

# Certification Process

## Part 2

VA SOUTHERN & EASTERN REGIONS  
VETERANS EDUCATION SCO CONFERENCE

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# The Certification Process

## Part 2

### **TOPICS COVERED:**

Course Applicability

Modality

Certifying Credit Hours

Certifying Tuition and Fees

Rate of Pursuit and Training Time

# Course Applicability

- *Student must pursue an approved program, shown on school's VA Form 22-1998 WEAMS Approval document.*
- *Only courses that satisfy requirements outlined by the approved curriculum guide or graduation evaluation may be certified for VA purposes.*
- *Dual majors pursued under an academic policy that defines the dual major's requirements can be certified if both majors are approved.*
- *A minor pursued as part of an approved major can be certified, even if the minor will require additional credit to graduate. Only courses required to complete the degree, including the minor, can be certified.*
- *Elective courses may be certified if required of the degree program and are not considered excessive.*
- *Dual objective is when a student is pursuing two different degrees or pursuing a degree and a certificate. All objectives pursued are generally recognized as being reasonably related to a single career field.*

# Course Applicability

## Supplemental and Concurrent Enrollments

- *A student who is enrolled at two different schools concurrently in pursuit of the same program or temporarily attending another school (facility with a different Facility Code).*
- *The primary (i.e. degree-granting) school specifies in a letter which courses may be taken at the secondary school and the fact that those courses will apply in full to the student's current program objective.*
- *Each school, primary or supplemental, certifies the enrollment for the courses taken at their respective school.*
- *If the student is enrolled at both the primary and secondary school, VA will pay based on the combined credit, taking overlapping enrolment dates into account.*
- *SCO handbook contains an example of a parent/secondary letter.*

## Undergraduate Resident Training (Res)

- Must have regularly scheduled, standard class sessions & meet at least once every 2 weeks
- Total hrs of instruction (based on 50 minutes per hour) must  $\geq$  the # of credits awarded multiplied by the number of weeks in a term
  - Examples:
    - 3 credit hour class over 16 weeks = 48 total hours in class
    - 3 credit hour class over 5 weeks = 15 total hours in class
    - 4 credit hour class over 8 weeks = 32 total hours in class
  - \*And must meet at least once every 2 weeks
- ***“In class”* does not mean the student is in class working independently at his or her own pace with a teacher in the room to answer questions**

## **Graduate Resident Training (Res)**

- Consists of regularly scheduled, conventional classroom or laboratory sessions , research (on or off campus), or a combination of both.

## Independent Study (Dist)

- *Some may also call these online or distance learning classes, could also include hybrid or blended classes.*
- *If the course doesn't meet the in-residence definition, then it must be reported as distance learning (DIST).*
- *Non-accredited schools cannot certify distance learning/independent study courses. Courses offered in whole or in part by independent study cannot be approved at non-accredited schools.*
- *Remedial and deficiency courses offered by independent study cannot be approved, for any school.*

# Certifying Credit Hours

## Non-Ch33

- In-resident credit (Res)
- Distance learning credit (Dist)
- Remedial Deficiency (R/D)

Example:

Enroll Begin	Dates End	Res Hrs	Dist Hrs	R/D Hrs	Clock Hrs	T&F Amt
01/22/18	05/11/18	3	2			\$ .00
01/22/18	03/16/18			3		\$ .00
03/19/18	05/11/18	3		3		\$ .00



# Certifying Credit Hours

## Ch33

- In-resident credit (Res)
- Distance learning credit (Dist)

Example:

Enroll Begin	Dates End	Res Hrs	Dist Hrs	R/D Hrs	Clock Hrs	T&F Amt	Yellow Ribbon Program Amount	Out St Chg
05/01/18	08/03/18		3			\$1,500.00	\$ .00	
05/01/18	05/31/18	3				\$1,100.00	\$ .00	
06/04/18	07/06/18		3			\$1,500.00	\$ .00	
07/09/18	08/03/18	3				\$1,000.00	\$ .00	

# Certifying Credit Hours

## Graduate Students

- Resident credit (Res)
- Distance learning credit (Dist)
- Training time/Full-time Measure (TT/FT)

Enroll Begin	Dates End	Res Hrs	Dist Hrs	R/D Hrs	Clock Hrs	T&F Amt	Yellow Ribbon Program Amount	Out St Chg	TT/FT=
01/22/18	05/11/18	3				\$2,000.00			9
01/22/18	03/16/18		3			\$2,000.00			3
03/19/18	05/11/18		3			\$2,000.00			3

# Certifying Tuition and Fees (Non-Ch33)

## **Chapters 30, 32, 35, 1606 or 1607**

Tuition and Fees, financial charges, only need to be reported if:

- training time is less than ½ time, or
- Student is on active duty

# Certifying Tuition and Fees (Chapter 33)

## Established charges

The actual charge for tuition and fees that similarly circumstanced nonveterans enrolled in the program of education are required to pay for academic purposes.

Tuition is defined in the school's approved catalog or supplement and listed as tuition on the student's financial statement or invoice.

# *Certifying Tuition and Fees (Chapter 33)*

## **Fees**

*Mandatory charges (other than tuition, room, and board) that are applied by the institution of higher learning for pursuit of an approved program of education.*

*Validity of Fees –Before a fee can be certified to VA it must meet all of the requirements stated below:*

- 1. Mandatory for required class/program/graduation (not optional)*
- 2. Mandatory to purchase from school (not third party, not optional)*
- 3. Listed, item specific, on student account ledger/bill, and the*
- 4. Published in approved catalog, handbook and/or tuition and fee schedule.*

# Certifying Tuition and Fees (chapter 33)

## Study Abroad Fees

- The modality of Study Abroad must be mandatory of the student's approved program in order to certify any associated fees.
- While studying abroad, students must be enrolled in courses that will apply to their approved program.
- Schools cannot report any of the following costs:
  - Transportation (air, bus, train, etc)
  - Housing or Food
  - Amenities fees
  - Third party charges

# Certifying Tuition and Fees (Chapter 33)

## Net Cost

*Enrollments on or After 08/01/2011, schools must report **actual net cost** for tuition and fees. (Public: both Out-of-State and In-state to be reported separately).*

*The **actual net cost** is tuition and fees after the application of any waiver, reduction, scholarship, aid, or assistance [other than loans and funds provided under section 401(b) of the Higher Education Act of 1965] for the sole purpose of defraying tuition and fees.*

# Certifying Tuition and Fees (Chapter 33)

## Net Cost

**Determining Net Cost: Examples of aid or waivers that are deducted:**

- » State Purple Heart Waiver
- » Military Tuition Assistance
- » Employer payments or Private scholarships paid directly to the school specifically for tuition and fees
- » ROTC Scholarship
- » Military Spouse Career Advancement Accounts (MyCAA)
- » Health Professionals Scholarship Program (HPSP)
- » Government Employees' Training Act (GETA)

\*This list is not all inclusive, speak to your ELR for guidance



# Certifying Tuition and Fees (Chapter 33)

## Net Cost

**Title IV** is not deducted from net charges for tuition and fees. These include, but are not limited to:

- Unsubsidized and Subsidized Federal Family Education Loans (FFEL),
- Unsubsidized and Subsidized Federal Direct Stafford Loans,
- Federal Perkins Loans,
- FFEL Parent (PLUS) Loans, Federal Direct PLUS Loans,
- Federal Pell Grants,
- Federal Supplemental Educational Opportunity Grant.

# Rate of Pursuit and Training Time

"Course measurement" refers to the determination of the student's Rate of Pursuit (RoP) or training time (full time, 3/4 time, 1/2 time, etc.). Rate of Pursuit or Training Time is used to determine the student's rate of payment.

## Chapter 33

Rate of Pursuit

## Chapter 30, 35, 1606, 1607

Training Time

# Rate of Pursuit and Training Time

## Training Time – Undergraduate (Chapters 30, 35, 1606, and 1607)

Training Time	Credits
Full Time	12 or more*
$\frac{3}{4}$ Time	9 to 11*
$\frac{1}{2}$ Time	6 to 8*
Less Than $\frac{1}{2}$ Time	4 to 5*
$\frac{1}{4}$ Time or Less	1 to 3*

**Standard Semester is 15 – 19 weeks**  
**Standard Quarter is 10 – 13 weeks**

# Rate of Pursuit and Training Time

## Undergraduate

Measured by VA in accordance with 38 CFR 21.4272.

## Graduate

Schools may qualify to make their own determination of training time for graduate and advanced professional courses based upon its published standards for all graduate students.

### Certifying Credit (Chapters 30, 35, 1606, and 1607) - Graduate

Enter the training time (full,  $\frac{3}{4}$ , etc.) in the TT/FT box for the enrollment period based on your school's academic policy. The institution determines what is considered full-time.

# Rate of Pursuit and Training Time

## Non-Standard Terms & Credit Hour Equivalent (CHE)

- VA converts credit earned during nonstandard quarters or semesters to equivalent credit hours.
- VA makes the conversion, not schools.
- Refer to credit hour equivalency tables in the SCO handbook.

# Rate of Pursuit and Training Time

## Equivalent Semester (Sem) Hours Ch-33)

TERM LENGTH HOURS PURSUED	14	13	12	11	10	9	8	7	6	5	4	3
10	12.9	-	-	-	-	-	-	-	-	-	-	-
9	11.6	12.5	-	-	-	-	-	-	-	-	-	-
8	10.3	11.1	12	13.1	-	-	-	-	-	-	-	-
7	9	9.7	10.5	11.5	12.6	-	-	-	-	-	-	-
6	7.7	8.3	9	9.8	10.8	12	13.5	-	-	-	-	-
5	6.4	6.9	7.5	8.2	9	10	11.2	12.9	-	-	-	-
4	5.1	5.5	6	6.5	7.2	8	9	10.3	12	14.4	-	-
3	3.9	4.2	4.5	4.9	5.4	6	6.7	7.7	9	10.8	13.5	-
2	2.6	2.8	3	3.3	3.6	4	4.5	5.1	6	7.2	9	12
1	1.3	1.4	1.5	1.6	1.8	2	2.3	2.6	3	3.6	4.5	6

# Rate of Pursuit and Training Time

## Equivalent Quarter (Qtr) Hours Ch-33)

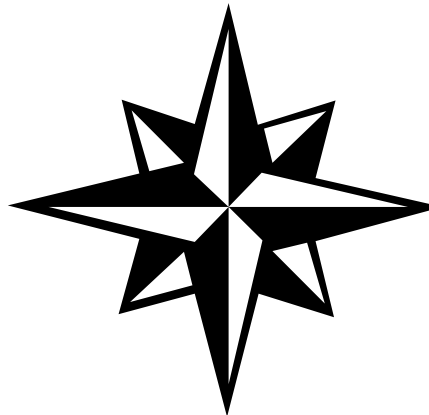
TERM LENGTH HOURS PURSUED	9	8	7	6	5	4	3	2	1
9	12	-	-	-	-	-	-	-	-
8	10.7	12	-	-	-	-	-	-	-
7	9.3	10.5	12	-	-	-	-	-	-
6	8	9	10.3	12	-	-	-	-	-
5	6.7	7.5	8.6	10	12	-	-	-	-
4	5.3	6	6.9	8	9.6	12	-	-	-
3	4	4.5	5.1	6	7.2	9	12	-	-
2	2.7	3	3.4	4	4.8	6	8	12	-
1	1.3	1.5	1.7	2	2.4	3	4	6	12



# **QUESTIONS?**



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# Contact Us



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