

GI Bill Application Processing instructions

To apply and receive payments in a timely fashion, please read and take advice in all of the following...

~ ADMIN NOTES FIRST ~

First, the Service Member needs to download all applicable documents (active duty service DD214's, Title 10 and or Title 32 AGR orders, kicker contract, etc) to pdf on your computer as you will need to upload them with the application. You will also need the school address and phone number and your routing number and account number from the bank account you wish the direct deposit to go to. (Parent/Sponsors can have the money go to their account and then give to student as needed) The rest is standard personal info.

Step 1. Go to www.gibill.va.gov and click apply. This will take you to VONAPP (Veterans Online Application) You will create an account and then fill out a VA Form (22-1990 for Soldiers) (22-1990e for Dependents). Upload supporting documents during the application. (Just follow the prompts and the form will be in a drop-down menu and there will be an upload feature) Once submitted, the completed application goes in a cue for case managers to work at one of the four VA Regional Processing Offices (RPO's) based on the region of the school.

Step 2. Register for classes as soon as registration opens and ensure you see the VA Representative who handles GI Bill Processing at the school. (Note: This is usually a school employee who normally works in the financial aid office) The school VA Rep MUST certify your attendance using the VA Once system on a VA Form 1999. This tells the VA how many hours you are taking and the cost of tuition & fees and reports your training time. (1/2 time, 3/4 time, full time / Based on academic discipline of degree program).

On average, the 1990/1990e has been around a 4 week time for first-time applicants. The key is to ensure the school has done their certification, because when the VA RPO case manager opens a new claim, if there is no certification from the school, then they close it and it goes to the back of the line again...

You can call (888)442-4551 to check the status of the application. Call at 0730 CST sharp as that is when the call center opens. (Call Center is in Muskogee OK)
If you have to speak to a rep, you minimize the wait time by calling at 0730.

****IMPORTANT**** For follow-on terms, if you remain in the same school/degree program, then as soon as registration for the next term opens, you need to register for classes early and have the school do the 1999 in VA Once early to keep those payments coming in.

The only time you would need to do a change application in VONAPP (Step 1.), is if you changed schools or change degree plans. If you did change either of these, the change form is a 22-1995 in VONAPP.

PAYMENT INFORMATION:

You can find payment information for each GI Bill Program at: www.gibill.va.gov

SPECIFICS FOR THE POST-9/11 GI Bill:

The Tuition and Fees: payment is paid directly to the school. (NOTE: If you have to pay up front or set up a payment plan because VA payments normally are paid in the arrears, then the school is

directed by the VA to use their standard refund policy when the VA payment arrives. Normally, this is refunded to the student through student accounts).

Books and Supplies Stipend: \$1,000.00 per year is the maximum. VA pays \$41.67 per hr for 24 hrs per year. Full term books and supplies payment comes via direct deposit with the first housing payment. So if you take 18 hrs in the fall, then you will only receive 6 more hrs of book & supplies in the spring term.

Housing Stipend: is E-5 w/dependents rate for every service member/dependent who qualifies and is based on Zip Code of School. Rates can be found at:
<http://www.defensetravel.dod.mil/perdiem/bah.html>

Rules you must meet to receive the housing stipend:

1. Service Member can NOT receive the housing stipend while serving on Qualifying Post-9/11 Active Duty (Applies to spouse of SM also).
2. Student must attend as a "more than 1/2 time student" (each school determines this based on the academic discipline and hours you are taking).
3. Student must take at least one class in a classroom to receive the full BAH amount.
4. Students who attend 100% on-line training will receive ½ the national BAH average (approximately 675.00 per month). #1 from above still applies

Additional Housing payment notes:

Because each school term is different (some are on 8 wk terms, some have semesters etc) you have to speak to the school to determine what they consider a full time student based on your degree plan. Then ensure you enroll for more than 1/2 time. (If 12 hours is full time, then you MUST enroll for 7 or more hours as the law says MORE THAN 1/2 time).

The payments for the housing are based on the zip of the school. And if the classes happened to be from two different schools, it would default at the school that a student is physically sitting in a classroom first (so you can't take classes at an on-line school in Monterey CA and a 1 hr classroom in KS and get the Monterey BAH rate).

HOUSING PRO-RATE FORMULAS: the housing is prorated for two reasons.

(1) It is prorated for the period a student is actually in a classroom. So if a typical semester is 15 Jan - 15 May, because everything pays at end of month, on 1 Feb, you would receive 1/2 month BAH for Jan, then a full month on 1 Mar, 1 Apr, 1 May and then on 1 Jun, you would receive 1/2 mo for May. So you only receive housing payments for the actual days you are in school for each term.

(2) It is also prorated if you are less than a full time student. If 12 semester hours is full time and you are taking 9 hours, which is 3/4 time attendance, then the formula is rounded to the nearest tenth, so in this case, you would receive .80 of the E5 w/Dep Housing rate. (If the rate was \$1,000 per month, you would multiply by .80 and would receive \$800 per month). The only way you would continue to receive payment over the summer is if you stay in school and meet the eligibility rules stated above.

If you have any questions, please don't hesitate to contact the GI Bill Support Team at:
gibill@ng.army.mil.

GI Bill Support Team
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