



Welcome to Using Your VA Education Benefits at OHSU

Welcome to OHSU and congratulations on your acceptance! This packet is intended to help you understand your Veteran's Affairs (VA) benefits and how they can be utilized at OHSU. Using benefits at an academic medical center with several branch campuses can become confusing and our hope is to make your transition smooth and seamless. Before using your benefits, you should understand what type of VA benefit, also known as chapter, which you have.

Please take a moment to review the types of benefits below.

Chapters

Chapter 33 Post 9/11
GI Bill®

Chapter 35 DEA
Survivor's &
Dependent Education
Assistance

Chapter 31 VR&E
Veteran Readiness &
Employment

Chapter 30
Montgomery *GI Bill*®
(Active Duty)

Chapter 1606
Montgomery *GI Bill*®
(Selected Reserve)

Your **Certificate of Eligibility**, also known as a **Statement of Benefits** will state your benefit type or chapter near the top of the page.

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>.



CH 33

- Tuition: Funds are disbursed to the school
- Housing and books: Funds are disbursed to the student
- Rates: <https://www.va.gov/education/benefit-rates/post-9-11-gi-bill-rates/>

CH 35

- Tuition: Funds are disbursed to student monthly
- Information: <https://www.va.gov/education/survivor-dependent-benefits/>
- Rates: <https://www.va.gov/education/benefit-rates/chapter-35-rates/>

CH 31

- Tuition: Funds are disbursed to school
- Subsistence Allowance: Paid to student
- Books & Supplies: Can be paid to student, paid to school, or purchased on behalf of student

CH 30

- Tuition: Funds are disbursed to student
- Rates: https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rates/ch30/ch30rates100117.asp

CH 1606

- Tuition: Funds are disbursed to student
- Rates: <https://www.va.gov/education/benefit-rates/montgomery-selected-reserve-rates/>

If you are a CH 33 recipient and have already used your benefits elsewhere, you can change your place of training online and download your statement of benefits on <https://www.va.gov/education/gi-bill/post-9-11/ch-33-benefit/>

If you have any other benefit or have not used your benefits before, you will need to apply on the [VA website](#). You should receive a determination right away and the VA will send your certificate of eligibility, also known as your statement of benefits, a few weeks later (typically 30 days).

.....

What is the process?



Process details

1. Apply for benefits [here](#).
2. Submit your Certificate of Eligibility, also known as a Statement of Benefits, to our office at veterancert@ohsu.edu
3. Fill out the [certification request form](#). Please note you need to fill out this form **prior to each term** that you intend to use your benefits. We are not permitted to certify your enrollment to the VA without your authorized consent.
4. Once we receive your form, we will certify your enrollment (the number of credits you are enrolled in) to the VA prior to the beginning of the term.
5. For some chapters, the VA determines your eligibility for funds based on enrollment status (refer to the chart below), location, and more. Please reach out to the VA for eligibility related questions.

Certified For:	Undergraduate	Graduate
Full Time	12+ Credits	9+ Credits
Three-Quarter Time	10-11 Credits	7-8 Credits
Half Time	7-9 Credits	5-6 Credits

a.

**Chapter 33: Post 9/11 GI Bill®**

6. Per VA policy, two separate submissions must be reported to the VA. The first will include your enrollment status. The second submission will include the amount of tuition and fees, which must be submitted **after the last day of the add/drop period**. You can find the last day to add/drop a course on the [academic calendar](#). Tuition and fees are typically reported to the VA 1-2 weeks after the add/drop period on Fridays and Mondays.

Because of this mandatory VA policy, the Student Accounts Receivable office will automatically reverse any interest fees that accrue while VA tuition funds are being processed.

Branch (regional) campuses

Southern Oregon
University
Ashland

Oregon Institute
of Technology
Klamath Falls

Eastern Oregon
University
La Grande

Western Oregon
University
Monmouth

Will the VA pay my fees at my partner institution?**Chapter 33: Post 9/11 GI Bill® ONLY**

Typically, the partner institutions (EOU, OIT, SOU, WOU) will charge OHSU students various fees. These fees will be added to the OHSU tuition total that is reported to the VA. You will receive a notification each time a certification is submitted on your behalf. If your fees look inaccurate, please reach out to our office.

IMPORTANT: VA will pay OHSU directly. They will not pay the partner institution directly. You will be refunded whatever fees remain after your OHSU fees have been covered. **You are expected to pay the partner institution's fees with the refund.**



Chapter 31: Veteran Readiness and Employment

If you are not taking a course at your partner institution that meets your degree requirements, but still have campus fees, then the VA requires that you pay your campus fees directly to the partner institution and then request a reimbursement through the VRE office. Please reach out to your VRE counselor for more information on the process.

Taking degree requirements elsewhere

OHSU does not offer general education courses, though these courses are required for the Bachelor of Science degree. Students can fulfill these requirements by taking courses at a partner or secondary institution.

How?

First, check with your program that the course will satisfy your degree requirements. Once you have confirmed and are enrolled in the course, fill out the [certification request form](#) and select that you are taking a course elsewhere, then upload a screenshot of your registration.

We will verify with your program that the course will meet your degree requirements and send a “parent school letter” to the partner or secondary institution asking them to certify your course to the VA.

Branch campus/Partner Institution fees vs. Parent School Letter

If you are taking a course at your partner institution and the parent school letter has been sent to the partner institution, OHSU will not report the partner institution fees on your behalf. Once the partner Institution receives the parent school letter, they will certify both your enrollment and tuition and fees to the VA. The VA will pay your partner Institution directly.

Nonstandard Terms (Chapter 33 recipients ONLY)

(All others jump to Student Responsibilities)

Typically, students are enrolled in classes that span the whole term, so those classes all have the same enrollment dates. In that case, we can submit one certification with the total number of credits for the term.

However, students can be enrolled in short-term classes with varying start and end dates. Any course with different start and end dates are considered nonstandard terms and must be certified **separately**.



At OHSU, a graduate student must take 9 credit hours or more per term to be classified as full-time and an undergraduate student must take 12. For VA purposes, however, any class shorter than 10-13 weeks is considered to fall within a “nonstandard” term, and we must calculate a **new adjusted full-time modifier** to determine if a student is full-time in a nonstandard term.

Example

Class Schedule:

Course	Dates	Credits
Course X	1/09/2022 – 01/18/2022	4
Course Y	02/04/2022 – 03/18/2022	5
Course Z	05/01/2022 – 05/16/2022	3

For Course Y, there are 5 weeks in the course. Because 9 credits is classified as full-time for the term, the modifier is 3 credit hours according to the table below. So for Course Y, instead of reporting 9 credits as full time, we would report 3 credits as full time. This method ensures that your benefits are maximized to the fullest.

QUARTER HOURS						
FT Hours	3	6	8	9	10	12
Weeks						
1	1	1	1	1	1	1
2	1	1	1	1	1	2
3	1	1	2	2	2	3
4	1	2	2	3	3	4
5	1	2	3	3	4	5
6	1	3	4	4	5	6
7	1	3	4	5	5	7
8	2	4	5	6	6	8
9	2	4	6	6	7	9
10-13 (Standard)	3	6	8	9	10	12
14	3	7	9	10	12	14

This chart is intended for use by ETIs with no individual modifier for a non-standard term

Tuition reporting for CH 33 recipients with nonstandard terms:

For multiple nonstandard terms that fall within one term, tuition must be reported differently. Instead of submitting the total tuition amount for the term, we must split the tuition amount among the varying nonstandard terms using the below formula:

$$(\text{total tuition}) / (\text{total enrolled credits}) \times (\# \text{ of credits per nonstandard term})$$



Referring to the same example:

Class Schedule:

Course	Dates	Credits
Course X	1/09/2022 – 01/18/2022	4
Course Y	02/04/2022 – 03/18/2022	5
Course Z	05/01/2022 – 05/16/2022	3

Supposing total tuition total is \$6,000, we would report the following tuition:

Course	(total tuition) / (total enrolled credits) x (# of credits per nonstandard term)
Course X	$\$6000 / 12 \times 4 = \$2,000$
Course Y	$\$6000 / 12 \times 5 = \$2,500$
Course Z	$\$6000 / 12 \times 3 = \$1,500$

Note that $\$2,000 + \$2,500 + \$1,500 = \$6,000$. So we are reporting the same total tuition, but we must allocate the tuition proportionally to the nonstandard terms, and the tuition will be disbursed in lump sums based on the dates associated with each course.

What does this mean? Registration or schedule changes can get messy! We will do our best to mitigate errors and communicate with the VA, however issues with VA processing can still occur. Be sure to reach out to our office if your schedule changes or you have any concerns or questions.



Student Responsibilities

Schedule Changes

- It is your responsibility to fill out the certification request form after registering for classes and prior to the start of each term. We are not authorized to certify your enrollment per term without your authorization.
- Please consider any schedule changes carefully as they could affect your benefits. Make sure that you thoroughly plan your class schedule prior to submitting the certification request form.
- It is your responsibility to inform our office of any registration changes, leaves of absence, or withdrawals. Note that withdrawing midterm could result in a VA debt unless there is a mitigating circumstance that meets the VA qualifications. The VA determines all eligibility for exceptions.

Financial Responsibility

- You are ultimately responsible for payment of all tuition and fees if you are not eligible for VA benefits or your VA benefits do not cover all of your tuition.
- Other financial aid: There are certain scholarships that will affect your VA benefits. In certain instances, the VA acts as the 'last payer' – including for scholarships that are specifically for tuition and fees, any other VA funding you may be receiving, and non-title IV funds. Make sure you reach out to our office to inform of us if you are receiving these types of aid. If you are unsure, reach out to our office.
- Failing grades or incompletes: We are required to report a failing grade, incomplete, or withdrawal to the VA. If you receive a failing grade or non-punitive grade, you may be required to pay back the VA tuition and fees, housing, and book fees for the course(s) in which the grade is received.

Information

- Ensure that your information including name, address and phone are up-to-date with both OHSU and the VA AT ALL TIMES. Our two systems do not speak to each other, so you will need to contact both parties.
- To update information at OHSU, contact veterancert@ohsu.edu and we will direct you to the appropriate form.
- To update information with the VA, log onto ebenefits or call the VA at 1800-827-1000.



Who to Contact When?

Subject	Contact	Contact Information
<ul style="list-style-type: none"> • Changes in schedule including LOAs, withdrawals, add/drop courses • Enrollment/tuition Certification: <ul style="list-style-type: none"> - How many credits was I certified for? - Was my tuition reported? - My certification looks incorrect • Updating information with OHSU 	School Certifying Official Brittany Linville	Email: veterancert@ohsu.edu Phone: 503-494-5877 Website: https://www.ohsu.edu/education/veterans-affairs-education-benefits
<ul style="list-style-type: none"> • Fund disbursement timelines • VA debts • Updating information with VA • Housing Payments • Benefit eligibility questions 	Veteran's Affairs	Online portal: https://ask.va.gov/ Education Call Center: 888-442-4551 General Education hotline: 800-827-1000 Website: https://www.ebenefits.va.gov/ebenefits/homepage
<ul style="list-style-type: none"> • Verify that my tuition funds were disbursed • Questions about how to pay balance • Payment deadline dates 	Student Accounts Receivable	Email: StudentAR@ohsu.edu
<ul style="list-style-type: none"> • Questions about other Financial Aid/FASFA 	Financial Aid	Email: finaid@ohsu.edu Phone: 503-494-7800 Option 7



Additional Resources:

Subject	Function	Information
OHSU's Veteran's Affairs Education Benefits	Access the VA certification Request form Find helpful news and updates for OHSU students Contact Information	https://www.ohsu.edu/education/veterans-affairs-education-benefits
GI Bill Comparison Tool	Calculates <i>GI Bill</i> ® benefits for different Institutions	https://www.va.gov/education/gi-bill-comparison-tool/
ODVA (Oregon Department of Veteran Affairs) Contacts	Offers helpful programs, information of possible additional benefits and more	Email: Joseph.MAH@odva.oregon.gov Website: https://www.oregon.gov/odva/pages/default.aspx
Vocational Rehabilitation a.k.a. VRE	Continuing benefits for those who have been determined to be disabled	https://www.benefits.va.gov/vocrehab/index.asp
Edith Nourse Rogers STEM Scholarship	Extends Post 9/11 <i>GI Bill</i> ® benefits for those who meet the criteria	Website: https://www.va.gov/education/other-va-education-benefits/stem-scholarship/
Compare VA Benefits	Simplifies comparison of education benefits available	https://www.benefits.va.gov/GIBILL/comparison_chart.asp#ctable