

# Policies and Procedures for Students using Military Educational Benefits at Concordia University St Paul

## How to Activate Entitlement

In order to use VA Educational benefits at Concordia University St Paul, a student must be accepted to the University. A student must also submit a copy of one of the following documents to the School Certifying Official (SCO) to have benefits processed:

- Certificate of Eligibility (COE) or Statement of Benefits from [www.vets.gov](http://www.vets.gov)
- Notice of Benefit Entitlement (NOBE)
- Vocational Rehabilitation VA Form 28-1905

**\*\*With the submission of this document, a military student is requesting the School Certifying Official to verify enrollment within the VA system on their behalf. This will generate the payment of their education benefits.**

**This is a one-time submission; the SCO will continue to certify enrollment for a military student for all future semesters unless they have been notified otherwise.\*\***

Roughly two weeks before the start of the semester, the School Certifying Officials will enter enrollment through the VA Once System for all registered Military students that have submitted the above document. After the Census Date for that semester, enrollment will be locked and the SCO will enter the required tuition and fees.

## How to Activate Tuition Assistance (TA) Entitlement

In order to use Tuition Assistance benefits at Concordia University St Paul, a student must be accepted to CSP and submit a copy of their Tuition Assistance Authorization Voucher from the specific unit to the School Certifying Official (SCO).

## Tuition Payments

**Chapter 30, 1606, 35:** The student is responsible for paying all tuition and fees by the tuition due date. Concordia St Paul does not have an agreement with the VA to process tuition/fee waivers; therefore, failure of the VA to pay students in a timely manner does not eliminate or delay a student's financial responsibility to CSP.

**Chapter 33, VA Vocational Rehabilitation and Tuition Assistance:** The VA payment will be made directly to the University and applied to a student's tuition and fees. If a student is receiving loans or grants, the Business Office will use the loan/grants first. Once the VA/Tuition Assistance pays the school, and if this creates a negative (or credit balance) on the student's account, the Financial Aid Office will review and issue a refund to the student if required. Any money due to the school that will not be paid by the VA/Tuition Assistance will be the responsibility of the student by the payment deadline.

## Military Students Responsibilities

It is the students' responsibility to know the requirements for their benefits, including:

- Immediately advise the School Certifying Official of any changes to enrollment as well as benefit usage if they are not planning to use them for current or future semesters or if the benefits they will be using have changed
  - *The University is required by law to report to the Veterans Administration, within 30 days of the occurrence, any changes in a Military student's status which would affect that student's receipt of benefits*

- Knowing what the full time rate for payment is and that they meet that requirement
- Reviewing their CSP Connect for payments made to their student account/charges that are not covered by military benefits
- Confirming that the mail and email addresses within the VA system are updated and accurate

Additional Resources for Military Students:

- [www.vets.gov](http://www.vets.gov)
- <https://www.benefits.va.gov/gibill/>