GENERAL INFORMATION:
All veteran students who wish to receive educational benefits under a federal GI Bill program must complete a VA Benefits Request form and submit it to our office. It is to your advantage to register for your benefits as early as possible to avoid a delay in your payments and to avoid standing in long lines.

Certification Process: Our office will certify a student’s enrollment for 8 months (except Ch.33) during the fall semester if they indicate how many credits they plan to enroll in for spring on their original VA Benefits Request form. If they enroll in more or less credits than they anticipated for fall or spring, they must notify our office. Also, 12 or more credits is considered full-time, so adding anything above 12 credits does not affect your monthly rate.

Summer School: If you are requesting benefits for summer school, you are required to complete a separate Summer VA Benefits Request form.

Award Letter: Applicants will receive an award letter from the Veterans Administration that will give information like your remaining entitlement, the current school year dates, your monthly rate, and the monthly verification process available on-line. Read it carefully to make sure the dates and amount are correct. Save it for future reference.

Payments: Your GI Bill payments are normally received at the beginning of each month for the previous month. Therefore, the payment you receive in October is for the month of September. Chapter 30 veterans and Ch. 1606 reserve/guard will receive their payments later in the month because of the monthly verification process which is required before a payment is issued. The VA only uses direct deposit.

Monthly Verification: The VA requires all recipients receiving educational benefits under Ch. 30, Ch. 1607, and Ch.1606 to verify their enrollment on a monthly basis. You may do this on-line at: www.gibill.va.gov and click on “WAVE”. You may also verify by phone by calling toll-free at 1-877-823-2378.

Reporting Changes: Remember to report all course load changes to our office, this includes drops, withdrawals, addition of mini courses, and courses changed to “Audit”. Be aware that dropping courses may result in an overpayment and you may have to pay part or all of the money back to the VA. To receive full-time benefits as an undergraduate, you must be enrolled in 12 or more credits, excluding mini courses. The ¾ rate is 9 to 11 credits, and the 1/2 time rate is 6 to 8 credits, 5 or less credits is 1/4 time. Post 9/11 or Ch.33 students must be enrolled a minimum of 51% or 7 credits as an undergraduate, 6 credits as a Graduate student for BAH purposes.

GI BILL PHONE NUMBER:
Problems with the monthly verification process, lost checks, payment/repayment issues, or address changes may be resolved by contacting the VA at their toll free number: 1-888-442-4551.

ADVANCE PAYMENT:
Advance Payment assistance is intended to help students meet school-related and other expenses at the beginning of a semester. The payment is your GI Bill allowance for the first two months of school and the check is issued to the university at the beginning of a school year. It is available to eligible veterans, reservists/guard members and dependents enrolled at a minimum of half-time. You must also make your request for advance payment a minimum of 30 days before your classes begin. (This program is not available for Ch. 31 or Ch.33 students.)

REPEATS, AUDITS AND MINI COURSES:
If you are repeating a course for which you already received VA educational benefits, you may not get paid for it again. Repeating a course to raise your grade point average is not an acceptable reason for receiving VA payment. The VA will pay for repeat courses only if you received an “F” in the initial course, or you did not meet the minimum grade requirement for the course when taken in your approved program. Payment also cannot be made for any courses taken or changed to an “Audit” basis. Changes to audit during a semester will be treated by the VA as a course drop with a request for mitigating circumstances. Enrollment in “mini” or short courses could also affect your VA payments and you may not be paid full-time for the entire semester.

CANCELLATION POLICY:
Students are not currently cancelled for non-payment of tuition. Moreover, late fees may be reversed in certain circumstances when using certain benefits. Questions regarding billing should be directed to the Bursar’s Office, Mitchell Hall Room 295, phone 229-4914.

SATISFACTORY ACADEMIC PROGRESS:
All students receiving VA educational benefits are required to maintain satisfactory academic progress according to published standards established and enforced by the university. Those students who receive an academic drop by the university will have their VA benefits terminated. The Military Education Benefits Office will discontinue certification of enrollment and will inform the VA of their termination date. Students have the right to appeal their academic drop with their academic advisor. The VA determines whether or not payment will be terminated and the conditions for reinstatement.
APPLICATION REQUIREMENTS BY CHAPTER:

Chapter 33:

Chapter 30:

Chapter 1606:

Chapter 31:
Veterans seeking VA vocational rehabilitation benefits must meet with a voc rehab counselor each semester. The Bursar’s Office will mark their tuition as being paid by the Veterans Administration. All book and supply charges are handled through the voc rehab counselor. Any special charges or problems should be referred to your vocational rehabilitation specialist at the VA. Other charges like special course fees, graduation fees, and copies may be eligible for reimbursement, please contact the VA vocational rehabilitation counselor on campus at 414/229-6488 for more information.

Chapter 35:
New Applicants: Submit application 22-5490 to Department of Veterans Affairs. Submit Certificate of Eligibility and VA Educational Benefits Request Form to the Military Educational Benefits Office.

Ch.35 Transfer Students: Same documentation as for new applicants and submit a 22-5495 Request for Change of Program or Place of Training Form to the Military Educational Benefits Office.

Transfer Students (All other Chapters): Same documentation as for new applicants and submit a 22-1995 Request for Change of Program or Place of Training Form to the Military Educational Benefits Office.

FINANCIAL AID:
Many students think they aren’t eligible for financial aid if they are using their GI Bill benefits. The fact is, over 80% of veterans are eligible for some financial aid. We urge you to take advantage of this and fill out a financial aid application at www.fafsa.ed.gov. Contact Financial Aid with questions at 229-4541.

STATE BENEFITS:
Wisconsin GI Bill: Eligible veterans, dependents of disabled veterans, and spouses of disabled veterans will receive a 100% waiver of their normal tuition and fees. Veterans must have a disability rating of at least 30% for their spouses and/or children to qualify for the bill. For veterans and spouses, this benefit can be used for 8 semesters or 128 credits whichever is greater. Dependents can use the bill for the same number of semesters and credits, but will lose eligibility once they turn 26 years old.

This program currently covers all levels of coursework and covers only normal tuition and fees. It does not cover books or any additional charges. For study abroad program, the bill will only cover the tuition that is charged by UWM and not paid to another institution (usually a very small portion, the bill may not cover any charges for some study abroad programs).

Application packets and additional information can be found at our website (www4.uwm.edu/mebo/) or the Wisconsin Department of Veterans Affairs website (http://dva.state.wi.us/Pages/home.aspx).

Wisconsin State Benefits - VetEd Reimbursement Grant: This program is available for Wisconsin veterans who are enrolled as full-time undergraduates working on their first degree. The reimbursement is currently at 100% of the cost of tuition and fees not to exceed 100% of the standard cost of resident tuition and fees for an equivalent undergraduate course at UW-Madison. Reimbursement is established upon satisfactory completion of the semester with a semester GPA of 2.0 or higher. Two years honorable active duty service is required. There is an income limit of $50,000 plus $500 for each dependent in excess of two dependents. You must generally use the grant within 10 years of discharge from military service but exceptions apply. Students must submit an application (within 60 days of first day of classes) online at https://services.dva.state.wi.us. Typically, students receive reimbursement 30 to 60 days after the last day of classes.

Wisconsin GI Bill Tuition Grant Reimbursement Program: This program is available to guard members and warrant officers who do not have a baccalaureate degree. Reimbursement is based on satisfactory completion of courses and minimum 2.0 GPA for the semester. Books and segregated fees are excluded. The grant is good up to 8 full-time semesters. To apply, guard members must submit an application to our office no later than 90 days after the completion of each semester. Applications are available in our office and on our Website. Typically, students receive reimbursement 30 to 60 days after the last day of classes.