



**Department of Veterans Affairs**  
Office of Resource Management  
810 Vermont Avenue, NW (241D)  
Washington, DC 20420

Dear Higher Education Executive,

You recently received a letter from VA requesting your Tax Identification Number and bank account direct deposit information. The purpose of that letter was to ensure proper payment of tuition, fees, and Yellow Ribbon Program payments for students receiving educational assistance under the Post-9/11 GI Bill, also known as Chapter 33. This letter explains the basics of the Chapter 33 program, how you will receive and identify payments from VA, how you can avoid owing money to VA, how to refund money to VA, and whom to contact if you have questions regarding this letter.

Please forward this letter to the School Bursar's Office, the School Certifying Official for VA education benefits, and any other school officials as needed. It is critical that all interested persons know their responsibilities in regard to receiving payment, reporting enrollment changes, and refunding money to the appropriate parties.

### **What Are The Basics Of The Chapter 33 Program?**

The Chapter 33 program provides VA Education Benefits to eligible veterans and service members who served at least 30 continuous days on active duty after September 10, 2001, and to certain qualifying dependents.

Schools will be receiving tuition, fees, and Yellow Ribbon Program payments directly from VA on behalf of each eligible student. Schools will be responsible for handling refunds of these payments as explained below.

Students may be eligible to receive a monthly housing allowance, books and supplies stipend, tutorial assistance, work-study benefits, rural allowance, and licensing and certification fees as qualified. These payments will be made directly to the student.

VA will withhold future benefits for students who have a debt with VA. These benefits include payments made directly to the students and also payments made to the schools on the students' behalf. In these instances, the student is responsible to make appropriate arrangements with the school regarding any outstanding school expenses.

## **How Will You Receive and Identify Payments From VA?**

VA will make one Automated Clearing House (ACH) deposit for the Tuition and Fees payment and one for the Yellow Ribbon Program payment, if applicable, directly into the school's financial account for each certified Chapter 33 student. When VA processes VA Form 22-1999, Enrollment Certification, submitted by the School Certifying Official, payments will be released. VA will not make payments to the schools based on invoices or bills. If your direct deposit information changes or you wish to enroll in direct deposit, please notify VA immediately by emailing [CH33schools@va.gov](mailto:CH33schools@va.gov).

The direct deposit payment will include an addenda field with the student's identifying information. The addenda will include the student's VA file number, the student's name (up to 20 characters), and the term dates for the payment. Schools may request the addenda information from their Financial Institution. Financial institutions are required to provide this information upon request according to rules set by the National Automated Clearing House Association. Please request that your financial institution provide this information in a readable format so that you will be able to match the payment with the student.

Should VA not have an active direct deposit payment address for your school, we will make payments to you by paper check. These checks will be sent to the mailing address on file. A stub containing the student's identifying information specified above will be attached to each check.

Besides the addenda information provided with the individual student payments, VA will also mail your School Certifying Official a weekly report known as the Vet Rep Listing Report. This report lists all VA education benefits your students are receiving. Payments made directly to the schools will be listed on the report in a subsection titled "Chapter 33 Tuition and Fees, and Yellow Ribbon Payments." You will receive the Chapter 33 Tuition and Fees and Yellow Ribbon Payments portion of the report even if your school previously indicated that you do not wish to receive the Vet Rep Report.

## How Can Your School Avoid Liability To VA?

Schools are required to report, without delay, the enrollment, interruption, and termination of attendance for each person enrolled in an educational assistance program administered by VA. This requirement will also apply to Chapter 33.

In addition to reporting any changes in enrollment status, schools will be held responsible for refunding payments as appropriate. The following list explains who should receive refunds of Tuition, Fees, and Yellow Ribbon payments:

- (1) Should a student enroll in courses, begin attending classes and subsequently drop out, schools shall follow their current refund policy and deal directly with the student. Should the change in enrollment cause a VA debt, VA will collect from the student.
- (2) Should a student die during a term, quarter, or semester, and a refund is due, the school shall refund VA.
- (3) Should a student enroll in courses and never attend classes, the school shall refund to VA the full amount of payments received on behalf of the student.
- (4) Should VA send a payment to the wrong school, the school shall refund to VA the full amount of payments received.

Compliance surveys are conducted to ensure that schools, and their approved courses, are in compliance with all applicable provisions of the laws administered by VA. The purpose of these activities is to prevent deficiencies and to correct them when they are found. Compliance surveys are also a means to identify school negligence or fraud. Should a compliance survey result in a finding of potential school liability, it will be referred to a VA Regional Processing Office, which will make the final determination of liability. This applies to all VA education programs, including Chapter 33.

VA may also hold a school liable for an overpayment to a claimant if the overpayment was made as a result of:

- (1) Willful or negligent failure of the school to report excessive absences from a course, or discontinuance or interruption; or
- (2) Willful or negligent false certification.

VA will actively pursue collection on all cases where payment is due from the school.

## How Can Your School Refund Money To VA?

Schools may refund money to VA in one of three ways:

- (1) In those instances where the school is responsible to refund VA, VA requests that you send a check to the agent cashier of the Regional Processing Office of jurisdiction. ***It is essential that you include the student's name and VA file number when you make a payment to VA.*** Please make check payments payable to "VA Agent Cashier" and send to the following address:

(VA Agent Cashier)  
(RPO of jurisdiction)  
(Address of RPO)  
(City, State and ZIP)

- (2) Should the school receive payment in the form of a paper check, the school may return the uncashed check from VA to:

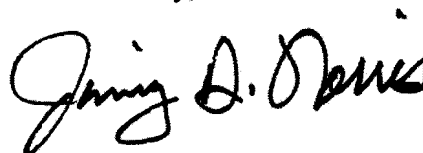
U.S. Department of the Treasury  
Financial Management Service  
P.O. Box 51318  
Philadelphia, PA 19115-6316.

- (3) Should the school receive payment via Electronic Funds Transfer, schools may refund VA electronically via Automated Clearing House (ACH). To do so, schools shall request their banks return the full payment amount using an R23 ACH return code. Each bank has its own procedures and time constraints for returning direct deposit payments. Please speak with your bank's representative to obtain specific instructions on this process.

## Do You Have Any Questions?

If you have any questions regarding this letter, please contact VA Central Office by emailing [CH33schools@va.gov](mailto:CH33schools@va.gov).

Sincerely,



Jimmy A. Norris  
Chief Finance Officer