



## University of Oklahoma **OUTREACH**

College of Continuing Education - College of Liberal Studies

Serving the United States Armed Forces since 1942

### **OU Outreach Veteran's Affairs (OU-VA) Student Educational Benefits Handbook**

VA Educational Benefits are paid in a reimbursement method based on: method of delivery and length of courses. Although we work to ensure that VA regulations are complied with, we have no authority to determine whether you are eligible for a particular chapter of VA Educational Benefits. Only the VA can determine eligibility.

#### **OU-Veterans Affairs Office**

1700 Asp Avenue, Norman, OK 73072

Office Hours / Telephone / E-mail:

8:00am to 5:00pm (Mon. – Fri.)

(405) 325-1022 ~ E-mail: [va@ou.edu](mailto:va@ou.edu)

#### **Veterans Administration - Regional Office**

PO Box 8888

Muskogee, OK 74402-8888

Office Hours:

7:30am to 4:00pm (Mon-Fri)

Toll Free Education Line:

1-888-442-4551

From 8:00am to 6:00pm (Mon-Fri)

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### **How to Apply For VA Benefits / Required Documents**

- VA Education Benefit recipients are required to submit an initial application via the VONAPP <http://vabenefits.vba.va.gov/vonapp>. In the event that you are or will be transferring from another institution or changing the status of your current program (VA Form 22-1995 or 22-5495), will be required. OU-VA must have a copy on file and the student must submit a copy directly to their VA RPO. PDF documents of both forms are located on the website (<http://www.gi.bill.va.gov>) and can be submitted electronically to OU-VA at [va@ou.edu](mailto:va@ou.edu).
  - Please note the Post 9/11 (CH 33) Transfer of Entitlement is a two-step process:  
**STEP 1** – Approval must be obtained through <http://www.defense.gov>.  
**STEP 2** – Once approval is obtained, submit VA Form 22-1990E to <http://vabenefits.vba.va.gov/vonapp>.

## Required documents needed for OU-VA student verification process

- **OU-VA must have the following documents before processing:**
  - Certificate of Eligibility (CoE), obtained directly from the VA by the student and submitted to OU-VA. Vocational Rehabilitation (CH 31) students must submit a signed approval (VA Form 28-1905) form from their current Vocational Rehabilitation Counselor.
  - OU-VA will also accept a screenshot of education benefit information from the student's eBenefits website.
- **Student MUST submit a written request to [va@ou.edu](mailto:va@ou.edu) containing:**
  - Student's Name
  - Sooner ID
  - Course and Section numbers of course(s) to be certified
  - Term (Ex. Summer 2011)

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### OU-VA Degree Plans

- The VA requires the OU-VA to maintain a degree plan for each student's educational objective.
- You will be responsible for making sure the classes you enroll in are required courses. VA will NOT pay to repeat courses which have been successfully completed, regardless of when or where they were completed.
- You must notify OU-VA of all changes in degree plan pursuit. Adds, drops, or changes made to your schedule for course(s) previously certified.
- Take advantage of the EARLY ENROLLMENT PERIOD if you are a CONTINUING STUDENT. The earlier the OU-VA receives your request, the less likely you are to have a break in receiving your benefits. However, the OU-VA office cannot guarantee when you will be paid. Multiple schedule changes WILL CAUSE A DELAY in the processing of your benefits.

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### Benefits Payment Rates

All Advanced Programs high intensity seminar courses are certified as full time from the add/drop date to the date that the last assignment is due, as reflected on the syllabus.

	Under Graduate Spring & Fall	Under Graduate Summer	Graduate Spring & Fall	Graduate Summer
¼ Time	1-3	1	1-2	1
Less Than ½ Time	4-5	2	3	N/A
½ Time	6	3-4	4-5	2
¾ Time	9	5	6-8	3
Full Time	12 or greater	6 or greater	9 or greater	4 or greater

Reimbursement rates and housing rates and are not controlled by OU VA. To check current rates please go to: <http://www.gibill.va.gov> or contact your VA RPO.

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## Monthly Verification Procedures

Chapter 30 Benefits ONLY: You must verify enrollment monthly in order to receive your benefits. Courses may be verified through the WAVE Website at <http://www.gibill.va.gov> or by calling 888-823-2378.

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## Financial Assistance

For information regarding Financial Aid such as grants, loans, and scholarships, contact Financial Aid directly at 405-325-2929.

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## Tuition Assistance

Active duty soldiers are not eligible to use Federal Tuition Assistance (TA) and the use of their full GI Bill benefits for the same course. However, the use of Tuition Assistance and Top Up is allowed.

Please contact the Education Services Officer at your local installation to begin the process of applying for Tuition Assistance, Top Up, or waivers.

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## National Guard Tuition Waivers

National Guard students may also be entitled to a National Guard Tuition Waiver. The waiver only covers the cost of tuition. Each student will be responsible for the assessed fees unless approved by their Education Service Officer. More information can be obtained through individual National Guard units. Once completed, the forms should be sent to the following:

Liberal Studies: Ms. Sheila Gibson ([sgibson@ou.edu](mailto:sgibson@ou.edu))

Advanced Programs: Ms. Krissi Turley ([keturley@ou.edu](mailto:keturley@ou.edu))

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### **“I,” “F,”“U,” and “AW” Grades**

All certified courses to the VA with grades of “I,” “F,”“U,” and “AW” are reported to the VA at the end of the term.

If you make a grade of “I” in a class, you have one year to complete the course before the VA will charge you an overpayment. You are responsible to notify OU-VA at [va@ou.edu](mailto:va@ou.edu) when the course grade is changed from an “I” to a letter grade on your transcript.

Students who receive a grade of “F,”“U,” or “AW” for non-attendance/pursuit will be charged with an overpayment.

**\*\*\* YOU MUST NOTIFY OU-VA OF ALL CHANGES IN DEGREE PLAN PURSUIT. ADDS, DROPS, OR CHANGES MADE TO YOUR SCHEDULE FOR COURSE(S) PREVIOUSLY CERTIFIED.\*\*\***

- If attendance is not taken in class, then non-attendance/pursuit is determined by the last day of pursuit towards the class as identified by homework and test grades.

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### **United States Department of Veterans Affairs**



If you are interested in browsing the National VA Education Web site, you may do so by using the following internet address: <http://www.gibill.va.gov>

**OU-Veterans Affairs Office ~ [University of Oklahoma Outreach](#) ~ College of Continuing Education**