



Dear Student:

Welcome to Azusa Pacific University!

We are honored that you have chosen APU to begin or continue your higher education, and look forward to serving you during your studies here.

The APU Office of Military and Veterans Education Benefits exists to be your advocate and liaison as you navigate the waters of pursuing higher education. While the determination of eligibility is strictly limited to the U.S. Department of Veterans Affairs, our office will do all we can to help you get the most out of your education benefits during your entitlement period. Please call or stop by anytime during office hours, as we do enjoy meeting the students we are here to serve.

Attached you will find our MVEB Application Packet. Included is a checklist for your reference. Please follow it closely, as it contains a list of the documents we need to complete your file. You'll notice that we will need a copy of your Certificate of Eligibility from the VA, and if you are a veteran, a copy of your DD form 214 as well. Please fill out the forms, sign or initial where indicated and return to us at your earliest convenience. You may send them by mail, scan and email them to MVEB@apu.edu, or fax to (626) 812-3011.

Once you are enrolled, please fill out and return the Certification Request Form, or page 5 of this packet. This authorizes us to certify your classes to the VA for payment on your behalf. Payment will depend upon eligibility as determined by the VA. If you have any questions regarding your eligibility or what Post 9/11 GI Bill benefits you qualify for, please call the VA Education Hotline at (888) 442-4551.

May God bless you as you pursue your education goals. Please call the APU Office of Military and Veterans Education Benefits directly at (626) 815-3837 with any questions. We look forward to hearing from you!

God Bless,

Nathan Araujo
Renee Jeleniowski

VA Certifying Officials
Office of Military and Veterans Education Benefits
Azusa Pacific University



Azusa Pacific University
PO Box 7000
Azusa, CA
Office of Military and Veterans
Education Benefits
91702
Phone: 626-815-3837
Fax: 626-812-3011
MVEB@apu.edu

Application Packet

1. Student Inquiry
2. Education Checklist
3. Eligibility Checklist
4. Student Agreement
5. Certification Request
6. Rules and Regulations
7. Resources



Student Section (A)

Name: _____

APU ID#: _____ - _____ - _____ E-mail address: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone #: (_____) - _____ - _____ Major(s)/Program: _____

Level):

UG

APS

GR

Doctoral

Benefit Information (B) (Please continue on to section B if you are a current student requesting information)

Chapter:

Chapter 30- Active Duty Chapter 1606/1607- Reservist

Chapter 31- Vocational Rehabilitation Chapter 33- Post-9/11

Chapter 35- Dependents Chapter 33- Post-9/11 Yellow Ribbon

1. Are you a spouse/dependent of a Veteran? Y N

2. Length of service time? _____

3. Have you used GI BILL benefits before? Y N
If yes, at what school(s) were the benefits used? _____

Office Use Only:
Packet Sent: ____ / ____ / ____

Current Student Inquiry (C)

Please state your request below and one of our MVEB Coordinators will contact you

Name (please print): _____

Signature: _____ Date: _____

Office Use Only

Date received: _____ Initials: _____



To help simplify the steps to utilize your military and veterans education benefits, we have provided this check list. This is not required to be submitted to the APU MVEB Office. It is only for your personal use.

Complete the APU Admissions Process

Complete the VA Application (VONAPP)

(select one)

__ 22-1990 - Complete if you are applying for GI Bill benefits for the first time.

__ 22-1995 - Complete if you have used your benefits at another institution and would like to transfer them to Azusa Pacific University, as your primary institution. This form is also used when changing your degree programs.

__ 22-1990e -Use if you are a dependent applying to use a service members benefit.

Submit Documents to the APU MVEB Office

__ MVEB application packet

__ DD-214 (excluding Dependents and Spouses)

__ Certificate of Eligibility Letter (sent to you from the VA upon completion of VONAPP)

Email: MVEB@apu.edu or Fax: (626) 812-3011



Student Section

Name: _____ APU ID#/SSN (last 4): _____ APU Box: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Major/Degree Program: _____

Application Procedure

1. Have you ever used GI Bill benefits before?

A. Yes _____

Are you attending the same school?

A. _____ Yes

No application is required from you; please see the School Certifying Official (SCO) at your school to certify your actual enrollment period to VA.

B. _____ No

Please complete and submit a Request for Change of Program or Place of Training, VA Form 22-1995 to the VA. VONAPP Application can be found at www.gibill.va.gov

B. No _____ This is my first time.

Please complete and submit an application for VA Benefits, VA form 22-1990 (22-1990e for Transfer of Entitlement) to the VA. VONAPP Application can be found at www.gibill.va.gov

2. Have you talked with the APU Office of Military and Veterans Education Benefits?

A. _____ Yes

Don't forget to submit your Certification Request Form. Enjoy pursuing your education goal and good luck.

B. _____ No

Please contact the School Certifying Official in the Office of Military and Veterans Education Benefits at APU to receive an MVEB Application Packet.

Note

To obtain status of your education claim, please call the VA Education call center at 1-888-442-4551 (Monday through Friday from 7:00 am to 5:00 pm, Central time). You can also send an electronic inquiry through Right Now Web (7 days a week, 24 hours a day) on the GI BILL website, www.gibill.va.gov under 'GI Bill Links' then click on 'Ask Us a GI Bill Question' and use the 'Ask a Question' tab.



Name: _____ APU ID#: _____ - _____ - _____

SSN: _____ - _____ - _____ Cell phone: (____) _____ - _____ Email _____

DOB: ____/____/____ Address (if no APU Box): _____

Military Status (please select only one)

- Veteran
- Reservist
- Dependent Spouse or Child
- Active Duty

For Active Duty service persons or their dependents:
What is the anticipated separation date from active duty? ____/____/____

Branch of Service (check all that apply)

- Air Force
- Army
- Marines
- Navy
- Army National Guard
- Air National Guard
- Coast Guard

Degree Objective

Degree (*BA, BS, MA, MS, etc*): _____

Major: _____

Second Major: _____

Expected Date of Graduation: ____/____/____

Student Responsibilities (please initial next to each)

APPROVED COURSES: _____

You must register in courses that are required for the educational objective you selected. The Veteran Administration only pays benefits for those courses that are part of an approved degree program, and that have not been previously and successfully completed (The VA will not pay for Audit classes). Please refer to your degree audit and or contact the APU Academic Advising Center or your major counselor to be sure the classes you are taking will apply towards your degree.

SCHEDULE ADJUSTMENTS: _____

It is your responsibility to contact APU's MVEB Office after registering each semester and submit a current Certification Request Form. You also have 10 days to report schedule adjustments (add/drop, withdraw) to APU's MVEB Office. Changes in enrollment after the last day to drop and add courses may result in the retroactive loss of benefits. Loss of benefits could revert back to the first day of class.

CHANGES IN MAJOR: _____

If, at a later date, you wish to select a different educational objective, you must come to the APU MVEB Office and request the change of educational objective within 10 days.

CHANGES IN ENROLLMENT: _____

Federal law requires you to report any change in your enrollment status that might affect your VA educational benefits. Once you are enrolled at Azusa Pacific University and you have been certified through the APU MVEB Office, it is your responsibility to notify the office of any change in status. It is also your responsibility to inform APU MVEB office when your benefits have been exhausted.

REFUNDS: _____

Refunds will be processed in accord with published APU policy, and will be refunded directly to the issuer of payment.



Student Section (A)

Name: _____
APU ID#: _____ - _____ - _____ E-mail address: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone #: (____) - _____ - _____ APU Box #: _____ Major(s)/Program: _____

Level):
 UG
 APS
 GR
 Doctoral

VA Information (B)

Is this your first semester at APU? Y N (If "yes", please continue below in section B, If "no", move on to section C)
Are you a Veteran? Y N
Are you a spouse/child of a Veteran? Y N
Are you on Active Duty? Y N
Are you a spouse of an A.D. soldier? Y N
Total number of transfer units? _____

Current Class Schedule (C)

Term In Which You Are Enrolled: _____					
Course Name:	Course ID:	Units:	Course Name:	Course ID:	Units:

Are any of these repeat courses? Y N
Are any of these remedial courses? Y N
Are any of these non-degree credit? Y N
Total number of units enrolled: _____

VA Benefit Chapter (D)

Check the chapter for which you wish to be certified for this term:

- Chapter 30- Active Duty
- Chapter 31- Vocational Rehabilitation
- Chapter 35- Dependents Education
- Chapter 1606/1607- Reservist
- Chapter 33- Post-9/11
- Chapter 33- Post-9/11 Yellow Ribbon

Note: Carelessness in filling out this form, lack of complete information, or failure to report subsequent changes may result in delayed allowance or loss of benefits.

Signature: _____ Date: _____

Office Use Only

Date received: _____ Initials: _____



Student Section (A)

Name: _____
 APU ID#: _____ - _____ - _____ E-mail address : _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Phone #: (_____) - _____ - _____ APU Box #: _____ Major(s)/Program: _____

Level):

UG

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Doctoral

VA Information (B)

Is this your first semester at APU? Y N (If "yes", please continue below in section B, If "no", move on to section C)
 Are you a Veteran? Y N
 Are you a spouse/child of a Veteran? Y N
 Are you on Active Duty? Y N
 Are you a spouse of an A.D. soldier? Y N
 Total number of transfer units? _____

Current Class Schedule (C)

Term In Which You Are Enrolled: _____					
Course Name:	Course ID:	Units:	Course Name:	Course ID:	Units:

Are any of these repeat courses? Y N
 Are any of these remedial courses? Y N
 Are any of these non-degree credit? Y N
 Total number of units enrolled: _____

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 Chapter 35- Dependents Education Chapter 33- Post-9/11 Yellow Ribbon

Note: Carelessness in filling out this form, lack of complete information, or failure to report subsequent changes may result in delayed allowance or loss of benefits.

Signature: _____ Date: _____

Office Use Only

Date received: _____ Initials: _____



Student Section

Name: _____ APU ID#/SSN (last 4): _____ APU Box: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Phone: _____ Email: _____
 Signature: _____ Date: _____

Please read carefully and Initial next to each item:

- ___ It is my responsibility to contact APU's MVEB Office after I have registered each semester and submit a VA Certification Request form.
- ___ The Department of Veterans Affairs usually requires **eight to ten** weeks to process applications for educational benefits for new students and **six to eight** weeks for students who are requesting change of program or school.
- ___ Undergraduate students enrolled in **12 semester hours** or more are classified as full-time students. Graduate students enrolled in **9 semester hours** or more are classified as full-time students.
- ___ It is my responsibility to report any **increase** or **decrease** in credit hours each semester. Failure to do so will interrupt my benefits.
- ___ If I **change academic programs**, it is my responsibility to notify the MVEB Representative at Azusa Pacific University and submit a Change of Program application (22-1905) through the VA. Failure to do so will result in termination of my benefits until this is resolved.
- ___ It is my responsibility to ensure that both schools process VA paperwork if I am dually enrolled or enrolled as a transient student. A **Supplemental Enrollment Request** can be submitted to get certified.
- ___ Satisfactory academic progress and personal conduct must be maintained according to school policy. **I will not receive benefits** to repeat a course for which I received a grade of "D" or better unless a higher grade is required.
- ___ **Tutorial assistance** is available if I am receiving VA educational assistance at the half time or more rate and if I have a deficiency in a subject making tutoring necessary. You will be paid out at \$100/month while receiving tutoring services, this check is to be given to the tutor.
- ___ I am responsible for requesting official transcript(s) from other post secondary programs attended and having them sent to the Admissions Office at Azusa Pacific University for evaluation along with a copy of the SMART transcript.
- ___ Only credit accepted toward degree requirements, including independent study courses, will be counted in VA education benefits. **Please note that VA will not pay for Audit classes.**
- ___ Should you **drop or withdraw** from a class, the federal government will not pay the GI Bill towards that course. You will be responsible for any outstanding balance this creates on your student account.
- ___ I have been given the contact information for the MVEB representative at Azusa Pacific University. The information checked above has been explained to my complete understanding and all of my questions have been answered. I am encouraged to keep a copy of this document for future reference.
- ___ It is my responsibility to inform the APU Office of Military and Veterans Education Benefits when my **benefits have been exhausted**. Please provide the exhaustion letter at that time as well.

Post-9/11 Specific (skip if using another benefit chapter):

- ___ Each year APU will re-evaluate if it wishes to participate in the Yellow Ribbon Program; including the maximum we wish to contribute and the number of students it will be available to, as well as the level of education it will be available to.
- ___ Please be advised, if you choose to participate in the Yellow Ribbon Program **you will not be eligible to receive any additional tuition scholarships or grants** over and above the amount of net tuition/fees cost.

Military and Veterans Education Benefits Resources

APU Resources:

Phone Numbers:

APU Office of Military and Veterans Education Benefits	(626) 815-3837
APS Student Financial Services	(626) 815-5301
UG Student Financial Services	(626) 812-3009
Graduate Center	(626) 815-4570
GI Bill & Post-9/11 Assistance	(888) 442-4551
LA Regional Vocational Rehabilitation	(310) 235-6122
VA Debt Management Center	(800) 827-0648

Addresses:

GI Bill/Education Office	PO Box 8888, Muskogee, OK 74402
LA Regional Vocational Rehabilitation	11000 Wilshire Blvd, Los Angeles, CA 90024
VA Debt Management Center	PO Box 11930, St. Paul, MN 55111

Websites:

GI Bill/VA	www.gibill.va.gov
Vocational Rehabilitation	http://www.vba.va.gov/bln/vre/
Debt Management	http://www.va.gov/debtman/
Education Forms	http://www.vba.va.gov/VBA/forms/Education
Vocational Rehab/Employment Forms	http://www.vba.va.gov/VBA/forms/VocRehab