



## 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.
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- 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.
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- 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:
    - Track the number of students enrolled under Yellow Ribbon
    - Track the annual Amount of Tuition and Fees
    - Develop and document a process for the first come-first serve enrollment of students into the Yellow Ribbon Program.

**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.



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- 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.