

## Certification Information and Enrollment Rules

Following is important information for you to know about enrollment and certification for VA education benefits:

### Certification Process and Payment:

- **Initial Enrollment Certification** – Upon receipt of your NWU VA Education Benefits Information form and copy of your Certificate of Eligibility (or Statement of Benefits), we will submit your enrollment for the current or upcoming term.
- **Continuous Subsequent Enrollment Certification** – After the initial enrollment certification, we will continue to certify your enrollment for all subsequent terms until you tell us not to - or until your eligibility expires. In other words, you don't need to check with the registrar's office each semester. However, please contact us if there is a term you don't want certified (i.e., you want to pay for summer yourself in order to save eligibility time for the fall and spring semesters).

To help ensure you receive your VA money in a timely fashion, we aim to submit enrollments for each term within a couple weeks after the formal registration period ends. We then check often for new or adjusted registrations.

- **Payment Responsibility** – It is your responsibility to pay for any charges not covered by your VA benefits. This includes if you are under a GI Bill that pays you rather than NWU; if you are Post 9/11 eligible for less than 100%; your eligibility expires; or when VA refund or other rules differ from NWU. If you live on campus, NWU's room and board must be paid, as VA does not pay for this directly.
- **Post 9/11 (Chapter 33) – Payment Recipients** – Unlike most other GI Bills, payment of tuition and fees is sent directly to the institution (on behalf of the student). Book stipend and housing allowance money is sent to the student.

**Process/Timing** – We use the recommended two-step certification process. Step one: we submit your enrollment first without tuition and fee amounts. This lets the VA know you are enrolled for the upcoming term and begins the disbursement process for book stipends and housing allowances. Step two: after the drop/add period we verify your enrollment and submit to the VA your net tuition and fees. Because we don't submit tuition and fees to the VA until after our payment deadline, your NWU account will show an outstanding balance for several weeks, and a late fee or hold may be applied (done automatically). This fee or hold will be removed when the payment from the VA is received.

**Payment Amount** – Each year, the VA sets an annual maximum cap to pay for *net\** tuition and fees at private institutions. This annual amount is for courses with start dates of August 1 through July 31 (fall through summer).

*\*Net tuition and fees:* your tuition and required fees, less any scholarship or assistance provided directly to the institution specifically designated for the sole purpose of defraying tuition and fees.

**Eligibility at 100%** - For 2017-2018 the annual cap is \$22,805.34. Undergraduates are also eligible for Yellow Ribbon, which allows an additional maximum \$10,000 annually (\$5000 from NWU matched with another \$5000 from the VA) for any tuition and fees not covered by the annual amount.

**Eligibility at less than 100%** - When eligible at less than 100%, the annual maximum cap is prorated at your eligibility percent (i.e., 90% of \$22,805.34). Additionally, each term the VA prorates payment of the

term's net tuition and fees at your eligibility percent. Hence, you will owe tuition/fee money to NWU, which may result in a late fee or hold if not paid. Please let us know if you have questions.

**Enrollment Rules:**

- **Full-/Part-time Status –**

*Undergraduate level* – The VA defines full time for a traditional semester (15 week) as enrolled for at least 12 credit hours. For students enrolled in 5- or 8-week terms [also see below], the VA prorates the 12 credit hours accordingly.

*Graduate level*- The VA asks the institution for its full time definition. At Nebraska Wesleyan, full time at the graduate level as 6 credit hours for a semester, or prorated 3 credits for an 8-week term; 2 credits for a 5-week term.

- **5-week and 8-week Courses –**

For students in the *College of Liberal Arts and Sciences*, part of your full-time load may include an 8-week or 5-week course(s). This is fine for NWU's purposes of being full time, yet may affect your full-time status with the VA. If you are not enrolled for at least 12 credits from the full semester start date through the full semester end date, you are not considered full time with the VA for the full semester, which will affect your benefits. We will try to assist and review any varying dates you might have and contact you if you will be considered less than full time by the VA. If you are registering for an 8-week or 5-week course, feel free to check with us to verify how your VA enrollment status.

*University College* students routinely have courses in 5- and 8-week terms. Your enrollment will be submitted for each of these separate terms and your full- or part-time status will be determined by the VA proportionately.

- **Online Courses –**

The VA requires that we report credits that are online. Tuition and fee payment should not differ, but housing allowance may be affected.

- **Repeats –**

If you have passed a course successfully\*, the VA will not pay for you to take that course again to try for a higher grade. Therefore if you are doing this and do not have full-time hours *in addition* to the course you are repeating, you may receive less than full benefits. Contact us if you have questions about repeating a course.

\**Undergraduate*: C- or better for major or minor [or higher grade if designated in the catalog as required]; D- or better for general education or elective

*Graduate*: B- or better

- **Withdrawing from a Course(s) –**

If you withdraw from a course(s) that leaves you with fewer than full-time active credits, you will most likely establish a debt with the VA for tuition and fees, and perhaps also for housing allowance and book stipend (as applicable). Sometimes a decision must be made between staying in the class and receiving a low or failing grade yet having no VA debt, and 'saving' your GPA yet owing money to the VA. We are happy to talk this through with you if you face this situation.