



Post-9/11 GI Bill:

School Responsibilities

The following information provides the basic responsibilities of an educational institution (school) that accepts students whose tuition and fees are paid by the Post-9/11 GI Bill. There are additional responsibilities for those schools that participate in the Yellow Ribbon Program.

RESPONSIBILITIES FOR REPORTING:

- **Keep VA informed of the enrollment status of veterans and other eligible persons**
 - Use basic forms to keep VA informed, such as:
 - Enrollment Certification (VAF 22-1999) to report tuition, fees, enrollment dates, term dates, Yellow Ribbon
 - Notice of Change in Student Status (VAF 22-1999B) to report all changes to enrollment information (including those that do not result in a training time change)
 - May use paper forms or electronic enrollment (VA-ONCE)
 - Report all enrollments and changes within 30 days.
- NOTE:** Enrollments may be reported 60 days prior to the start of the term
- Report one term at a time (for schools on other than quarter or semester, report number of terms equal to a 15-week semester)
 - Monitor the subjects pursued by a student to certify to VA only those subjects that apply to the student's program
 - Monitor student's grades to ensure (s)he is making satisfactory progress; report unsatisfactory progress
 - Monitor student's conduct and report when student is suspended or dismissed for unsatisfactory conduct.
- **Keep the State Approving Agency (SAA) informed of:**
 - New programs and changes in current programs
 - Changes in academic policies and procedures
 - Changes of address, phone numbers, certifying officials
 - Any other information required by the SAA.
- **Keep up-to-date on current VA rules and benefits**
 - Provide e-mail address to VA Education Liaison Representative (ELR) to be included on listserv
 - Read and maintain VA bulletins
 - Read and keep in a safe place a copy of the VA Benefits Handbook
 - Attend VA and SAA training opportunities
 - Enroll in VA on-line training.

Responsibilities for maintaining records of VA students and making the records available for inspection:

- Retain file of VA papers submitted & records of academic progress, program pursuit, etc.
- Maintain records for at least three years following the student's last date of attendance
- Ensure that records are kept in a safe place and that the privacy of VA students is protected
- Make available all school records to representatives of the SAA and VA.

A school's file for a VA student should contain:

- Copies of all VA paperwork
- The school's transcript, grade reports, drop slips, registration slips (for those courses dropped during drop/add), transcripts from previous schools with evaluations of same, student's school application, records of disciplinary action, program outline (to track proper courses taken), etc.

Additional responsibilities required of a Yellow Ribbon school:

- Certify in accordance with the school's Yellow Ribbon agreement
- Maintain these additional records:
 - o Track the number of students enrolled under Yellow Ribbon
 - o Track the annual Amount of Tuition and Fees
 - o Develop and document a process for the *first come-first serve* enrollment of students into the Yellow Ribbon Program.

These are additional activities that schools are encouraged to carry out, but are not required by VA.

- **Assist VA students in applying for education benefits**
 - Maintain copies of appropriate application forms
 - When requested, help veterans and dependents fill out and send in applications
 - If student cannot resolve pay problems, assist through VA channels designated for school officials
 - Disseminate and/or post information on VA education benefits, programs, and contact points
 - Ensure that VA students are fully aware of their responsibilities to the school and VA.
- **Apprise supervisors of any internal problems that may affect service to VA students, such as:**
 - Failure of records office to provide information on a student's grades, grade changes, academic problems, etc.
 - Failure of instructors to provide information on attendance/attendance problems
 - Failure of other offices to provide information on new programs, changes in current programs, etc.
 - Failure of mail distribution center to forward appropriate mail.

For more information, contact your school's Education Liaison Representative, visit the VA GI Bill website at <http://www.gibill.va.gov>, or call toll-free 1-888-GIBILL-1 (1-888-442-4551).