



**Welcome to  
Austin Peay State University's  
Office of Veterans Affairs  
Online Orientation**



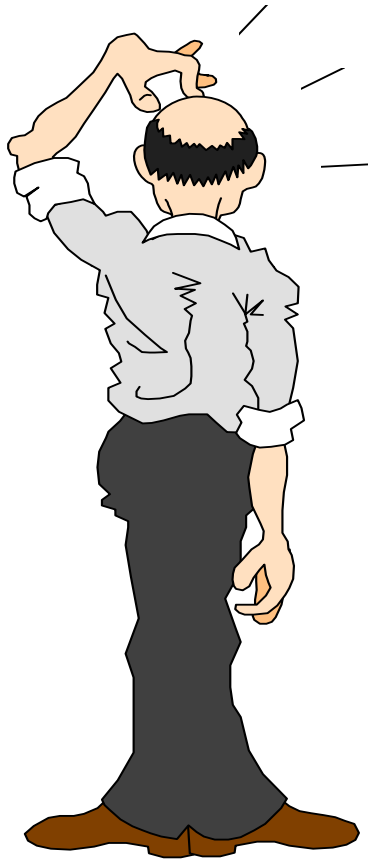
**Using Your  
VA Vocational Rehabilitation  
Benefits  
at  
Austin Peay State University**

# By now, you should have . . .

- ◆ Submitted an Application for Admissions
- ◆ Requested all required high school and/or college transcripts
- ◆ Submitted all requested military documents (DD Form 214 Member-4 Copy, AARTS transcript, etc..)
- ◆ Contacted the APSU's Office of Veterans Affairs



# By now, you should know . . .



- ◆ **Who your VA Vocational Rehabilitation Counselor (VRC) is**
- ◆ **You are under Chapter 31**
- ◆ **Your eligibility status**
- ◆ **The number of months of your entitlement**
- ◆ **Your delimiting date**

# How will my tuition & fees be paid?

## Confirmation

- ◆ Authorized Chapter 31 students will confirm their registration through APSU self-service once their name has been submitted to the Business Office and the Book & Supply Store
- ◆ Steps on how to confirm registration is posted in the Schedule of Classes and under the APSU's A to Z index (<http://www.apsu.edu/AtoZ/#C>)
- ◆ Your VA monthly stipend is provided in the months that follow. It is not paid in advance and you must be at least half-time.

## Book Store

- ◆ Book Store charges are one week before classes begin. If you have not submitted all paperwork to our office, your name will not be sent on the approval list.
- ◆ Each term has a limit of \$75 for supplies

# How much and how often will I be paid?

## How much & how often?

- ◆ Training time & number of dependents dictates the monthly rate of pay
- ◆ Training time varies in Summer due to accelerated terms
- ◆ Must be enrolled for at least halftime
- ◆ Change in training time will affect payment

## When does VA pay me?

- ◆ Submit a Certification Request Form (CRF) to the OVA
- ◆ OVA certifies your enrollment to VA VR (allow 10 working days)
- ◆ VA VR processes certification claims
- ◆ VA releases payments to students (by check or direct deposit)

# How do I register?

- ◆ How do I register?
- ◆ When do I register?
- ◆ When do I get an Academic Advisor?
- ◆ How do I know what books to buy?
- ◆ How will I find my classes?
- ◆ How do I know if I've been admitted to the University?
- ◆ How much is tuition and fees for my classes?
- ◆ How many classes can I take?
- ◆ How do I know what classes to take?
- ◆ Office of Admissions will **notify** you of your admissions status and provide you with a list of dates for the various registration and fee payment periods.
- ◆ You will **meet** with an Academic Advisor when you arrive at registration. You **must** see an Academic Advisor in order to complete the registration process.
- ◆ Information regarding tuition and fees, class schedules and locations is listed in the **Schedule of Classes**, which is available at the Office of the Registrar.

# How do I continue to receive my benefits?

## You must:

- ◆ **Matriculate** within one term of enrollment
- ◆ Submit **Prior Credit (PC)** evaluation within two terms of enrollment
- ◆ Submit **Certification Request Form (CRF)** every term
- ◆ Provide any and all documentation requested by the OVA to process your enrollment certification to VA VR
- ◆ Meet your VRC on a regular basis

## What is Matriculation?

- ◆ All documents required to make you a **degree-seeking** student have been received by the Office of Admissions and evaluated by the Office of the Registrar
- ◆ You have been **officially** admitted to the University

## What is Prior Credit?

- ◆ The portion of transfer credit, which, when applied to the specific degree program, shortens that program.
- ◆ Prior Credit **must** be reported to DVA.

# Prior Credit (PC) Evaluation . . .

## To obtain a PC Evaluation:

- ◆ Office of the Registrar will send you a **Transfer Credit Evaluation (TCE)** or you can obtain one through AP Web
- ◆ Call your **academic department** to make an appointment to meet with the designated **VA Academic Advisor** to complete your PC
- ◆ Students who have **not declared** a degree program (major) will be assigned an advisor based upon their Student ID
- ◆ Take the **TCE** to your appointment
- ◆ **VA Academic Advisor** has the necessary forms and will transfer the information required to your PC
- ◆ Any course substitutions/waivers **must** be documented and attached to the PC
- ◆ **VA Academic Advisor** and **you** sign the PC
- ◆ Graduate Students – PC is the approved Program of Study on file with the Graduate Office

## Why do I have to do this?

- ◆ Shows what credits **transfer** into your current program of study
- ◆ Shows what courses you **must** complete to earn your degree
- ◆ Gives DVA an indication of how many hours you have left to earn. DVA is paying for you to get a degree in the **shortest** amount of **time** possible

## Remember ! ! !

- ◆ Designated VA Academic Advisor is **not** necessarily your assigned Academic Advisor
- ◆ Changing majors **requires** submission of a new PC
- ◆ Adding a second major **requires** submission of a new PC
- ◆ Submit PC to the OVA
- ◆ Courses **not listed** as required on the PC will **require** additional **documentation** from your academic department

# What is Certification Request Form (CRF)?

## What is a CRF?

- ◆ OVA form required every term to verify your enrollment status

## When do I submit my CRF?

- ◆ Main Campus Students -- once you have registered
- ◆ Ft Campbell Students -- once the Schedule of Classes is published

## What is continual enrollment?

- ◆ Continuous school attendance
- ◆ You **qualify** for break pay if:
  1. Enrolled at least 1/2 time before and after the break between terms;
  2. Break does not exceed thirty (30) days; and
  3. Do not transfer to a new institution

## What if I never submit a CRF?

- ◆ You will **not** be certified.
- ◆ You will **not** get paid.

## Remember !!!

- ◆ You **must** submit a new CRF **every term** you register/pre-register for
- ◆ **Failure** to submit a CRF will **result** in the **termination** of pre-certification
- ◆ The sooner you submit your CRF, the better. If you enroll in a non-certifiable course, OVA can inform you prior/during the drop/add period
- ◆ Allow the OVA **ten (10) working days** to process your CRF

# Will all my classes be certified?

## OVA cannot certify . . .

- ◆ **Repeat courses:** you have already received a passing grade, even if you're using the CARE/FRESH Start policy
- ◆ **Excessive Courses:** you do not need to graduate; or courses taken to fulfill requirements which you have already completed
- ◆ **Developmental Studies (DSP) on-line**
- ◆ **Web-based courses:** you must have prior authorization from your VA Vocational Rehabilitation Counselor (VRC)
- ◆ **Audited Courses:** you do not receive credit for the course (refer to the current undergraduate bulletin for more details)
- ◆ Have an **undeclared major** and the courses are not core requirements

## OVA can . . .

- ◆ Assist you in certification for courses taken at other institution (**Transient/Concurrent** enrollment)
- ◆ Process **tutorial** claims
- ◆ Certify **DSP** courses that are **not** on-line
- ◆ Certify **High School deficiency** courses
- ◆ Assist in resolving payment problems
- ◆ Report mitigating circumstances

# DSP and Remedial Courses

Remedial/developmental studies courses cover the basic skills in reading, writing, and mathematics. Once enrolled in a remedial/developmental studies course, you must successfully complete the course with a grade of C or better.

Remedial/developmental studies courses taught online may NOT be certified for VA education benefits. Remedial/developmental studies courses must be taught as conventional resident courses (in the classroom) in order to be certified for VA education benefits.

Nashville State Community College (NSCC) will offer DSPR 0700, DSPR 0800, DSPW 0700, and DSPM 0700 on the APSU campus. However, you will have to apply for admissions to NSCC as a non-degree seeking student. You will also complete an agreement between APSU and NSCC.

For VA purposes, you have to provide APSU's Office of Veterans Affairs with copies of the APSU/NSCC agreement as well as complete the NSCC certification request form and deferment form by 1 (one) business day prior to the deadline date on the agreement.

# Changes in Enrollment Status (CIS)

## Drop/Add Classes

- ◆ Submit Change in Status form to the OVA within five (5) working days of the change
- ◆ OVA transmits changes to VA VR
- ◆ DVA processes the change - making necessary pay increases/decreases
- ◆ DVA will generate an Overpayment Letter for reductions which affect pay

## Withdraw after Drop/Add Period

- ◆ You owe DVA the money you have been paid for the course(s) dropped
- ◆ You may submit mitigating circumstances
- ◆ You are granted a one-time “exclusion”

## Failure to Attend Class

- ◆ You receive an FN or FA grade
- ◆ Failure due to absence will be reported to VA VR as a reduction in your certified hours and receipt of a punitive grade
- ◆ DVA will generate an Overpayment Letter for reductions which affect pay

## Repay an Overpayment

- ◆ Contact DVA within thirty (30) days of the date of the Overpayment Letter
- ◆ DVA has numerous payment options
- ◆ Allow DVA to deduct the overpayment from your future entitlements

# What happens if you drop one or more courses?

- ◆ Notify the APSU's Office of Veterans Affairs immediately
- ◆ If the change is due to mitigating circumstances, you must notify our office
- ◆ VA has the right to reduce or stop your benefits from the first day of the term which may result in an overpayment

## Mitigating Circumstances

- ◆ Unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control
- ◆ Examples:
  - Serious illness or injury to yourself or family member
  - Unscheduled changes in employment
  - Problems with daycare
  - Call up to active duty service
- ◆ Furnish evidence to VA

# Transient Enrollment Form (TEF)

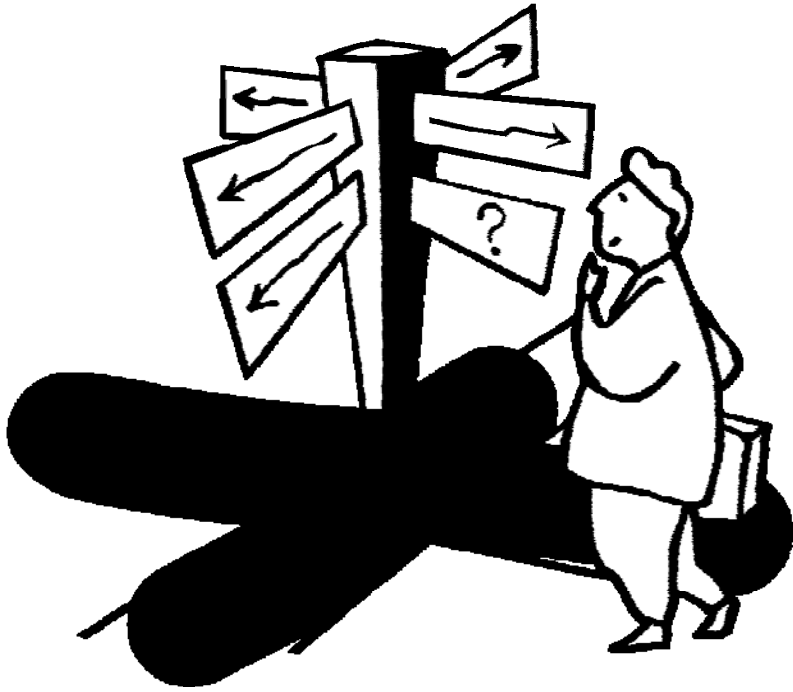
- ◆ For US Department of Veterans Affairs' purposes, APSU's Main Campus and the Ft. Campbell Center are considered two (2) different institutions
- ◆ Your **Primary Institution** is the institution that will grant your degree. The **Primary Institution** must validate the course(s) that you will enroll or are currently enrolled in at the Secondary Institution are acceptable in your declared degree program of study.
- ◆ You **must** be approved by your *VA Vocational Rehabilitation Counselor* (VRC) to be transient. The VRC sends an authorization (VA Form 28-1905) to the Secondary Institution specifying any stipulations, which may include, but is not limited to restricted hours, specific course approval, book and supply store purchases, etc.
- ◆ You **must** complete the Transient Enrollment Form (TEF) once you register/pre-register for the course(s) and **submit** the TEF to your **Primary Institution's OVA** for approval.
- ◆ After the **Primary Institution's OVA** reviews the TEF, the **Primary Institution's OVA** notifies the Secondary Institution's OVA of course(s) approval. If the course(s) are not acceptable in your declared degree program of study, the **Primary Institution's OVA** will notify you.
- ◆ Upon TEF approval, the Secondary Institution's OVA forwards the authorization (VA Form 28-1905) to the VRC. This will generate or continue your monthly stipend.
- ◆ The Secondary Institution's OVA will notify the Business Office and the Book & Supply store that you are eligible for *VA Vocational Rehabilitation* (VA VR). This will allow you to validate/confirm fee payment and purchase books and supplies.
- ◆ If your transient enrollment is for an institution other than APSU, there is additional paperwork that must be completed and signed by your Academic Advisor.

# Your benefits will be terminated, if you . . .

- ◆ Fail to submit a **CRF**
- ◆ Fail to **matriculate** within one term of enrollment
- ◆ Fail to submit **Prior Credit** within two terms of enrollment
- ◆ Fail to submit any **documentation** requested by the OVA
- ◆ Failure due to absence (**FA/FN**)
- ◆ **Withdraw** from the University



# When do I need to visit the OVA?



- ◆ To submit a CRF after you register/ pre-register for classes
- ◆ To report course adjustments (drop/add classes)
- ◆ To report changes and/or adjustments in your program of study (major), including minors, concentrations, and cognates
- ◆ To submit a Prior Credit (PC) Evaluation
- ◆ To report a change in your address, phone #, etc.
- ◆ You have questions concerning your VA Vocational Rehabilitation Benefits

# How do I contact VA VR?

Telephone	1-800-827-1000
DVA Website	<a href="http://www.vba.va.gov/bln/vre/index.htm">http://www.vba.va.gov/bln/vre/index.htm</a>
Mail	U.S. Department of Veterans Affairs VA Voc Rehab & Employment Office 110 9th Avenue South Nashville, TN 37203

# APSU Email

- ◆ APSU Live Mail is the official and primary correspondence method.
- ◆ Once enrolled at APSU, you will be assigned an APSU Live Mail account.
- ◆ In order to logon, browse to the APSU home page and click on the Quick Links.

# How do I contact the OVA?

Telephone	(931) 221-7907 Main Campus (931) 221-1462 Ft. Campbell Center
OVA Website	<a href="http://www.apsu.edu/vaoffice">http://www.apsu.edu/vaoffice</a>
Email	ova@apsu.edu
Mail	Office of Student Financial Aid & Veterans Affairs Austin Peay State University P.O. Box 4546 Clarksville, TN 37044
In Person: Main Campus	601 College Street Ellington Bldg., Room 216 Clarksville, TN
Ft. Campbell Center	SSG Glenn H. English, Jr. Army Education Center Bldg. 202, Room 137 Ft. Campbell, KY

**Congratulations!**  
**You have successfully completed the**  
**OVA online orientation!**

In order to exit the online orientation, you **must** complete the confirmation page. Please click on the following website to complete the confirmation page:

<http://www.apsu.edu/vaoffice/Confirmation.aspx>