

Student Reference Guide for Federal VA Educational Benefits

All Students using GI Bill® benefits:

I understand that all GI Bill benefits are subject to approval by the Federal Department of Veterans Affairs (VA) and that I must meet all their requirements to receive these benefits. It has also been made clear to me that the Ole Miss Veteran and Military Services (VMS) serves as a liaison between the VA and me, and that the Ole Miss VMS Office is an agent of the University of Mississippi, not the VA. **VMS cannot guarantee any payments!** I understand that if I have issues with approval of benefits or the amount of money allocated to me by the VA, I may seek assistance from VMS. I understand that any problems aside from correcting hours and fees reported to the VA are outside the control of the VMS.

Contact Information: I understand that if I experience any issues with my GI Bill benefits, I should visit the VMS office before contacting the VA. If VMS is unable to assist me with a problem, I should contact the National Call Center located at the VA Regional Office in Muskogee, Oklahoma, at 1-888-442-4551, or visit [Ask VA | Veterans Affairs](#). You must return to [Ask VA | Veterans Affairs](#) to see responses from the VA.

Checklist: I understand I must complete and submit all required documents and forms listed on my GI Bill-related checklist (posted on vms.olemiss.edu under “Prospective Students, Certification”) before I can receive VA benefits. I understand that these documents and forms should be emailed together as hard attachments to VMS, and that VMS cannot process incomplete submissions.

Certificate of Eligibility (COE): The COE proves I am eligible for VA benefits. I must apply for or transfer my benefits on [milConnect](#). Once I have applied for benefits, I will save the webpage containing my Confirmation Number as a .pdf and email it to VMS, along with other required documents. VMS will accept the Confirmation Number page for up to 30 days while I await my COE.

Coursework: I understand my VA Educational Benefits **will only cover coursework REQUIRED as part of my academic program, including core subjects or approved electives. My degree program is my major on record with the University of Mississippi's Registrar's Office, which is reflected in my student record. Furthermore, I understand it is my responsibility to know what classes count toward my degree. If I were to take courses outside my degree's curriculum, I would have to pay for them at my own expense.** All Graduate students must set up and follow their graduate plan of study or temporary plan of study before courses can be approved for VA pay purposes.

Term Approval Form (TAF): I understand I must submit this form every term that I wish to use VA benefits. I know my schedule must be approved by my designated academic advisor, who may not always be my advisor in my degree program. This academic advisor is the only person authorized to approve class schedules for VA pay purposes.

Graduate Students must follow their respective Graduate Plans of Study.

Minors: I understand **unless a minor is EXPLICITLY required in my curriculum for my chosen degree, the VA will not finance the pursuit of a minor.** However, I may be able to obtain a minor through the creative use of **required** electives with the help of my academic advisor. If I decide to pursue a non-compulsory minor, I will first speak with VMS to understand any financial obligation I may incur.

Double/Dual Majors: I understand additional paperwork will be required and that advanced notice will need to be given to VMS to ensure the degree combination meets the VA's and the University of Mississippi's guidelines. Failure to meet requirements will result in **suspension** or **denial** of benefits and/or require **repayment** of benefits already received in one or both majors. I must list **BOTH** majors on my Term Approval Form (TAF) every term.

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Office of Veteran & Military Services

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Change of Major: I understand if I choose to change my major, I **MUST** notify VMS and provide a Change of Major Form, new course schedule, new Student Information Sheet, new Degree Plan, and a new Term Approval Form (TAF) reflecting my new major. **Failure to complete the required VA forms and paperwork may result in the suspension or termination of your VA educational benefits. *It is advised to change your major between terms and only after speaking with a SCO.**

Repeating Courses: I understand the VA will **NOT** pay for a course to be repeated **IF** I failed the course due to attendance-based reasons (i.e., dropping the course after it has been certified). If I fail a course (receiving a D or F grade) **AND** a minimum grade of C (or higher) is required to progress in my degree program, the VA will cover the cost of repeating the course.

Grades: I understand I must attend my classes. Failing or dropping a course **AFTER** the drop period may result in a debt to the VA. **I understand I am responsible for repaying such debt.**

Transient Students: I understand if I choose to study outside of Ole Miss at another school or college as a guest student, I **MUST** provide the VMS office with a copy of applicable Departmental and Registrar-approved forms.

Zip Codes: Students taking classes at a regional campus or taking an internship course will receive a BAH rate based on the zip code of that campus or Internship. Students taking an Internship Course **must** fill out the Internship Form with their internship course instructor and provide VMS with the proper zip code and instructor contact information.

Ole Miss Study Abroad: I understand I **MUST** contact VMS **BEFORE** applying for Study Abroad to coordinate use of my benefits. Approved Ole Miss Study Abroad paperwork [e.g., Ole Miss Study Abroad forms and course description(s), dates, and subject(s) covered] is required. Courses taken during Ole Miss Study Abroad **MUST be an Ole Miss Study Abroad Program and for required course(s) for your major, not elective courses**. Students wishing to study abroad must provide VMS with a **DEAN APPROVAL FORM**. **The VA will NOT pay for travel or extracurricular activities.** Not all study abroad programs are approved for VA pay purposes. Non-Ole Miss operated study abroad programs are not authorized to use VA benefits. See VMS for more information and instructions.

The VA is NOT Dependable: I understand I should **NOT** depend on my VA checks for any vital living expenses, such as rent, car payments, and University Bursar bills, etc. While VA checks should come regularly, VMS or the VA Regional Office cannot guarantee this.

Possible Waiting Period for Pay/Funds Received: I understand the Regional VA Office in Muskogee, OK, will process my benefits, and it may take several weeks after VMS submits my enrollment certification before my benefits are paid to me or received by the Bursar.

I UNDERSTAND I MUST REPORT ANY OF THE FOLLOWING CHANGES TO VMS **IMMEDIATELY!** Failure to do so may result in the reduction of benefits or suspension or denial of future benefits, and/or require repayment of VA benefits already received:

1. **Resignation or Withdrawal from school**
2. **Drop one or more classes**
3. **Add one or more classes**
4. **Change of major**
5. **Class registration/enrollment**
6. **Substituted courses & required remedial/prerequisite courses.** This **MUST** be verified by your Academic Advisor's signature on your schedule. You must email the approved schedule to VMS along with the required applicable documentation to be placed in your VA file
7. **Changes in Address must be reported to the VA Regional Office and VMS**

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All Non-Residents:

A student must be a **Veteran** of the United States Armed Forces **or** a dependent receiving VA Education Benefits to receive the Non-Resident Tuition Scholarship. Students who exhaust their VA Education benefits while enrolled at the University of Mississippi will continue to receive the Non-Resident Tuition Scholarship provided they maintain continuous enrollment at the University of Mississippi. A student may choose not to enroll for no more than one term, provided that the student offers sufficient documentation from a physician stating that the student has a medical condition that requires withdrawal or non-enrollment. Students are not required to enroll in a Summer Term to meet the “continuously enrolled” requirement. **Veterans NOT using VA benefits must provide the VMS office with a DD-214 Member-4 to receive the Non-Resident Tuition Scholarship.**

CH 33 Post 9/11 Recipients Only:

Tuition & Fees: VMS will not request tuition and fees from the VA until **AFTER** the term’s add/drop period has ended.

Scholarships: **I understand all scholarships I receive MUST BE REPORTED TO VMS.** We must have a copy of the award letter(s) stating the stipulations regarding said funds. If the scholarship’s stipulations state the scholarship must be **allocated directly for tuition and fees** (or, only for tuition and fees, solely for tuition and fees, the equivalent of tuition and fees, etc.), then the funds are required to be taken into consideration when determining the amount of tuition and fees to request from the VA. The scholarship amount may be required to be deducted from the VA-eligible tuition and fees, leaving only the remaining balance to be eligible to be requested from the VA. Scholarships and Grants will always pay first.

University and/or Outside Waivers, Grants or Fellowships: **I understand any waivers, grants, or fellowships I receive MUST BE REPORTED TO VMS.** Any tuition and/or fee waivers or funds designated for tuition and/or fees will be considered when determining the amount of tuition and fees eligible to be requested from the VA. I understand any tuition and/or fee designated waiver, grant, or fellowship will be deducted from VA-eligible tuition and fees, and the remaining balance will be requested from the VA. ***Title IV aid (Pell grant, Stafford loans, etc.) does not affect GI Bill®.**

Yellow Ribbon Program: Should you be an out-of-state student who qualifies for the Yellow Ribbon Program, your non-resident tuition will be covered by the VA (50%) and the University of Mississippi (50%).

Federal Tuition Assistance (TA) and CH 33: Students who are current active-duty members, Reservists, and National Guard members **cannot** receive TA & CH 33 concurrently for the same courses. For example, if TA has paid for tuition and/or fees, then there are no tuition and/or fees payments to request for CH 33 and vice versa. If there is an unpaid portion of the bill not covered by TA, the VA will pay a “Top-Up” to cover the unpaid portion of the bill.

OVERPAYMENT of Benefits: The veteran or dependent is responsible for any overpayment incurred due to not completing courses for which they received VA pay that are not in their degree program as core subjects or approved electives. The University of Mississippi’s established refund policies will be followed, and the student will be responsible to the University and VA for any overpayment made to the student or for indebtedness incurred by the student. ***If tuition and fee payments are paid to the school on behalf of the veteran, overpayments of tuition and fees will be charged to the student.**

KICKERS previously used under MGIB and MGIB-SR: Individuals eligible for a KICKER under other benefits may receive the KICKER under CH 33. The monthly KICKER amount will be prorated based on the individual’s rate of pursuit. Payments of KICKERS will be issued in a lump sum directly to the student each term the student is eligible for benefits and is entitled to BAH. ***The \$600 Buy-Up is not payable under CH33 Post 9/11.**

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Basic Allowance for Housing (BAH) Rates: BAH rates are based on the current DoD rates which are based on the zip code where you attend classes at the "E5 with Dependent" rate. Current DoD BAH rates can be found at [Basic Housing Allowance](#) | [BAH Rate Lookup](#) | [Defense Travel Management Office](#).

Undergraduate Course Loads: **FULL TIME = 12 to 19 hours**

Total Hours	12-19	11	10	9	8	7	6
BAH Rate	100%	90%	80%	75% Round up to 80%	70%	60%	0%

Graduate Course Loads: **FULL TIME ≥ 9 hours**

Total Hours	9	8	7	6	5	4
BAH Rate	100%	90%	80%	60%	60%	0%

*The graduate school or department will determine the full-time requirement for special programs such as the Executive MBA and Physician's MBA.

*Distance Learning students will receive a BAH rate set by the VA. It is not based on zip code. Please call the VA for the rates applicable to Distance Learning students.

*Distance Learning Graduate Students attending classes on campus for two or more days per term will receive BAH as an in-state resident student attending courses on campus.

Breaks between Terms and Monthly Prorated BAH: I understand that the VA will **NOT** pay BAH during breaks between academic terms. I acknowledge the beginning of each term will be the first day of class, and the last day of the term will be the last day of exams at the University of Mississippi. The first and last months of a term are months in which I will only receive BAH for the days the school was in session; BAH will not cover days the school was not in session. BAH payments are prorated on the number of school days for that term in any given month (i.e., August is the beginning of the Fall term and is only 2 weeks long; therefore, a student will receive only 2 weeks of BAH for August). You must complete the month to be paid (i.e., September 1st – 30th BAH will pay on or around October 1st).

CH33 Books and Supplies Rate: The current Books and Supplies rate is \$41.67 per hour you are taking and is not to exceed \$1,000 per year [i.e., a student taking 15 hours in the Fall will receive \$625.05 (15 hours x \$41.67), and in the Spring they cannot receive more than \$374.95 (\$1000 - \$625.05)].

CH33 does NOT cover:

- Admissions deposits
- Meal plan/FLEX/drink card
- Parking permit(s)
- Traffic/Parking fines
- Library fines
- Ole Miss Athletic event tickets (i.e., football tickets)
- Office of Information Technology fees
- Other fees as determined by VA policy
- ID cards
- Dorm charges/ fees
- **Fees not identified on a University Bursar Bill (i.e., 1st day of class fee for golf, scuba, sailing, etc.)**

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CH 30 (MGIB), CH 35 (DEA), CH 1606 (MGIB-SR), CH 1607 (REAP) Recipients Only:

Monthly Allotments: I understand under these GI Bill Chapters, I will only receive monthly allotments from the VA based on, or “prorated on”, the number of hours taken during a given term at the end of each month. These payments are also prorated based on the number of school days for that term in any given month (i.e., August is the beginning of the Fall term and is only two weeks long; therefore, a student will receive two weeks of VA benefits on or around September 1st). The maximum authorized allotment is reached when taking hours equivalent to full-time student status or greater, as deemed by the VA. I also understand these benefit allotments will be paid directly to me and that the University will not authorize delayed payment of bills due to late receipt of payments from the VA.

Breaks & Break Pay: **I understand all breaks between academic terms are periods in which the VA will NOT pay monthly allotments.** I understand the University defines the first day of classes as the beginning of a term, and the last day of finals as the end of that term. The months beginning and ending the term are months in which I will receive a prorated allotment only for the days school was in session; any days outside of the term will not be covered.

CH 30, 1606, 1607 Only:

Monthly Verification of Attendance – Last Day of the Month: I understand if I am a CH 30 (veteran or active duty), CH 1606, or CH 1607 recipient, **I MUST contact the VA to verify my hours of enrollment each month.** Upon proper verification of hours to the VA, the VA will pay me monthly educational benefits. I understand I can verify my hours online at [Verify Your School Enrollment | Veterans Affairs](#) or (888) 442-4551.

ACTIVE DUTY CH 30 Only: I must notify VMS if I require them to submit tuition and fees to the VA.

CH 31 Vocational Rehabilitation & Employment Recipients Only:

Case Manager and Ole Miss VMS: I understand I need to communicate with my case manager and VMS to discuss all changes concerning coursework and major changes with them.

Breaks & Break Pay: **I understand all breaks between academic terms are periods in which the VA will NOT pay monthly allotments.** I understand the University defines the first day of classes as the beginning of a term, and the last day of finals as the end of that term. The months beginning and ending the term are months in which I will receive a prorated allotment only for the days the school was in session; any days outside of the term will not be covered.

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Additional References:

VA Forms can be found online at [Find A VA Form | Veterans Affairs](#)

- 22-1990 Application for VA Educational Benefits (Chapters 30, 33, 1606, 1607)
- 22-1995 Request for Change of Program or Place of Training (Chapters 30, 33, 35, 1606, 1607)
- 22-1990e Dependent Application for Post 9/11 transferred benefits
- 22-5490 Application for Survivors and Dependents (Chapter 35, Fry Scholarship)
- 22-5495 Dependents' Change of Program or Place of Training (Chapters 33, 35)

Important VA Regional Office Phone Numbers:

- | | |
|----------------|------------------------------------|
| (888) 442-4551 | Education |
| (877) 823-2378 | Monthly Verification of Attendance |
| (800) 827-1000 | Other VA Benefits |
| (800) 827-0648 | Debt Management Center |

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