

Dear Student,

Since you have marked that you are a Veteran of the United States Military, you are receiving this letter of general information concerning Military benefits. If you do not plan to use your Military benefits, please disregard this letter. If you do plan to use your benefits, we hope this letter is beneficial to you.

1.) If you are **Chapter 30, Chapter 1606 (Reserve/National Guard) or Chapter 1607 (REAP)**, you will need to complete either a 22-1990 (Application for Educational Benefit) OR 22-1995 (Change in program/place of training). If you are **Chapter 35 (Survivorship – dependent of 100% permanently disabled veteran)**, you will need to complete either a 22-5490 (Application for Educational Benefit) OR 22-5495 (Change in program/place of training). The forms are available from the VA website ([www.gibill.va.gov](http://www.gibill.va.gov)), you can complete the online process, BUT a copy of your SIGNED form must be on file with the VA Certifying Official, OR you can send a copy of your Certificate of Eligibility from the VA to be put on file with the VA Certifying Official. Payment processing by the VA takes up to 60 days for the first payment of a term. Payments from these benefits are paid TO THE STUDENT. Arrangements MUST be made with the Business office PRIOR to Group Registration night for Professional Studies Student.

2.) If you are **Chapter 31 (Vocational Rehab)**, you will need to have information from your Educational Counselor sent to the VA Certifying Official. Voc Rehab payments are paid to the University.

3.) Once the GROUP registration date has been processed by the Business Office (Professional Studies Students) OR a term has begun (Traditional or Master's Students), the Certifying Official will certify your attendance with the VA. Each month you will need to go online or call 1-888-442-4551 to self certify your enrollment (this will release your monthly payments).

4.) **ROTC** students need to notify the Business office and must have on file a OBL-TF-R report (Partnership Scholarship Tracking Report) with the students' information and amount of funds that JBU will receive each semester.

5.) If you are receiving tuition assistance (TA), the required TA paperwork must be turned in to the Business Office before invoices can be sent to the Military. TA payments are paid to the University. You are responsible for any balance not covered by TA. TA currently pays at \$250 per semester hour (i.e.  $\$250 \times 16 = \$4,000.00$ ). If, as a Professional Studies student, you only want your VA benefits when TA runs out, please notify the Certifying Official of what courses (course name and course number) you want to apply VA benefits. If you are receiving tuition assistance (TA) and want GTAP or TopUp, please notify the Certifying Official.

**Please Note: Tuition Assistance (TA) and Chapter 31 payments will be considered as payment made towards tuition charges. These payments come directly to the University. As mentioned above, the student is only required to make payment on the remaining balance after TA and Chapter 31 at the time of registration. GTAP, TopUp, GI Bill (Chapter 30, Chapter 16, and Chapter 1607) and Chapter 35 are not considered as payment towards tuition charges as these payments go directly to the student.**

6.) If you are deployed for active duty, please send a copy of your deployment paper work to the Certifying Official.

If neither the Certifying Official nor the Business Office is notified of VA requirements from the student, the student will not be certified with the VA.

Sincerely,

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