

Post 9/11 GI Bill – General Guidance for Longwood University Students

Getting Started:

When available from US Dept. of Veterans Affairs, student/family should provide to Longwood University copies of:

1. *Application for VA Educational Benefits* - VA Form 22-1990
2. *Post 9/11 GI Bill Certificate of Eligibility (COE)* issued in student's name.

For quickest processing, V.A. documentation may be scanned/Emailed to: veterans@longwood.edu . V.A. forms may also be submitted, in person, to Office of the Registrar located in Brock Hall, Suite 112.

Longwood University Contacts for Post 9/11 GI Bill:

1. Alicia Moseley, Office of the Registrar: Alicia is Longwood University's V.A. Certifying Official. Alicia may be reached via Email: veterans@longwood.edu or telephone: 434-395-2897.
2. Karin Warner, Office of Student Accounts: Karin works with Third Party programs, and can assist Chapter 33: Post 9/11 GI Bill recipients to display estimated (placeholder) credit for Tuition-Fee amounts V.A. may pay directly to Longwood. Karin may be reached via Email: warnerkj@longwood.edu or telephone: 434-395-2068.
3. Sharon Drinkard, Office of Financial Aid: Sharon works with military and V.A. programs, and can assist financial aid recipients to determine how those programs might influence a student's total financial aid award package. Sharon may be reached via Email: drinkardsf@longwood.edu or telephone: 434-395-2209.

Additional Online Resources:

1. US Dept. of Veterans Affairs web-site: <https://www.va.gov/> and <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/> .
2. Virginia Dept. of Veterans Services web-site: <https://www.dvs.virginia.gov/> and <https://www.dvs.virginia.gov/education-employment/state-approving-agency/post-911-g-bill/> .
3. Longwood University Office of the Registrar: <http://www.longwood.edu/registrar/veterans-benefits/> .
4. Longwood University Office of Student Accounts: <http://www.longwood.edu/studentaccounts/billing--payments/billing-process/> . (Please scroll to bottom of webpage for Post 9/11 GI Bill.)

Special Note re: Veteran's Access, Choice, and Accountability Act ("Veteran's Choice Act"):

Regardless of formal state of residence, under certain predefined circumstances, an eligible student (Veteran or other Individual with transferred benefits) may potentially qualify for Virginia, In-state "Tuition" rate while: (1) physically residing within the Commonwealth, and (2) utilizing Chapter 33 benefits*. Specific guidelines are established/defined by US Department of Veterans Affairs and State Council of Higher Education for Virginia (SCHEV).

* Note: Veterans Choice Act may also apply to other veterans programs, such as Chapter 30 and Marine Gunnery Sergeant John David Fry Scholarship.

Students may contact Registrar@longwood.edu with questions and/or to request eligibility review.

General Guidance: Post 9/11 GI Bill Program Processing for Longwood University

Requesting "Enrollment Certification"

Post 9/11 GI Bill-eligible students wishing to utilize benefits while attending Longwood University should contact veterans@longwood.edu with questions and/or to initiate/request "enrollment certification".

Additional guidance re: "Veterans Benefits" (All Chapters) is available from Longwood University's Office of the Registrar website: <http://www.longwood.edu/registrar/veterans-benefits/>.

Applying for Estimated Advanced (Placeholder) Tuition-Fee Credit

After requesting enrollment certification: Post 9/11 GI Bill recipients/beneficiaries have option to pay their semester/term tuition-fee costs "up front" (in which case, Longwood will, later, process reimbursement = after V.A. payment is received) OR eligible students may apply for estimated "advanced" (placeholder) Tuition-Fee credit.

Applying for estimated, advanced (placeholder) credit will delay semester/term/enrollment period payment due date for particular portion/percentage of "Tuition-Fee" costs Longwood University anticipates Dept. of Veterans Affairs may pay, directly, to Longwood University.

For Out-of-State (OS), non-Virginia resident students: Post 9/11 GI Bill will pay only In-state (IS) equivalent cost.

Out-of-State students and students approved for lower than 100% funding are responsible to pay any Tuition-Fee balance not payable to Longwood University by Post 9/11 GI Bill program.

For example:

- 1) If student is approved for 100% Post 9/11 GI Bill funding, Longwood University can post placeholder credit (delaying payment due date) for 100% of Tuition-Fee costs, calculated at Virginia resident, In-state rate.
- 2) If student is approved for 50% Post 9/11 GI Bill funding, Longwood University can post placeholder credit (delaying payment due date) for 50% of Tuition-Fee costs, calculated at Virginia resident, In-state rate.

Students may be approved for varying levels of Post 9/11 GI Bill funding ranging from 40% to 100%.

For most accurate display of Post 9/11 GI Bill estimated advanced "Tuition-Fee" credits, OS students should notify Longwood University Office of Student Accounts (warnerkj@longwood.edu) when/if course schedule changes (course "adds/drops") are processed after initial "advanced" (placeholder) credits are calculated/displayed to student account. Otherwise, V.A. payment shortages may be identified much later in semester (after V.A. payments are received) = resulting in late-billing of additional Tuition-Fee balances due from student.

In all cases, on or before semester payment due date, students are responsible to pay or otherwise secure* funding to satisfy any balance due to Longwood University for Room and/or Board. This applies only if a student has Longwood or Longwood-managed housing and/or meal plan assignment(s).

* Please see "Securing/Paying Remaining Student Account Balance Due" (page 4) for additional guidance.

As "reimbursement", Dept. of Veterans Affairs will send "Basic Allowance for Housing" (BAH) payments directly to eligible students. BAH payments are direct-deposited into bank account on file with Dept. of Veterans Affairs.

Procedure to Request Estimated Advanced (Placeholder) Student Account/Billing Statement Credit

To locate (blank) *Chapter 33: Post 9/11 GI Bill - Advanced Credit Application (ACA) for Longwood University* (form/template), please visit Office of Cashiering & Student Accounts website:
<http://www.longwood.edu/studentaccounts/billing--payments/billing-process/> . (Scroll to bottom of webpage.)

Per Eligible Semester:

- 1) Student should fully complete all information requested within Section 2 of ACA form, including:
 - (1) Student Name
 - (2) Longwood ID Number
 - (3) Semester/Term, for which "advanced (placeholder) credit" is requested.
 - (4) Percentage of Benefits approved by V.A. for funding. *Reference: V.A. Certificate of Eligibility.*
 - (5) Number of Months/Days approved by V.A. (total/original). *Reference: V.A. Certificate of Eligibility.*
 - (6) If applicable: List all Semesters/Terms during which Post 9/11 GI Bill benefits were previously utilized (Longwood University or another school). *Note: This assists with "tracking" of benefit depletion.*
- 2) Student should read Section 3 paragraph/agreement, then sign/date *Advanced Credit Application (ACA)* form.
- 3) For quickest processing: Completed, student-signed *Advanced Credit Application (ACA)* form may be scanned & E-mailed to: warnerkj@longwood.edu . If preferred, ACA may be mailed to: Office of Student Accounts; Longwood University; 201 High Street; Farmville, Virginia 23909, or delivered to: 205-C Lancaster Building.

Important: An updated "Advanced Credit Application" (ACA) form should be submitted to Longwood University prior to payment due date for *each eligible semester* during which student wishes to receive "estimated advanced (placeholder) credit" posted to student account and Longwood University billing statement(s).

After submitting ACA form: Eligible student should continue to monitor student account, online. Before semester payment due date: Estimated credits will reduce billed balances due to Longwood University. Here is link to Office of Student Accounts website for guidance re: accessing online student account summary and billing statement: <http://www.longwood.edu/studentaccounts/billing--payments/> .

Standard Student Billing Cycles for Longwood University

- 1) For Fall semester: Student Accounts will begin billing early July, with payment due early August.
- 2) For Spring semester: Student Accounts will begin billing late November, with payment due early January.
- 3) For Summer Terms: Summer I vs. Summer II billings are separated based upon "course end" date.
 - (1) Summer Session I: Includes only course offerings which will end before July 1st (start of new fiscal year). Billing typically begins mid-April, with payment due by mid-May.
 - (2) Summer Session II: Includes all course offerings which will end after July 1st (start of new fiscal year). Billing typically begins mid-May, with payment due on or about July 1st.

Renewal of Enrollment Certification & Estimated Student Account/Billing Statement Credit

Depending upon number of available months/days of Post 9/11 GI Bill benefits, each individual student may, or may not, wish to utilize benefits during "all" active enrollment periods.

For example: Some students elect to utilize their GI Bill benefits only during standard Fall/Spring semester enrollment periods—when students often register for "full-time" course loads. During "Special Sessions"—such as during "Winter Intersession" (December - January enrollment period) and/or during "Summer" sessions(s), many students may elect to pay their educational costs "out-of-pocket".

Longwood University does not make any recommendation re: an individual student's best use of available GI Bill benefits. Instead, Longwood encourages each student to consider his/her own individual circumstances and, if necessary, consult with Dept. of Veterans Affairs to gain best value from available benefits. However...

As a general rule:

- 1) When certifying enrollment to Dept. of Veterans Affairs, Longwood University will "renew" certification from Fall semester to Spring semester (same academic year) and from Spring semester to Fall semester (next academic year) *unless* student contacts veterans@longwood.edu to "opt out" of recertification.
- 2) For Summer session(s): Students must contact veterans@longwood.edu to "opt in" for certification of enrollment. (No automatic recertification for summer enrollment periods.)

In all cases, even when/if enrollment is automatically recertified between fall and spring semesters: To receive estimated (placeholder) student account/billing statement credit: Post 9/11 GI Bill-eligible student must complete and submit a new (updated) *Chapter 33: Post 9/11 GI Bill - Advanced Credit Application (ACA) for Longwood University*. This form should be directed to warnerkj@longwood.edu for timely processing.

Important: Post 9/11 GI Bill-eligible students should please contact veterans@longwood.edu with any questions and/or concerns re: enrollment certification. In addition, students are encouraged to frequently check their Longwood University Email accounts for important communications they may receive from Longwood University staff, including from Longwood University's V.A. Certifying Official.

Securing/Paying Remaining Student Account Balances Due

Post 9/11 GI Bill recipients may secure/pay their "out-of-pocket" balances using financial aid (grants, loans), if eligible/approved, or they may submit lump sum payments to cover any Tuition, Fee, Room, and/or Board costs the Dept. of Veterans Affairs will not pay directly to Longwood University.

Longwood University also offers a Monthly Payment Plan (MPP) installment payment option to permit registered students to divide their fall and/or spring semester "out-of-pocket" balances into multiple, smaller monthly installments. Longwood University does not offer MPP option during shorter duration summer sessions.

For Fall/Spring Semesters: Students planning to join Longwood's (optional) Monthly Payment Plan (MPP) installment plan are encouraged to join MPP after estimated Post 9/11 GI Bill (placeholder) credits are displayed. Otherwise MPP will over-calculate value of earliest installments.

For more information about MPP, please visit Cashiering & Student Accounts website:
<http://www.longwood.edu/studentaccounts/billing-payments/monthly-payment-plan/> .

After Longwood University Receives Payment from Dept. of Veterans Affairs

Upon receipt of V.A. Tuition-Fee payment(s), Longwood University Office of Student Accounts will cancel estimated (placeholder) credits and will replace these credits with actual V.A. payment(s).

In most cases, V.A. payment(s) will exactly match estimated (placeholder) credits, with no additional action or processing necessary.

More rarely, Longwood University may receive a reduced, "prorated" pay-out from Dept. of Veterans Affairs. Reduced pay-out typically indicates that a student's Post 9/11 GI Bill benefits became depleted before end of semester/enrollment period, but there could be other explanations as well.

In the event a student's Post 9/11 GI Bill pay-out is reduced/prorated, Longwood University Office of Student Accounts will submit follow-up invoicing to the student... When necessary, follow-up invoicing typically processes "mid-semester", after final V.A. payment is received by the University.

For adjusted/remaining balances billed mid-semester, student payment is due upon receipt of invoicing.

Please note: In some cases, a student may receive "late transfer" of additional Post 9/11 GI Bill benefits... When/if this occurs, students are encouraged to please share with Longwood University a copy of any "updated" documentation received from Dept. of Veterans Affairs.

For example: V.A. may provide student with copy of "Benefit Transfer" and/or "Remaining Benefits" letter. V.A. may also produce an updated *Certificate of Eligibility (COE)*.

Receiving copies of "updates" is very helpful to Longwood University and may help us to better "track" future distributions of a student's Post 9/11 GI Bill Tuition-Fee funding.