



# Veterans Services

## HANDBOOK

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# APPLYING TO ELMHURST UNIVERSITY

Ready to take the next step? Using your benefits at Elmhurst University is a straightforward process that can be accomplished in a few short steps. Scan the QR code for information on applying, military transcripts and more.



## IMPORTANT CONTACTS

### On Campus

Admission	(630) 617-3400 or <a href="mailto:admit@elmhurst.edu">admit@elmhurst.edu</a>
Registration and Records	(630) 617-3250
Tutoring	(630) 617-3155
Student Affairs	(630) 617-6500
Wellness Center	(630) 617-3565
Military Services Coordinator	(630) 617-3212 or <a href="mailto:military@elmhurst.edu">military@elmhurst.edu</a>
Student Financial Services	(630) 617-3015 or <a href="mailto:sfs@elmhurst.edu">sfs@elmhurst.edu</a>

### Nationwide Veterans Support

VA & DoD Hotlines VA Education Office	(888) 442-4551
All other VA Benefits Hotline	(800)-827-1000
VA Healthcare Office	(877) 222-8387
VA Direct Deposit	(877) 838-2778
Verify Attendance (Previously W.A.V.E.)	(888)-442-4551
MyVA411 Main Line	(800)-698-2411
Suicide and Crisis Hotline	988 EXT. 1
DuPage County Vet Center	(630) 585-1853 or (877) 927-8387

### Useful Websites

Elmhurst Military and Veterans Services Website	<a href="http://elmhurst.edu/Veterans">elmhurst.edu/Veterans</a>
VA Education and Application	<a href="http://va.gov/education/how-to-apply/">va.gov/education/how-to-apply/</a>
Free Application for Federal Student Aid	<a href="http://studentaid.gov">studentaid.gov</a>
Elmhurst University School Code: 001676	
Other VA Education Funding Options	<a href="http://benefits.va.gov/benefits">benefits.va.gov/benefits</a>
National Center for PTSD	<a href="http://ptsd.va.gov">ptsd.va.gov</a>
Troops to Teachers	<a href="http://troopstoteachers.mil">troopstoteachers.mil</a>
Benefit Payment History	<a href="http://va.gov/va-payment-history/">va.gov/va-payment-history/</a>
Military.com	<a href="http://military.com">military.com</a>
VA GI Bill® Feedback Tool	<a href="http://va.gov/education/submit-school-feedback/introduction">va.gov/education/submit-school-feedback/introduction</a>
Find a VA Form	<a href="http://va.gov/find-forms/">va.gov/find-forms/</a>
VITAL- Veterans Integration To Academic Leadership	<a href="http://va.gov/new-york-harbor-health-care/work-with-us/jobs-and-careers/veterans-integration-to-academic-leadership-vital/">va.gov/new-york-harbor-health-care/work-with-us/jobs-and-careers/veterans-integration-to-academic-leadership-vital/</a>
DuPage County Veterans Assistance Commission	<a href="http://dupagecounty.gov/government/departments/veterans_assistance_commission/">dupagecounty.gov/government/departments/veterans_assistance_commission/</a>
Forest Park Vet Center	<a href="http://va.gov/forest-park-vet-center/">va.gov/forest-park-vet-center/</a>

# FEDERAL VETERANS BENEFITS AT ELMHURST UNIVERSITY

## CHAPTER 33

### Post 9/11 GI Bill®

Individuals who served a minimum of 90 days on active duty after September 10, 2001, are eligible for educational assistance under the Post 9/11 GI Bill®. Chapter 33 will pay applicable tuition and fee charges, as well as provide a book stipend and a monthly basic allowance for housing based on E-5 with dependent criteria. The amount of funds released for each category is dependent on the veteran's level of entitlement for Chapter 33. For those whose last discharge date was on or after January 1, 2013, the 15-year limitation on benefit usage has been removed (Forever GI Bill®).

**Dependents:** Dependents of eligible service members could be eligible for transferred entitlement of Chapter 33 benefits. The determination of transferability is made by the Department of Defense (DOD) and requires prior approval before Elmhurst University will submit information to VA Education or hold registration.

**Yellow Ribbon®:** The Post 9/11 GI Bill® also includes a provision that a school may voluntarily enter into an agreement with the VA to pay some of the tuition and fees charges that are not covered under Chapter 33. Elmhurst University participates in the Yellow Ribbon Program and will accept an unlimited number of Yellow Ribbon students.

- The VA will match each additional dollar funded by the school
- The combined amounts may not exceed the full cost of the school's tuition and fees charged

Elmhurst University and the VA will each contribute up to \$11,000 per academic year. Only individuals entitled to the 100% benefit rate (based on service of 36 months or more) may receive funding from Yellow Ribbon.

## CHAPTER 30

### Montgomery GI Bill® Active Duty

Chapter 30 provides up to 36 months of education benefits to eligible veterans. Monthly benefits are paid directly to the veteran.

## CHAPTER 31

### Veteran Readiness and Employment Service (VR&E)

VR&E (previously known as Vocational Rehabilitation and Employment) is available to veterans who have been determined eligible by the U.S. Department of Veterans Affairs to have a service-connected disability. Chapter 31 will make payment to the campus for tuition and fees, books and supplies, and a monthly basic allowance for housing. For additional information on this benefit visit [www.benefits.va.gov/vocrehab/](http://www.benefits.va.gov/vocrehab/).

## **CHAPTER 1606**

### **Montgomery GI Bill®**

Selected reserve service members of the Selected Reserve can apply for this benefit that provides a monthly basic allowance for housing and 36 months of entitlement. Selected Reserve service branches include Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard and the Air National Guard.

## **CHAPTER 1607**

### **Reserve Educational Assistance Program (REAP)**

Effective November 25, 2015, the National Defense Authorization Act (NDAA) of 2016 discontinued the approval of REAP.

- Current REAP beneficiaries - If you were attending an educational institution during the semester, quarter or term that immediately preceded Nov. 25, 2015, you may continue to receive REAP benefits.
- REAP beneficiaries not attending school - Beneficiaries who applied for REAP but were not attending an institution during the semester, quarter or term that immediately preceded Nov. 25, 2015, are not eligible to receive REAP benefits.
- New REAP applicants - If VA received your initial REAP application after Nov. 24, 2015, you are no longer eligible for REAP benefits.

## **CHAPTER 35**

### **Survivor's and Dependent's Educational Assistance**

Chapter 35 provides 36 months of full-time or equivalent educational benefits for the spouse or child(ren) of a veteran who dies or is permanently and totally disabled as a result of a service-connected disability, or a spouse or child of a veteran who has been listed as a POW or MIA for a period of 90 days. The monthly benefit is paid directly to the survivor or dependent. If you began using your Chapter 35 benefit prior to August 1, 2018, your previously approved 45 months of entitlement is still effective.

## **How to Apply for Federal Veteran Benefits**

### **(Ch. 30, 31, 33, 35, 1606 and 1607)**

Soldiers or veterans must complete the 22-1990 application for VA Educational Benefits, and dependents and spouses must complete the 22-5490 Dependents' Application for VA Education Benefits online at [gibill.va.gov](http://gibill.va.gov) for faster processing. The standard processing time for the application is six to eight weeks. You will need to provide the Elmhurst University Military and Veterans Services contact within the Student Financial Services Office with a copy of your Certificate of Eligibility (COE) once you have been approved for your benefit. For more help in choosing which benefit will work best for you, visit [va.gov/resources/compare-va-education-benefits](http://va.gov/resources/compare-va-education-benefits) for a helpful comparison of your benefit options.

*NOTE: Students using Chapter 33, 30, Chapter 1606, REAP or VRAP must verify attendance through the VA at the end of every month before payment is issued. Verification of attendance has moved to a new system and can be completed through signing into your VA.gov, submitting an Ask VA at ask.va.gov, or by phone at (888)442-4551.*

## **Military Tuition Assistance**

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, National Guard and Coast Guard. Congress has given each service the ability to pay up to \$250 per semester credit hour for the tuition expenses of its members. Each military branch has its own criteria for eligibility, obligated service, application process and restrictions.

To apply for Tuition Assistance, you must first speak with your education service officer, military counselor or service. Approval for TA is granted through each individual branch. To visit the TA portal for each branch, visit our website at [elmhurst.edu/Veterans](http://elmhurst.edu/Veterans) for a list of branches and applicable portals.

Once approved for Tuition Assistance through your service, contact Student Financial Services at [sfs@elmhurst.edu](mailto:sfs@elmhurst.edu) or (630) 617-3015. You will need to provide your TA authorization form to the office.

*NOTE: The DoD announced that they will no longer authorize Tuition Assistance for classes for which a member is also receiving benefits under the Montgomery GI Bill® – Selected Reserve program (chapter 1606 of title 10, United States Code), Reserve Educational Assistance Program (chapter 1607 of title 10, United States Code) or any other GI Bill® program other than the Montgomery GI Bill® – Active Duty program (chapter 30 of title 38, United States Code) or the Post-9/11 GI Bill® program (chapter 33 of title 38, United States Code).*

## **USING BENEFITS AT ELMHURST UNIVERSITY**

Guest Students/Concurrent Enrollment: A “guest” student, as defined by the VA, is a student who is not matriculated at Elmhurst University and is pursuing a degree at another college or university. Guest students attending Elmhurst who would like to apply their federal G.I. Bill® benefit need to contact their home institution and request a guest letter be forwarded to their EU VA school certifying official. A veteran benefit enrollment form and certificate of eligibility for your benefit type should also be submitted.

## **WITHDRAWAL DUE TO CALL TO ACTIVE DUTY**

The following procedures are for students who are enrolled in classes and who are members of the National Guard, reserves or active-duty United States military that have been called to serve with their military units. Students may elect either option in this situation.

## Full Refund for Complete Withdrawal

In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees applicable to their registration, when called to duty for a period of seven or more consecutive days. To initiate the withdrawal process, eligible students should email veterans@elmhurst.edu and attach active orders. Any currently enrolled student going on active military duty needs to consult with the offices of Advising and Registration and Records to determine whether to withdraw from registered Elmhurst University courses, and/or work with their instructors to find options to complete their in-process courses. If the student needs to withdraw or take a leave of absence, the offices of Advising and Registration and Records will process the appropriate paperwork. The student must provide a copy of the official military orders. If the student takes incomplete grades for the current term, no tuition aid adjustments will be made to the student's account, and the student will be given permission to extend payment of any outstanding balance due. If the term of active duty is extended beyond a reasonable period of time, as determined by the instructor and registrar, the student's grades will be changed to "W" grades (withdrawal) and tuition charges will be adjusted so the student is not penalized financially for the withdrawal. Students presenting an original copy of their orders to the Office of Student Financial Services will be allowed to withdraw from current term courses and receive a full refund for tuition. Students who live on campus and are required to report for military service will be released from residence life and dining services contract obligations. Charges for residence and dining services will be prorated based on the date the student checks out of their room or apartment. If the student withdraws from all classes in a term and had federal financial aid, the Federal Return of Title IV Policy applies. Any refunds for tuition and fees will be reviewed and calculated by the Office of Student Financial Services.

## Non-Attendance Due to Military Service

In accordance with Illinois Statute (330 ILCS 60/5.2) a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence(s). Successful completion of the course(s) remains the sole responsibility of the student. If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be readmitted in the next class or classes in their program after giving notice to re-enroll.

## SATISFACTORY ACADEMIC PROGRESS POLICY

In order to maintain eligibility for veteran education benefits, a student must maintain a GPA of at least 2.0. Failure of a beneficiary to maintain a 2.0 will result in a "warning" status for the first term under 2.0, and should a student be unable to increase their GPA the following term to 2.0, will go to a "suspension" status.

## APPEAL PROCEDURES

A veteran student may submit a written appeal within 30 calendar days following the end of the term in which they were ruled ineligible. An appeal form is found on a student's myElmhurst portal, or can be obtained by contacting the Office of Student Financial Services. Failure to meet this deadline may result in the denial of reinstatement. If the veteran student believes there were mitigating circumstances that affected their academic progress, the veteran student may appeal. Reasons for appeal can include uncontrollable mitigating circumstances such as a family illness, death or medical problems which caused unsatisfactory academic performance. Supporting documentation such as official documents or letters/statements from third parties must also be provided to support the circumstances causing the failure to meet standards (letters from doctors, counselors, death certificate, etc.). Appeals will be considered on an individual basis and will be responded to within 14 calendar days of receipt of the appeal.

## ACADEMIC RESOURCES AT ELMHURST UNIVERSITY

Office of Advising  
Goebel Hall, 103  
(630) 617-3450

Student Accessibility Services  
A.C. Buehler Library, Learning Center  
(630) 617-3155

**Military and Veterans Support Office**  
military@elmhurst.edu

**Financial Aid questions:** (630) 617-3015, SFS@elmhurst.edu  
**Veterans Aid or Advising questions:** veterans@elmhurst.edu,  
elmhurst.edu/Veterans



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