



**VA Vocational Rehabilitation,
Chapter 31**

**APSU Office of
Veterans Affairs
Online Orientation**

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 VA Vocational Rehabilitation Counselor



By now, you should know . . .



- Who your VA Vocational Rehabilitation Counselor (VRC)
- Your VA Educational Benefits Chapter #
- Your eligibility status
- The number of months of your entitlement
- Your delimiting date
- Your monthly stipend rate

How will my tuition & fees be paid?

Confirmation

- Authorized Chapter 31 students will confirm their registration through AP One Stop, 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
- VA Vocational Rehabilitation provides a monthly stipend in the months that follow

Financial Aid

- If you have applied and/or receiving Financial Aid, your VA Vocational Rehabilitation will affect student loans and may affect State and Campus-based grants.
- You are required to report that you are receiving VA Vocational Rehabilitation when applying for Financial Aid

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 APSU Office of Veterans Affairs
- APSU Office of Veterans Affairs certifies your enrollment to VA Vocational Rehabilitation (allow 10 working days)
- VA Vocational Rehabilitation processes certification claims
- VA releases payments to students (by check or direct deposit), **not** the school

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 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 semester
- Provide any and all documentation requested by the APSU Office of Veterans Affairs to process your claim to the U.S. Department of Veterans Affairs

What is Matriculation?

- All documents required to make you a **degree-seeking** student have been received and evaluated by the Office of Admissions
- 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 U.S. Department of Veterans Affairs.

Prior Credit 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
- 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 !!!

- 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 uSubmit 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 is a CRF?

- OVA form required every term to verify your enrollment status
- **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**
- ❑ **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
- ❑ **Electives:** most elective requirements are fulfilled with military service and prior college. You must have your prior credit evaluation file

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



Transient Enrollment

- For U.S. 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.
- If your transient enrollment is for an institution other than APSU, you **must** submit a **completed** copy of the coursework approval form (CAF). This form has to be **signed** by you, your Academic Advisor and the Office of the Registrar.
- You **must** complete the Certification Request Form (CRF) once you register for the course(s) and **submit** the CRF to your **Primary Institution** for approval.
- After the **Primary Institution** reviews the paperwork, the **Primary Institution** notifies the Secondary Institution of course(s) approval. If the course(s) are not acceptable in your declared degree program of study, the **Primary Institution** will notify you.
- Upon CRF approval, the Secondary Institution will process your enrollment certification 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.

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

Overpayment of Benefits

U.S. Department of Veterans Affairs defines an overpayment as “an incorrect benefit payment that is more than the amount to which you’re entitled.”

- An individual who does not complete all courses in the certified period of enrollment, and who does not substantiate mitigating circumstances for not completing such enrollment, will be charged an overpayment for that period of enrollment.
- VA determines the amount of the overpayment, **not** the school.

Overpayment of Benefits

This means that you are responsible for any overpayment incurred as a result of not completing courses. Overpayments for tuition and fees will also be charged to you. The school does **NOT** determine the amount of the overpayment.

If an overpayment is determined by VA, then you will need to make repayment arrangements with VA's Debt Management Center (DMC) regardless of whether or not a refund was received from the school.

If you have an existing overpayment on your record, your future benefit payments may be withheld by VA until the overpayment is repaid in full.

Mitigating Circumstances

VA defines mitigating circumstances as “unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control”.

These must be submitted in writing to the VA within 30 days of the withdrawal or reduction.

Examples of reasons VA may accept are:

1. Extended illness;
2. Severe illness or death in your immediate family;
3. Unscheduled changes in your employment;
4. Activated (military deployment); and
5. Lack of child care.

Examples of reasons VA may NOT accept are:

1. Withdrawal to avoid a failing grade;
2. Dislike of instructor; and
3. Too many courses attempted.

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



How do I contact VA Vocational Rehabilitation?

Telephone	1-800-827-1000
VA Vocational Rehabilitation website	http://www.vba.va.gov/bln/vre/index.htm
Mail	U.S. Department of Veterans Affairs VA Voc Rehab & Employment Office 110 9th Avenue South Nashville, TN 37203

Who is my VRC?

Counselor	Phone Number
Tonda Hall	(931) 906-1084
Denise Hepp	(931) 906-1501
Kathey Atchley	(931) 906-1031
Sandra Jones	(931) 906-0273

When do I visit the APSU's VA?

- ❑ To submit a Certification Request Form (CRF) after you register for courses
- ❑ 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.
- ❑ To request a VA Inquiry and/or have questions concerning your VA Educational Benefits



How do I contact the APSU's VA?

Telephone	(931) 221-7760 Main Campus (931) 221-1462 Ft. Campbell Center
OVA Website	http://www.apsu.edu/vaoffice
OVA Email	ova@apsu.edu (put Veterans Affairs in the subject line)
Mail	Office of Student Financial Aid & Veterans Affairs Austin Peay State University P.O. Box 4546 Clarksville, TN 37044 ATTN: Veterans Affairs
In Person: Main Campus Ft. Campbell Center	Office of Student Financial Aid & Veterans Affairs Austin Peay State University 601 College Street Ellington Bldg., Room 135 Clarksville, TN SSG Glenn H. English, Jr. Army Education Center Bldg. 202, Room 137 Ft. Campbell, KY

APSU Campus Email

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



Congratulations!

You have successfully completed the APSU Office of Veterans Affairs online orientation.

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

<http://www.apsu.edu/vaoffice/confirmation.htm>