



EDUCATION AND TRAINING



POST-9/11 GI BILL: SCHOOL RESPONSIBILITIES

WHAT RESPONSIBILITIES DO SCHOOLS HAVE?

The following information provides the basic responsibilities of an educational institution (school) that accepts students whose tuition and fees are paid by the Post-9/11 GI Bill. There are additional responsibilities for those schools that participate in the Yellow Ribbon Program. School officials can learn more by visiting our **School Resource Page** at: <http://www.gibill.va.gov/school-certifying-officials/> and click on School Official's Handbook link.

RESPONSIBILITIES FOR REPORTING:

- Keep VA informed of the enrollment status of veterans and other eligible persons
 - Use basic forms to keep VA informed, such as:
 - Enrollment Certification (VAF 22-1999) to report tuition, fees, enrollment dates, term dates, Yellow Ribbon
 - Notice of Change in Student Status (VAF 22-1999B) to report all changes to enrollment information (including those that do not result in a training time change)
 - Report all enrollments and changes within 30 days.

NOTE: Enrollments may be reported 120 days prior to the start of the term
 - Report one term at a time (for schools on other than quarter or semester, report number of terms equal to standard semester)
 - Monitor the subjects pursued by a student to certify to VA only those subjects that apply to the student's program
 - Monitor student's grades to ensure (s)he is making satisfactory progress; report unsatisfactory progress
 - Monitor student's conduct and report when student is suspended or dismissed for unsatisfactory conduct.



Disabilities determined by VA to be related to your military service can lead to monthly non-taxable compensation, enrollment in the VA health care system, a 10-point hiring preference for federal employment and other important benefits. Ask your VA representative or Veterans Service Organization representative about Disability Compensation, Pension, Health Care, Caregiver Program, Career Services, Educational Assistance, Home Loan Guaranty, Insurance and/or Dependents and Survivors' Benefits.



U.S. Department
of Veterans Affairs

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- Keep the State Approving Agency (SAA) and VA informed of:
 - New programs and changes in current programs
 - Changes in academic policies and procedures
 - Changes of address, phone numbers, certifying officials
 - Any other information required by the SAA.
 - Keep up-to-date on current VA rules and benefits
 - Provide e-mail address to VA Education Liaison Representative (ELR) to be included on listserv
 - Read and maintain VA bulletins
 - Read and keep in a safe place a copy of the VA Benefits Handbook
 - Attend VA and SAA training opportunities
 - Enroll in VA on-line training.

RESPONSIBILITIES FOR MAINTAINING RECORDS OF VA STUDENTS AND MAKING THE RECORDS AVAILABLE FOR INSPECTION:

- Retain file of VA papers submitted & records of academic progress, program pursuit, etc.
- Maintain records for at least three years following the student's last date of attendance
- Ensure that records are kept in a safe place and that the privacy of VA students is protected
- Make available all school records to representatives of the SAA and VA

A SCHOOL'S FILE FOR A VA STUDENT SHOULD CONTAIN:

- Copies of all VA paperwork
- The school's transcript, grade reports, drop slips, registration slips (for those courses dropped during drop/add), transcripts from previous schools with evaluations of same, student's school application, records of disciplinary action, program outline (to track proper courses taken), etc.

ADDITIONAL RESPONSIBILITIES REQUIRED OF A YELLOW RIBBON SCHOOL:

- Certify in accordance with the school's Yellow Ribbon agreement
- Maintain these additional records:



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- Track the number of students enrolled under Yellow Ribbon
 - Track the annual Amount of Tuition and Fees
 - Develop and document a process for the first come-first serve enrollment of students into the Yellow Ribbon Program

THESE ARE ADDITIONAL ACTIVITIES THAT SCHOOLS ARE ENCOURAGED TO CARRY OUT, BUT ARE NOT REQUIRED BY VA.

- Assist VA students in applying for education benefits
 - Maintain copies of appropriate application forms
 - When requested, help veterans and dependents fill out and send in applications
 - If student cannot resolve pay problems, assist through VA channels designated for school officials
 - Disseminate and/or post information on VA education benefits, programs, and contact points
 - Ensure that VA students are fully aware of their responsibilities to the school and VA
- Apprise supervisors of any internal problems that may affect service to VA students, such as:
 - Failure of records office to provide information on a student's grades, grade changes, academic problems, etc.
 - Failure of instructors to provide information on attendance/attendance problems
 - Failure of other offices to provide information on new programs, changes in current programs, etc.
 - Failure of mail distribution center to forward appropriate mail.

For more information, call toll-free 1-888-442-4551 (1-888-GI BILL 1) or visit our website at <http://www.gibill.va.gov>

