

EMBRY-RIDDLE Aeronautical University

Worldwide Veteran Student Services

STUDENT VETERAN HANDBOOK

Embry-Riddle Aeronautical University Worldwide Campus

Embry-Riddle Aeronautical University Worldwide
Veteran Student Services

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EMBRY-RIDDLE AERONAUTICAL UNIVERSITY WORLDWIDE

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This handbook was published in September, 2022 by the ERAU Worldwide Veteran Student Services Office (further indicated as *Worldwide VA*) and was correct at that time. Future federal or state legislation that may alter program requirements and/or university policy will not, therefore, be reflected. Embry-Riddle Aeronautical University adheres to the principle of equal education and employment opportunity without regard to race, handicap, sex, age, color, creed, or national origin. This policy extends to all programs and activities involving or supported by the university.

Embry-Riddle Aeronautical University's Worldwide Campus has over 130 sites and assists over 5,000 students using GI Bill®. Worldwide VA submits enrollment certifications for all Worldwide Campus students, including overseas locations in Europe and Asia. The VA relies heavily on these enrollment certifications to administer VA Education Programs (GI Bill®).

The purpose of this handbook is to provide general information on VA education benefits as they pertain to Embry-Riddle Worldwide students. For more specific information students should contact Worldwide VA or the U.S. Department of Veterans Affairs directly.

APPLICATION FOR VETERANS EDUCATION BENEFITS

VA applications are designed to obtain the data necessary to determine eligibility for educational assistance benefits for particular educational objectives. The application and required forms vary according to the type of benefits and to the circumstances. Students should apply on VA.gov: <https://www.va.gov/education/how-to-apply/>

Applicants using ID.me to apply for Chapter 33 Post-9/11 may be able to receive instant verification of benefits and download their COE immediately after submitting their application for the benefit on VA.gov.

VA forms will be transmitted to the VA Regional Processing Office (RPO) which has jurisdiction of the School the student will be attending. Once the form is submitted to the VA, the student will receive an automatic email indicating they have received the application.

Students attending Embry-Riddle Worldwide should indicate: 1 Aerospace Boulevard, Daytona Beach, FL, 32114 as the address of the school.

CERTIFICATE OF ELIGIBILITY (COE)

Once the VA has received the application and all necessary supporting documents, the claim will be processed and a file number established (usually the Social Security number). Chapter 33 (Post 9/11) Certificate of Eligibility (COE) letters will provide the eligibility percentage. When the application has been approved, the VA will mail a copy of the COE to the address the student provided on the application. The student will need to provide a copy of the COE to Worldwide VA. If already approved, students can also submit a statement of benefits from <https://www.va.gov>.

Students wishing to use Chapter 33 as a payment method, must provide a COE or statement of benefits in advance. If you are less than 100% eligible, you will have to establish a payment method for the portion the VA will not pay. All students should scan and email a copy of the COE or statement of benefits to: wwva@erau.edu.

ENROLLMENT CERTIFICATION

Students must notify Worldwide VA when they wish to use benefits for a specific term by completing the VA Form 100-10: cfa through ERNIE. Completion of the form will notify Worldwide VA and an enrollment certification will then be sent to VA for processing. If you enroll in a new course, change courses, or need to update your payment information, please revisit and complete a new Payment Intent Form to reflect these changes. Allow 24-48 hours for course registrations to be visible on this form. The Payment Intent Form can be found at: ERNIE>FORMS>Veterans

<https://webforms.erau.edu/private/university/tuition-assistance-intent/>

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

STUDENT VERIFICATION OF ENROLLMENT

Monthly Verification for Chapter 33

Starting December 17, 2021, Chapter 33 students who receive Monthly Housing Allowance (MHA) and/or kicker payments are required to verify their enrollment with the VA via Text or Email at the end of each month during their term. If a student fails to verify enrollment for two consecutive months, their MHA/kicker payments will be placed on hold until the student calls the VA's Education Call Center at 888-442-4551. Additionally, students should call the Education Call Center to update their information or if they are unable to verify enrollments via text or email.

Monthly Verification for Chapter 33 STEM

Chapter 33 Edith Nourse Rogers STEM Scholars who receive Monthly Housing Allowance (MHA) payments are required to verify their enrollment monthly with the VA via text with STEMText. Monthly attendance verification is required to process MHA. If verification is not received, VA will follow up with the student. Rogers STEM Scholars can contact the Education Call Center at 888-442-4551 to opt-in to STEMText.

Chapters 1606 & 30 Only

Students receiving Chapters 30 or education benefits must verify their enrollment monthly through the VA's Web Automated Verification of Enrollment system (WAVE) website, in order to initiate payment. Benefits are paid after each month of school is completed. Verification should be submitted for each month the student is enrolled, on the last day of the month. The student can verify the enrollment by either calling the VA toll free number 1-877-823-2378, or, by using the VA WAVE website link: <https://www.gbill.va.gov/wave/index.do>

Students must be currently enrolled in some form of approved educational program and have a current or active benefit award in the VA system. If these conditions are not met, there will be no period of enrollment to verify in the WAVE system.

CHAPTER 33 (POST 9/11)

The Chapter 33 (Post 9/11) Certificate of Eligibility (COE) letter or statement of benefits must be submitted by the student to Worldwide VA.

The COE is a guarantee of the method of payment, which defers the portion of tuition expected to be paid by the VA. Tuition balance will remain on the student's account until after the add/drop period for a term has ended.

Chapter 33 (Post 9/11) Eligibility Chart

* Rates effective August 1, 2020

Number of Months of Qualifying Service After 09/10/2001, for Purposes Other Than Training	Percentage of Maximum Amount Payable
At least 36 months ⁽¹⁾	100%
At least 30 continuous days on active duty and discharged due to service-connected disability or received a Purple Heart (Purple Heart effective August 1, 2018)	100%
At least 30 months, but less than 36 months ⁽¹⁾	90%
At least 24 months, but less than 30 months ⁽¹⁾	80%
At least 18 months, but less than 24 months ⁽²⁾	70%
At least 6 months, but less than 18 months ⁽²⁾	60%
At least 90 days, but less than 6 months ⁽²⁾	50%

(1) Includes entry level and skill training.

(2) Excludes entry level and skill training.

Monthly Housing Allowance:

A monthly housing allowance (MHA) is payable to veterans, and some dependents, that are enrolled at a rate of pursuit greater than ½ time. Generally, a graduate student must be enrolled in 3 credits and an undergraduate student must be enrolled in 4 or more credits to be eligible per term.

The VA has two different rates:

- Distance Learning (Online Only) Rate - Pays a maximum monthly benefit of ½ the national average.
- In Resident (In-Person) Rate - At least 1 course in residence attended at a site - Pays a maximum monthly benefit comparable to the BAH Rate for an E-5 with dependents for the zip code of the location where the majority of in resident courses are taken. Courses must meet the VA's contact hour and meeting frequency requirements to earn the In Resident Rate.

Other MHA Information:

- Service members serving on active duty or spouses of active duty members who are using transferred benefits do not qualify for the MHA stipend until after the service member separates from active service.
- The maximum monthly benefit will be prorated based on the student's Chapter 33 (Post 9/11) benefit percentage.
- Since the VA does not pay for breaks between enrollments, the VA will pro-rate the start and end date of the MHA payment to correspond with the actual term dates.
- In order to receive the higher MHA rate the student only needs to be enrolled in one in resident course to receive the higher in resident rate. Additional enrollments may be taken through Online or EagleVision Home.

Book and Supplies Stipend: Individuals using the Post 9/11 GI Bill at the 100% tier are eligible for up to \$1000, per VA academic year, for books and supplies. The VA will pay \$41.67 per credit hour, or \$125 for a 3 credit hour course, until the annual maximum is reached.

Other Book and Supplies Information:

- If the student's benefit eligibility is less than 100%, all book stipend payments will be prorated according to the benefit percentage.
- The VA academic year is defined as August 1st - July 31st. Once the maximum benefit has been received in the VA current academic year, no additional book and supplies benefits will be paid. When the new academic year begins (August 1st), enrollments beginning after that date will be eligible for the book stipend.

The Yellow Ribbon Program: The Yellow Ribbon Program is in place to pay for tuition above the annual limit set by the VA and can be found at: https://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp. If the student's tuition (including tuition paid to other private institutions for that academic year) exceeds this amount, the VA will pay ½ of the remaining amount which Embry-Riddle will match, so there are no out-of-pocket tuition expenses.

- The student must be 100% eligible for the Chapter 33 (Post 9/11) GI Bill and not on active duty to be eligible for the Yellow Ribbon Program.

- The student must have Chapter 33 (Post 9/11) months of entitlement remaining.
- If the student is only attending ERAU Worldwide during the academic year, it is unlikely that their tuition will exceed the annual maximum.
- Students transferring from more expensive institutions, within the same academic year, are most likely to have a need to use Yellow Ribbon.
- An application can be found at the Worldwide VA ERNIE page.

Transfer of Entitlement (TOE) Under Chapter 33 (Post 9/11): The Department of Defense (DoD) is authorized to allow individuals who, on or after August 1, 2009, have served at least 6 years in the Armed Forces and who agree to serve at least 4 more years in the Armed Forces to transfer unused entitlement to their dependents (spouse, children). The Department of Defense may, by regulation, impose additional eligibility requirements. For additional information regarding the transfer of benefits to dependents, please contact the VA at 888-442-4551.

KICKERS, COLLEGE FUNDS and ADDITIONAL CONTRIBUTIONS

A Kicker/College Fund is a recruiting incentive provided at the time of the student's enlistment.

The VA should automatically award all Kicker/College Fund with a student's benefits, if eligible. If a student believes they are eligible and not receiving their Kicker/College fund, they should contact the VA at 888-442-4551.

The Chapter 30 additional contribution (\$600 Buy-up) is not payable under Chapter 33 (Post 9/11).

CHAPTER 30, 35, & 1606

Under Chapter 30, 35, & 1606 the VA pays monthly stipends to the student directly, which means the student is responsible for payment the school. Chapter 30 Active Duty is limited to reimbursing the student for the tuition and fee amount only.

CHAPTER 31 -
VETERAN READINESS &
EMPLOYMENT (VRE)

Entitlement for these services is determined on an individual basis following an evaluation of the veteran's unique interests, aptitudes, education, work experience, and vocational abilities. VRE may be provided for up to 48 months.

Students eligible for VRE will need to have their VRE Counselor provide an authorization document to Emby-Riddle Worldwide.

Contact the Regional VA office at 1-800-827-1000 for more information and to request Form 28-1900, Disabled Veterans Application for Veteran Readiness & Employment.

DIRECT DEPOSIT

The VA encourages the use of direct deposit. This is the safest and fastest way to receive VA education benefits. Direct deposit may be initiated by calling 1-877-838-2778, by submitting an inquiry at <https://ask.va.gov/>. Be sure to provide the financial institution's routing number, account number, and type of account (checking or savings).

INTERVAL (BREAK) PAY

Effective August 1, 2011, the VA no longer pays break pay.

DISABILITY SUPPORT SERVICES

ERAU is committed to the success of all students. It is a University policy to provide reasonable accommodations to students with disabilities who qualify for services. If the student would like to request accommodations due to a physical, mental, or learning disability, please contact the Worldwide Disability Support Service Officer at: wwdss@erau.edu.

VA WORK STUDY PROGRAM

VA Work Study is available to students using the GI Bill at least $\frac{3}{4}$ time or greater. The program pays either the State or Federal minimum wage, whichever is higher, tax free. Because this is a VA Benefit, no Social Security Taxes, Medicare Taxes or Federal / State Taxes are withheld or payable. VA Benefits are non-taxable.

Other Work Study Program Information:

- The student will be required to submit an application (VA Form 22-8691) and an enrollment certification (VA Form 22-1999). Worldwide VA in Daytona Beach is the only approved ERAU location.
- Once the student has been hired, the supervisor at the approved location will submit the packet to the VA.
- There may be several approved locations in the student's area including VA Regional Offices, VA Medical Facilities, VA Vet Centers (Mental Health Counseling), VA National Cemeteries or Education Institutions.
- The program requires a minimum of 50 hours be worked in order to submit hours for payment.
- The maximum number of hours awarded is generally 25 hours per week.
- The student may not work for a period, unless the student has an approved Work Study Agreement from the VA

CHANGES IN STUDENT STATUS

All students receiving VA education benefits are required to inform Worldwide VA of ALL of the following changes:

- Periods of enrollment
- Audits and withdrawals
- Change of institutions
- Catalog changes
- Address change
- Course substitutions (approval must be obtained prior to enrolling in course)
- Intra-University Transfer
- Supplemental Enrollments
- Repeating Courses

SATISFACTORY ACADEMIC PROGRESS

All students receiving VA education benefits are required to maintain satisfactory academic progress according to published standards established and enforced by the university. Embry-Riddle's Standards of Progress have been approved by the appropriate State Approving Agencies (SAA) and accepted by the VA.

Title 38, United States Code, Sections 3474 and 3524 requires that education assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress towards completion of his or her training objective.

AUDITS, WITHDRAWALS, NON-REQUIRED COURSES, & REPEATS

The VA will not authorize payment for:

- Withdrawals/drops.
- Audits.
- Courses that are not applicable to a declared degree objective.
- Courses for which a grade assigned is not used in computing requirement for graduation.
- Repeating a course for which a grade of "D" or better (unless a higher grade is required).
- Failure for Non-Attendance

Note: Payment may be authorized for repeated required courses for which a failing grade was received.

Note: Any change in student status or action where the VA does not authorize payment may result in a balance on your student account.

VA Debt Policy for Tuition & Fees

As of Jan 5, 2021, the VA's policy on tuition and fee debts has changed under the Chapter 33 Post-9/11 GI Bill: schools are now responsible, instead of the student, for benefits paid directly to the school.

If a debt is created for a withdraw or non-attendance, Embry-Riddle will be required to return some or all tuition and fees paid by the VA, or the VA may also prorate their tuition payment to the University. This action will create a balance due on student accounts. Students with a balance due should contact Student Financial Services for information on making a payment and for information on the impacts this balance may cause on your student account. Balances due may impact the ability to enroll in courses, or receive a grade, diploma, or transcripts.

CLASS PARTICIPATION

Students who do not participate in a course or cease participating in a course to the end of the term for any reason and do not drop or withdraw from the course will be issued a grade of "FX" by their instructor, which designates failure due to non-attendance. Non-attendance grades are required to be reported to the VA and can create a debt between Embry-Riddle and the VA, resulting in a balance due on the student account. Examples of distance learning participation are taking a quiz/test, participating in a discussion, submitting an assignment, or attending an EVH session.

DOUBLE MAJORS, DUAL DEGREES, AND MINORS

Effective 6/12/2009 - Enrollment in dual majors at an Institution of Higher Learning (IHL) are no longer required to obtain approval from the VA State Approving Agency as long as both majors are approved programs offered by the IHL and they relate to the same career field.

SUPPLEMENTAL ENROLLMENTS Guest Student

If the student wishes to use GI Bill to attend another University, the course must be approved in advance by the student's ERAU advisor, and satisfy an ERAU degree program requirement. Once these criteria are met, a VA Parent Letter will be sent to the Guest Institution requesting they certify the enrollment to the VA. The VA allows only one program to be pursued at any given time. The credits taken at the Guest Institution must be transferred to ERAU upon completion.

EAGLEVISION

EagleVision is an ERAU web conferencing system that synchronously delivers courses to geographically separated students. This system is being used two ways:

- EagleVision Classroom: Students attend class at an ERAU site and the EagleVision system is used to connect clusters of students gathered at these sites. The instructor is either at home or at one of these site locations with students and there are normally two to four remote locations. For Chapter 33 (Post 9/11) students, this is considered an “in residence” class as long as the scheduled meetings satisfy the VA’s contact hour and meeting frequency requirements.
- EagleVision Home: Students attend class virtually at their home or office using their personal computer and internet connection. The EagleVision system is used to connect students to the instructor and other students. VA classifies EagleVision Home as distance learning.

TUITION ASSISTANCE AND VA BENEFITS

Student who are using Tuition Assistance (TA) may elect to receive VA Benefits to cover the portion of the tuition that exceeds what TA will cover.

Chapter 30 TATU: Enrollments for Active Duty Chapter 30 student’s using TA must be certified by Worldwide VA. WWVA will report the amount to the VA that exceeds what TA will cover and the service member will be reimbursed by the VA for the exact difference between the tuition cost and TA amount. The student’s entitlement will be charged dollar for dollar based on what is reimbursed to them according to the full-time Chapter 30 rate. This is called Tuition Assistance Top-up (TATU).

For example:

- If the student is a graduate student taking one course with tuition of \$1530, and TA pays \$750 of that, and Top-Up is requested under Chapter 30, the student will be reimbursed \$780, and roughly 11 days of benefits will be charged. This is calculated by: $(\$780/\text{FT Rate of } \$2,050.00 \text{ per month} = 38\% \text{ of a month being charged} \times 30 \text{ days per month} = 11.4 \text{ days charged, or roughly } 11 \text{ days charged.}$

Chapter 33 (Post 9/11): The student’s enrollment must be certified by Worldwide VA. WWVA will report the amount to the VA that exceeds what TA will cover.

For example:

- If the student is a graduate student taking one course with tuition of \$1530, and TA pays \$750 of that, then the Worldwide VA will report the net amount of \$780.

Other Chapter 33 and TA Information:

- If the student is less than 100% eligible, the VA will only pay a percentage of the remaining tuition, according to their benefit level. This will result in a tuition co-pay from the student.
- If the student is enrolled full-time (3 graduate hours or 6 undergraduate hours) under Chapter 33 (Post 9/11), they will be charged entitlement at the full-time rate, regardless of the dollar amount of the tuition and book stipend paid. Since the term is 9 weeks in length, 9 weeks of entitlement will be charged.

Chapter 1606: The DoD now allows concurrent use of TA and Chapter 1606.

FINANCIAL AID

By law, the GI Bill does not decrease eligibility for Federal Title IV Aid (Grants and Loans provided by the U.S. Department of Education). Grants and scholarships do not need to be repaid. Loans must be repaid 6 months following the completion of the degree program or after 6 months without being enrolled at least ½ time.

For more information on assistance available see the ERAU Financial Aid website at: <http://worldwide.erau.edu/finance/financial-aid/index.html>

The Free Application for Federal Student Aid (FAFSA) website is: <http://www.fafsa.ed.gov>.

RESIDENTIAL ENROLLMENTS

Students must receive prior approval from the Director of Military and Veterans Student Services in order to be certified for residential courses meeting greater than 100 miles from their home.

IMPORTANT CONTACT INFORMATION

ERAU Toll-Free Numbers:

Worldwide VA Office	855-785-0001
Worldwide Financial Aid Office	866-567-7202
Worldwide Campus Information (New Students)	800-522-6787

ERAU Direct Numbers:

Worldwide Campus Information	386-226-6910
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VA Education Benefits Toll-Free Numbers: VA

GI Bill® Hotline	888-442-4551
VA Direct Deposit.	877-838-2778
VA Monthly Verification of Enrollments (WAVE)	877-823-2378

Other VA Toll-free Numbers:

VA Debt Management	800-827-0648
VA Health Benefits Service Center	877-222-8387

Email Addresses:

Worldwide VA Office	wwva@erau.edu
Worldwide Financial Aid Office	wwfinaid@erau.edu

Worldwide Online General Questions	worldwide@erau.edu
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Locate Worldwide Sites: Worldwide

Sites	https://worldwide.erau.edu/locations
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Other Websites:

VA Office	https://worldwide.erau.edu/admissions/military-students-benefits
WW ERAU	www.worldwide.erau.edu
VA GI Bill	https://benefits.va.gov/gibill/
VA Post 9/11 GI-Bill Info	https://www.va.gov/education/about-gi-bill-benefits/post-9-11/
VA BAH - Determine BAH	https://inquiry.vba.va.gov/weampub/buildSearchCountryCriteria.do
VA eBenefits	https://www.ebenefits.va.gov
VA Ask A Question	https://ask.va.gov/
WAVE	www.gibill.va.gov/wave/index.do
VA Vets.gov	https://www.va.gov/
VA Benefits Overview	https://www.va.gov/education/

TRAINING TIME CHART			
UNDERGRADUATE		GRADUATE	
<u>9-Week terms/semester</u>		<u>9-Week terms/semester</u>	
Full-time	- 6 credit hours	Full-time	- 3 credit hours
½ time*	- 3 credit hours		
*Chapter 33 (Post 9/11) only pays a monthly benefit if the student is enrolled greater than ½ time, which requires 4 credit hours or more.			