

OSU-OKLAHOMA CITY OFFICE OF VETERANS' SERVICES STUDENT HANDBOOK



**OSU-OKC Office of Veterans' Services
Student Center
900 N. Portland Ave.
Oklahoma City, OK 73107**

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Welcome to OSU-Oklahoma City!

Our staff is available to assist you in using your VA educational Benefits. The OSU-OKC Veteran Services Office will forward all appropriate documents concerning the application for and the usage of your benefits to the Muskogee Regional Office. The ***VA Educational Benefits are paid in a reimbursement method based on: attendance, courses applicable to VA objective, and length of the courses.*** If you have questions, contact our office for assistance.

Contact Our Office:

Office Hours: 8:00 AM to 4:30 PM (Mon. – Fri.)

Telephone: (405) 945–8692
(405) 945-3252

Email: loretts@osuokc.edu

Contact the VA Regional Office at:

Regional Office Hours: 7:30 AM to 4:00 PM (Mon. – Fri.)

Toll Free Phone Hours: 8:00 AM to 6:00 PM (Mon. – Fri.)

Toll Free Phone #: 1-888-442-4551

IMPORTANT: When you call the VA Muskogee Regional Office, make sure you get the name of the VA representative who assisted you.

Mailing Address:

P.O. Box 888
Muskogee, OK 74402-8888

Eligibility & Chapter Selection

There are several chapters administered under the Montgomery GI Bill. Below is a table containing the different chapters along with who is eligible for them.

Chapter	Who is Eligible
30	Member of Full Time Active Duty Armed Forces
31	Member of Armed Forces who is Receiving Disability from VA at 30% or higher
33	Member of Armed Forces Serving Active Duty Time Post 9/11 Dependants of Eligible Service Members*
35	Dependant of 100% Disabled or Deceased Veteran
1606	Actively a Member of Reserves or National Guard
1607	Actively a Member of Reserves or National Guard with Deployment

It may be possible to be eligible for more than one chapter. It is important to take various factors into consideration when choosing which chapter as your choice may be irrevocable, leaving you with less compensation than is possible. Special attention must be given when considering chapter 33 as it has the most variables in compensation. It is advisable to consult with both the Veterans Affairs staff at the University and with the Regional offices in order to get a clear understanding on the amount of compensation that you will receive in order to make an informed decision on which chapter will work best for you.

*Eligibility of service members to transfer their benefits must first be determined by the VA through the online application found at: <https://www.dmdc.osd.mil/TEB/> Following approval of the transfer being granted, dependants must fill out the modified VA form 1990E. Additional information is available from your VA coordinator and online at: http://www.gibill.va.gov/GI_Bill_Info/CH33/Transfer.htm

Required Documents

For initial application for benefits there are a variety of documents that must be submitted in order for Veteran Affairs to consider you claim based on which chapter you are applying for. It is important to turn in these documents as soon as possible to avoid delays in processing your claim. After being submitted there is a typical lead time of 4-6 weeks, but may be as much as 12 weeks during peak processing times. Below is a list of the documents required for each chapter.

Chapter	Documents Required
30	VA form 22-1990 DD-214 Personal Banking Routing & Account Numbers
31 (Voc. Rehab)	Contact Your Vocational Rehabilitation Case Manager
33 (Post 9/11)	VA form 22-1990 DD-214 Bank Routing & Account Numbers
35 Disabled Vet (Spouse)	VA form 22-5490 Document Showing 100% Disability of Veteran or Death Certificate Marriage Certificate (spouse) or Birth Certificate (child)
1606 & 1607 (REAP)	VA form 22-1990 DD-214 Notice of Basic Eligibility (NOBE) Personal Banking Routing & Account Numbers

If you have previously applied for your benefit and are updating your biographic information, banking information, changing schools, or changing your major there is a shorter form (22-1995, 22-5495) available. Updating your information will not result in a delay in processing your upcoming semester. If you need to apply for an increase in your pay rate due to more active duty time acquired you will need to provide your latest DD-214 as well.

Acquiring Required Documents

VA Forms: will be provided at the school, they may also be found at:
http://www.gibill.va.gov/GI_bill_info/education_forms.htm

DD-214: was issued to veteran during separation from any active duty service. They may also be retrieved from your branch's online personnel archive. The National Personnel Records Center (NPRC) has also provided the following website for veterans to gain access to their DD-214 online at: <http://vetrecs.archives.gov/>

NOBE: or Notice of Basic Eligibility (DD Form 2384-1) is maintained by your unit based on your satisfactory drilling status. You may obtain a copy from your unit, though National Guard members may access theirs online at: <https://minuteman.ngb.army.mil/benefits>

Disability Rating: contact the VA to receive a copy of your disability rating.

Bank Information: can be found on your check. You may either attach a voided check, or bring your bank's name, routing number, and your account number to fill in on the form.

Application, Certification, & Verification

Online applications may be submitted with digital copies of all required documents at: <http://vabenefits.vba.va.gov/vonapp/main.asp>

If you prefer to fill out a hard copy form you can stop by our office and we will provide you the necessary form. We will mail all documents to the VA Regional Education Office and maintain a copy of all paperwork in your file at the school. If you are unable to come in during regular office hours we can mail you the required forms with a postage paid return envelope.

Every semester that students wish to use their G.I. Bill they are required to submit a Request for Certification. This alerts the Veterans' Services' Coordinator that you are enrolled for the semester, updates required information, and gives the coordinator permission to submit your courses for approval to the VA. The Request for Certification is published by the school and is available inside our office, immediately outside our office, and online at: <http://www.osuokc.edu/va/> . It may be mailed, emailed, faxed, or turned in to our office.

Currently chapters 30, 1606, and 1607 (REAP) are required to submit a monthly verification of enrollment to the VA. The verification is submitted on the last day of each month, or any day following. Your payments will not be processed until this is complete. You may verify by phone by calling 1-877-823-2378. It is an automated system that requires that you enter your social security number to access your file and your zip code to verify your enrollment. You may also submit your verification online at: <https://www.gibill.va.gov/wave/index.do> Instructions are provided on the website. WAVE also provides increased services such as benefit status, changing direct deposit information, changing address, and emailing monthly reminders to verify.

Students are required to notify the Veterans' Coordinator of any changes made to his or her schedule once it has been certified to the VA. Changes in enrollment can affect your benefit pay, including BAH or other types of pay outside of tuition and fees. Changes to an academic schedule that are not reported can cause a delay in payment or can result in an overpayment to the student. Students who receive an overpayment from the VA will be required to reimburse the VA for the total amount of overpayment before he or she can continue using his or her benefits.

Enrollment Levels & Payment Rates

Enrollment levels or course load is determined differently with the VA than with the school. Although full term 16 week course correspond well, 8 week and special or fast-track courses complicate matters. The VA looks evaluates courses for the days, weeks, or months they are in session, not for the entire semester that they are occur in. Below is a chart illustrating course load by period covered.

	16 weeks	8 weeks	4 weeks	2 weeks	1 week
1hr	$\frac{1}{4}$ Time	$\frac{1}{4}$ Time	$\frac{1}{4}$ Time	$\frac{1}{2}$ Time	Full Time
2 hr	$\frac{1}{4}$ Time	$\frac{1}{4}$ Time	$\frac{1}{2}$ Time	Full Time	Full Time
3hr	$\frac{1}{4}$ Time	$\frac{1}{2}$ Time	Full Time	Full Time	Full Time
4hr	$\frac{1}{4}$ Time	$\frac{1}{2}$ Time	Full Time	Full Time	Full Time
5hr	$\frac{1}{4}$ Time	$\frac{3}{4}$ Time	Full Time	Full Time	Full Time
6hr	$\frac{1}{2}$ Time	Full Time	Full Time	Full Time	Full Time
7hr	$\frac{1}{2}$ Time	Full Time	Full Time	Full Time	Full Time
8hr	$\frac{1}{2}$ Time	Full Time	Full Time	Full Time	Full Time
9hr	$\frac{3}{4}$ Time	Full Time	Full Time	Full Time	Full Time
10hr	$\frac{3}{4}$ Time	Full Time	Full Time	Full Time	Full Time
11hr	$\frac{3}{4}$ Time	Full Time	Full Time	Full Time	Full Time
12hr +	Full Time	Full Time	Full Time	Full Time	Full Time

Payment rates are based off of your chapter and enrollment level during the periods you are enrolled in classes, though not necessarily for the entire semester. Rates are outlined below in a simplified chart. For further details see your GI-Bill Coordinator.

<i>VA Educational Rates</i>							
	CH 30	CH 30	CH 35	CH 1606	CH 1607	CH 1607	CH 1607
	Less 3yrs	3yrs Plus			90days-1yr	1-2yrs	2+yrs
1-3hrs	\$289.50*	\$356.50*	\$234.00*	\$84.25*	\$142.60*	\$213.90*	\$285.20*
4-5hrs	\$579.00*	\$713.00*	\$466.00*	\$84.25*	\$285.20*	\$427.80*	\$570.40*
6-8hrs	\$579.00	\$713.00	\$466.00	\$167.00	\$285.20	\$427.80	\$570.40
9-11hrs	\$868.50	\$1,069.50	\$702.00	\$252.00	\$427.80	\$641.70	\$855.60
12+hrs	\$1,158.00	\$1,426.00	\$936.00	\$337.00	\$570.40	\$855.60	\$1,140.80

*Tuition and fees only. Payment cannot exceed the listed amount. See VA coordinator for chapter specific limits.

Chapter 33 Payment Details

The first step in finding out how much you will receive in compensation is to determine your **percentage rate** based on your active duty time. The amount received will be based on the percentage rating of the maximum paid in each portion of the benefit.

Active Time	90d-6mo	6-12mo	12-18mo	18-24mo
Rate	40%	50%	60%	70%

Active Time	24-30mo	30-36mo	30+ mo*	36+ months
Rate	80%	90%	100%	100%

*30+ months service with service connected disability discharge

Tuition and fees are paid directly to the school. These are based on the number of credit hours along with any additional fees. The VA will then calculate the amount to be paid to the school based on the student's percentage rating. It is the student's responsibility to pay the remaining balance owed to the school.

The student's basic housing allowance (**BAH**), or monthly stipend, is based upon the location of the school. It is calculated according to the DoD BAH for an E-5 with dependants, the VA then applies the student's percentage rating to calculate the monthly payment made to the student. The current rate at publication in Oklahoma City is \$918 per month.

The **book stipend** is paid based on the number of credit hours being taken. The amount is calculated by the student's percentage rate of \$41.67 per credit hour, at a maximum of the student's percentage of \$1000 per year (24 credit hours). The total reimbursement stipend is paid on or around the time of the student's first BAH payment.

Additional Information

Active Duty Personnel: Active duty personnel must have Part II of their initial application, or proper blank on their data update form, completed by the Armed Forces Education Services Officer.

Parent School Letters: Students wishing to attend classes here at OSU-OKC that will be applied to a degree at another institution must provide a Parent School Letter stating that the courses will be accepted at the parent institution. The form must be provided before the classes can be certified with the VA.

Chapter 30: An extension is available to veteran's benefits if they are scheduled to terminate during a semester. The extension will only long enough to complete the semester in which the benefits were to originally end.

Chapter 33: A one time relocation allowance of \$500 is available for students living in highly rural areas.

Direct Deposit: All chapters with the exception of chapter 35 are eligible for direct deposit of their benefits to their accounts. To initiate or change banking information there are three options. You can call 1-877-838-2778, fill out the appropriate data update form, or log into the online WAVE site below and update the information there.
<https://www.gibill.va.gov/wave/index.do>

Remedial Courses: The VA will only count remedial courses towards their enrollment level if the student's placement test requires those courses for their degree.

Federal Tuition Assistance: Army National Guardsman, Coast Guardsman, Army Reservists, and Air Force Reservists are all eligible to receive Federal Tuition Assistance through their respective service branches. Check with your unit administrator for details on the program offered through your branch.

Military Transcripts & Credit: Credit hours for military training are available with official transcripts from veteran's respective service branch. They will be applied to your academic record after completing 12 hours at the university with an enrollment in an additional semester. Transcripts may be obtained from the following websites:

- Army: <http://aarts.army.mil>
- Navy & Marines: <https://www.navycollege.navy.mil/transc>
- Coast Guard: <http://www.uscg.mil/hg/cqi>
- Air Force: http://www.au.af.mil/au/ccaf/active_transc.htm

National Guard Tuition Waiver: Oklahoma National Guardsman are eligible for a tuition waiver granted through the Oklahoma Military Department. Requests must be submitted through the service member's Unit Administrator.

VA Work-study: Work-study programs are available through the VA to students receiving their GI Bill at a $\frac{3}{4}$ or greater enrollment level. Limited positions are available at the school, certified businesses, and many VA locations. Work-studies are paid tax free minimum wage and allotted 25 hours per week they are in school.

Notes: