

# Military Education Benefits Information

Military Education Benefits Office

Mellencamp Hall, Room 168A

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## GENERAL INFORMATION:

All veteran students who wish to receive educational benefits under a 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 checks and to avoid standing in long lines.

Certification Process: Our office will certify a student's enrollment for 9 months in 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. Therefore, if students change from 6 credits to 8 credits in the spring, they are still ½ time so it is not considered a change in enrollment. 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 sign a separate Summer VA Benefits Request form.

Award Letter: Applicants will receive an award letter from the Veterans Administration that will give you 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.

Check Disbursement: Your GI Bill checks are normally received at the beginning of each month for the previous month. Therefore, the check you receive in October is for the month of September. Chapter 30 veterans and Ch. 1606 reserve/guard will receive their checks later in the month because of the monthly verification process which is required before a check is issued. Contact the VA if you wish to set up direct deposit.

Monthly Verification: The VA requires all recipients receiving educational benefits under Ch. 30 and Ch. 1606 to verify their enrollment on a monthly basis. You may do this on-line at: [www.gibill.va.gov](http://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. Also failing grades in which the instructor indicates that a student did not attend the class for the entire semester will be reported to the VA with the last date of recorded attendance so that they can adjust the student's rate of pay accordingly. 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.

## 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 educational assistance allowance 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, and not claiming benefits for the full calendar month preceding the start of the semester in which advance payment is requested. Therefore, if you are claiming GI Bill benefits during the month of August for summer school, you would not be eligible for advance payment for the fall semester. 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 veterans.)

## 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:

Please be aware of the UWM cancellation policy for non-payment of tuition which is described in the student handbook. Veteran-students are responsible for paying their tuition on time to avoid late charges and cancellation. Veteran-students risk having their VA educational benefits canceled if a portion of their tuition is not paid by the second week of school. 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 Veterans Affairs 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 30:**

**New Applicants:** Submit application **22-1990** to Department of Veterans Affairs. Submit Certificate of Eligibility, DD-214, Kicker Contract or College Top-Up Contract (if applicable), and VA Educational Benefits Request Form to the University of Wisconsin – Milwaukee Military Educational Benefits Office.

**Transfer Students:** Submit Request for Change of Program or Place of Training **22-1995**, Certificate of Eligibility, DD-214, Kicker Contract or College Top-Up Contract (if applicable), and VA Educational Benefits Request Form to the University of Wisconsin – Milwaukee Military Educational Benefits Office.

### **Chapter 1607:**

#### **New Applicants, Transfer Students, & Continuing Students:**

Please refer to Chapter 1606 instructions for information on how to apply for your Montgomery GI Bill benefits. \*\*\*If you are claiming eligibility for Chapter 1607 benefits, you must submit the following\*\*\*

- 1) A copy of your orders calling you to active duty
- 2) A copy of your DD-214 for the activated service
- 3) Submit either a **22-1990** (if you are currently receiving educational benefits you have already completed this application) or submit a **22-1995** (and write at the top of the form “**Application for CH1607 Benefits**”)
- 4) Mail the documents to:

Department of Veterans Affairs  
Regional Processing Office  
PO Box 66830  
St. Louis, MO 63166

### **Chapter 1606:**

**New Applicants:** Submit application **22-1990** to Department of Veterans Affairs. Submit Certificate of Eligibility, Notice of Basic Eligibility NOBE (DD 2384), Kicker Contract (if applicable), and VA Educational Benefits Request Form to the University of Wisconsin – Milwaukee Military Educational Benefits Office.

**Transfer Students:** Submit Request for Change of Program or Place of Training **22-1995**, Certificate of Eligibility, Notice of Basic Eligibility NOBE (DD 2384), Kicker Contract (if applicable), and VA Educational Benefits Request Form to the University of Wisconsin – Milwaukee Military Educational Benefits Office.

### **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 University of Wisconsin – Milwaukee Military Educational Benefits Office.

**Transfer Students:** Submit Certificate of Eligibility, **22-5495** and VA Educational Benefits Request Form to the University of Wisconsin – Milwaukee Military Educational Benefits Office.

### **Chapter 31:**

Veterans seeking VA vocational rehabilitation funding must complete a VA Benefits Request form for each semester. The Bursar’s Office will mark their tuition as being paid by the Veterans Administration. All book and supply charges are handled with the UWM Bookstore in the union. 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 your VA

vocational rehabilitation counselor for more information.

## **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](http://www.fafsa.ed.gov). Contact Financial Aid with questions at 229-4541.

## **STATE BENEFITS:**

**Wisconsin GI Bill:** For the fall 2007 semester, all 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, 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, these students must also remain enrolled full time. Spouses have the same credit and semester limits, but will only remain eligible for 10 years after the veteran’s date of disability.

This program currently covers all levels of coursework and covers only normal tuition and fees. It does not cover books or any additional charges. Courses that charge over the normal tuition will be covered up to the normal tuition cost, and the student will be responsible for the difference. 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).

Veterans and dependents who drop and/or withdraw from their coursework for a semester will forfeit their Wisconsin GI Bill eligibility for that semester and will have their credits and the semester charged to their cumulative 128 credit total allowed under this program. Students who medically withdraw for military service-connected reasons may have additional options.

Application packets and additional information can be found at our website ([www4.uwm.edu/mebo/](http://www4.uwm.edu/mebo/)) or the Wisconsin Department of Veterans Affairs website (<http://dva.state.wi.us/default.asp>).

**VetEd Reimbursement Grant:** This program is available for Wisconsin veterans who are enrolled as full-time undergraduates. 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 \$47,500 plus \$500 for each dependent in excess of two dependents. You must be enrolled as an undergraduate and use the grant within 10 years of discharge from military service. Students must submit a pre-application (within 30 days of the first day of classes) and post-application (within 60 days of the last day of classes) online at <https://services.dva.state.wi.us>.

**National Guard 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 a minimum 2.00 GPA for the semester. Books and segregated fees are excluded. The grant is good up to 8 semesters. To apply, guard members must submit an application to our office no later than 60 days after the completion of each semester. Applications are available in our office and on our website. Typically, students receive reimbursement two to three months after the last day of classes.