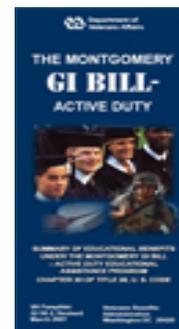


**OFFICE OF MILITARY AND VETERAN STUDENT SERVICES
UNIVERSITY OF LOUISVILLE
HOUCHENS BLDG LL-08
LOUISVILLE KY 40292**

**A QUICK REFERENCE GUIDE AND IMPORTANT
INFORMATION FOR**

**Chapter 30
Montgomery GI Bill Active Duty
(MGIB-AD)**



APPLICATION FOR BENEFITS



To apply for Chapter 30- MGIB, go to [http://louisville.edu/vonapp](#). It will take approximately 8 to 12 weeks for the Department of Veterans Affairs to process the application for benefits. Once the application is finalized, the student will receive a CERTIFICATE OF ELIGIBILITY verifying the amount of benefits and months of entitlement available. The VA Certifying Official will need a copy for your file.

REQUESTING BENEFITS

To request the use of your benefits please fill out the Benefit Enrollment Form at <http://louisville.edu/admissions/apply/transfer/veterans/veterans-educational-benefits-enrollment-form-new>. When you have completed the form, click 'submit' at the bottom of the page. **THIS FORM MUST BE COMPLETED PRIOR TO THE START OF EACH SEMESTER THAT YOU ARE USING BENEFITS.**

TUITION PAYMENT

The University of Louisville requires tuition to be paid at the time of registration. Due to extended processing time of the VA, you cannot rely on your education benefits to cover tuition payment. It may be necessary to seek an alternate payment plan. Please contact the Bursar's Office at (502)852-6503 to discuss payment plan options. You may also email them at bursar@louisville.edu.

APPROVED DEGREE PROGRAMS

The Department of Veteran Affairs will only pay education benefits for courses that apply towards an approved major or degree program. It is the responsibility of the veteran/dependent to make sure courses he/she is enrolled in are approved as general education requirements.

CONTINUING STUDIES

The VA will allow a student to enroll in Continuing Studies and earn up to 24 credit hours. Once 24 credit hours have been completed, the student *must* transfer to a degree-granting program within the university to receive VA benefits.

CHANGING MAJORS

It is the responsibility of the veteran/dependent to notify the VA Certifying Official if you are changing majors or degree programs. Failure to comply will terminate VA education benefits.

TEACHER CERTIFICATION

If you are pursuing teacher certification, please submit a listing of the courses required for certification. Courses not on the list will not be certified for VA benefits.

VISITING STUDENT AT ANOTHER SCHOOL

If you are attending another university as a visiting student, **you must have a visiting student letter on file in the Registrar's Office before the course can be certified for VA benefits.** You will need to bring a copy of the visiting student letter to the U of L Veteran Affairs Representative for your certification to be processed and VA payment can be applied while you are attending another school. To receive credit when the course is completed, the student must request an official transcript to be mailed to the Registrar's Office.

TRANSFER STUDENTS

Chapter 30 veterans transferring from another school must complete a Change of Place of Training (22-1995) online.

DISABILITY RESOURCE CENTER

The Disability Resource Center is located in room 119 in Stevenson Hall. The staff coordinates services and programs for students with disabilities. Accommodations and support are individualized depending on the needs of each student. For more information, please contact the Disability Resource Center at (502)852-6938.

CHANGE OF ADDRESS

It is the responsibility of the veteran/dependent to keep the Department of Veteran Affairs and the certifying official informed of your current address. To update your address, go to www.gibill.va.gov (Ask a question/find an answer) and submit the information.

DIRECT DEPOSIT

To establish or change direct deposit information, contact the Department of Veteran Affairs at 1-877-838-2778 **IMMEDIATELY**. Failure to contact the VA with changes will delay your payments.

UNAUTHORIZED REPEATS

The Department of Veteran Affairs will only pay for repeated courses when the initial grade is an "F". A grade of "D" or higher is considered a satisfactory grade by the Department of Veteran Affairs and will not be paid if the course is repeated.

VA POLICY FOR PAYMENT OF THE FOLLOWING PUNITIVE GRADES:

- “EF”(Earned F)- VA will pay for the course
- “UF”(unearned failure-student stopped attending)- VA will not pay
- “NP”(Non-participatory-student never attended class)-VA will not pay

AUDITS

THE VA WILL NOT PAY FOR AUDITED COURSES UNDER ANY CIRCUMSTANCES!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

FULL-TIME/PART-TIME STATUS (VA purposes only)

UNDERGRADUATE	Fall/Spring	GRADUATE	Fall/Spring
12 hrs+	Full Time	9 hrs+	Full Time
9 hrs-11 hrs	$\frac{3}{4}$ time	6 hrs-8 hrs	$\frac{3}{4}$ time
6 hrs-8 hrs	$\frac{1}{2}$ time	4 hrs-5 hrs	$\frac{1}{2}$ time
1 hr-5 hrs	Less than $\frac{1}{2}$ time	3 hrs	More than $\frac{1}{4}$ but less than $\frac{1}{2}$ time

Please contact the Veterans Affairs Representative regarding summer enrollment status.

MONTHLY EDUCATIONAL ASSISTANCE ALLOWANCES

Effective 10/01/2015

Rates for individuals whose initial active duty obligation was 3 YEARS OR LONGER

Student Status	Monthly Rate
Full time	\$1789.00
$\frac{3}{4}$ time	\$1341.75
$\frac{1}{2}$ time	\$894.50**
Less than $\frac{1}{2}$ time but more than $\frac{1}{4}$ time	\$894.50**
$\frac{1}{4}$ time or less	\$447.25

REMINDER:

CHAPTER 30 veterans must certify their enrollment with the VA the last day of each month by calling 1-877-823-2378 or verify on the web at www.gibill.va.gov and follow the link to the WAVE online program. Instructions are provided.

For more information regarding veteran education benefits and admission questions please contact the Office of Military and Veteran Student Services staff.

Carissa Gentry
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Office of Military and Veteran
Student Services
University of Louisville
Louisville, KY 40292
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Office: (502)852-0998
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Kristen Roy
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veterans@louisville.edu
ketaxe01@louisville.edu

For specific questions regarding your benefits, call the G I Bill hotline at 888-442-4551.