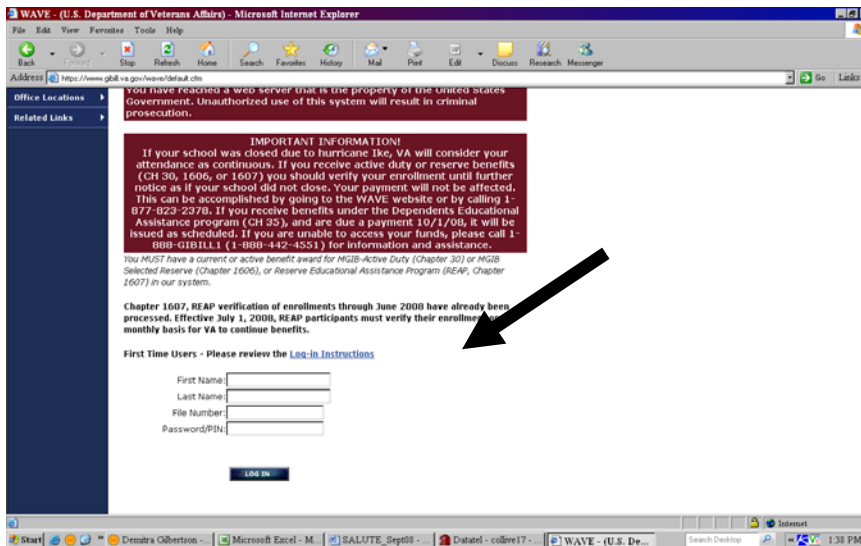
Enrollment Verification (Chapters 30, 1606, and 1607)

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.

Benefit Check List Instructions For:

Survivors and Dependents Chapter 35 (DEA)

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.
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 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 5th 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 Veteran Affairs
14. E-mail, fax, or snail-mail the form to Walden University's Veteran Affairs Office

TO REINSTATE BENEFITS

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

Answer: Yes

Complete the following steps:

1. Log on to 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 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 Change of Program or Place of Training.
9. Indicate **Walden University at 155 5th 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 Veteran Affairs.
14. E-mail, fax, or snail-mail the form to Walden University's Veteran's 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

Enrollment Verification (Chapter 35 DEA)

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

Benefit Check List Instructions For:

VA Vocational Rehabilitation and Employment (VR&E – Chapter 34)

Question: Are you a disabled veteran?

Answer: Yes

Question: Have you been approved for Chapter 34 benefits?

Answer: Yes

Have your case manager complete the following steps:

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

The Process

Once received, the Sr. VA Certifying Official will:

1. Certify the student for the periods authorized on the VA Form 28-1905
2. Submit the original signed document to the student's case manager
3. Send a copy of the signed document to the Bursar's Office for processing of the bill
4. Put a copy of the completed VA Form 22-1905 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.

Benefit Check List Instructions For:

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 to apply for tuition assistance;
2. Approved and signed TA vouchers should be forwarded to:

<p>Ms. Heather Wilson Third Party Billing Coordinator</p> <p>e-mail: billing@waldenu.edu fax: 1-410-843-6614 phone: 1-800-925-3368, ext. 8383</p>
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3. Once TA is processed, Ms. Wilson will send the student a confirmation e-mail and copy the Veteran Affairs Office. This office then reports the student's grade as required by TA regulations.
4. Students who use TA and are also eligible for MGIB may elect to utilize the TOP-UP component of their MGIB benefits. A copy of the approved TA voucher should then be forwarded to the Department of Veteran Affairs.

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

1. Active duty personnel need to complete the application for TA reimbursement at:
- 2.

<https://www.earmyu.com>

3. A copy of the Request for TA Reimbursement needs to be forwarded to:

<p>Ms. Demitra Gilbertson Veteran Affairs Officer</p> <p>e-mail: va@waldenu.edu fax: 1-612-312-1322 phone: 1-800-925-3368, option 2, option 1, option 2</p>

4. The student's grade will be reported to IMAGoArmyEd@conus.army.mil once grades are posted. TA is then released when the grade is entered into the student's military education record.

5. Students who use Army TA Reimbursement and are also eligible for MGIB may elect to utilize the TOP-UP component of their MGIB benefits. A copy of the approved Request for TA Reimbursement should then be forwarded to the Department of Veteran Affairs.

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.