



Baylor University

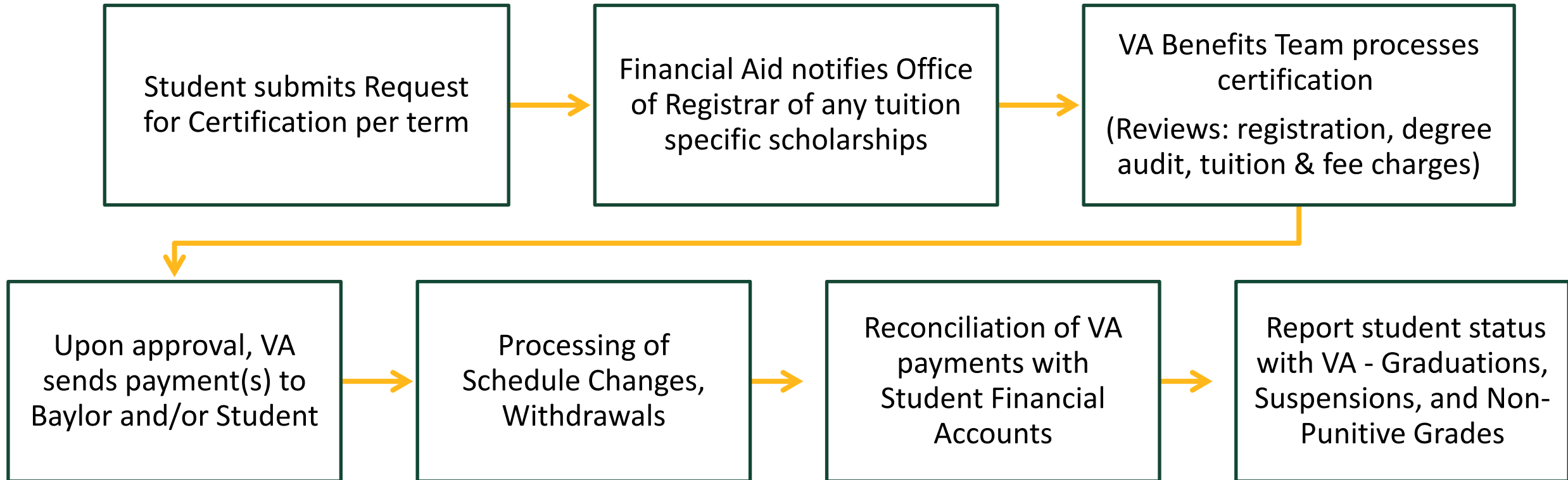
Baylor's VA Education Benefits Office

- **Jessica Alford, VA Education Benefits & Compliance Manager**
- **Ryan Michalak, VA Coordinator**
- **Cindy Palmer, VA Coordinator**
- **Debbi Parker, Compliance & Certification Coordinator**

Key Topics for Spring Registration

- RFC (Request for Certification)
- Course Applicability
- Winter-mester and other special terms / modules
- Yellow Ribbon (YR) Program for 100% Post 9/11 recipients
- Stipends and Verification of Enrollment

CERTIFICATION OVERVIEW



Registration Tips and New RFC Process

- Advising Appointments – always let your advisor know you are using VA education benefits!
- Request for Certification (RFC) – we have a new online process, which will provide you with more communication throughout the process of using your VA education benefits. You will continue to submit a new RFC for each term, immediately after you register for classes. We have outlined the steps below for using the new online RFC process.
 - 1) Access the Request for Certification (RFC) in the right-hand corner of our homepage, <https://registrar.web.baylor.edu/VABenefits>.
 - a) Using our homepage allows you to track which RFCs we are processing
 - b) Find information on military affiliated scholarships, in addition to other resources

New RFC Process, Continued

- 2) Select the term for which you are registered.
 - a) The form will prevent you from submitting if you are not registered or selected the wrong term.
 - b) Submit an online RFC for each term you are registered
 - c) Complete the required fields with your correct information
- 3) Review the updated RFC information
- 4) Digitally sign and submit
- 5) You will receive an automated email confirmation from VA_Benefits@baylor.edu indicating your RFC was received.
- 6) You will receive a second automated email once we have confirmed your eligibility to use benefits to include information from our office, the VA, and Student Financial Accounts.
- 7) Refer to our [GI Bill® Checklist](#) for an outline of what to expect once submitting your RFC.

Course Applicability

- **Student Responsibility** – as our VA student population continues to grow, we can not guarantee we will contact you regarding courses that are not required. It is your responsibility to enroll in courses that apply to your degree, so be sure you learn to read your degree audit.
- **Need help with your degree audit?** Ask your advisor for assistance, or review the step by step instructions on accessing, running, and reading your degree audit
<https://registrar.web.baylor.edu/records-services/uachieve-degree-audit-instructional-videos>.
- **After running your degree audit, it is your responsibility to ask your advisor or your department about any courses that fall under the “Work Not Applicable” section of your audit. If a course is not applicable to your degree, the VA will not pay for it.**



WORK NOT APPLICABLE

22Fa	MTH 1320	3.0	RG	IP	Precalculus Mathematics
22Fa	PHP 1105	1.0	RG	IP	Foundations of Medicine



Course Applicability, Continued

- **Petitioning a course?** Work with your advisor to have petitions submitted immediately after you register for classes. This will help prevent delays for us getting your enrollment certified, for you receiving stipend payments, and for Baylor receiving tuition and fee payments, if applicable to your benefit type.
- **Undecided Major?** Electives can NOT be certified to VA for payment while a student is Undecided. The VA will, however, pay for basic courses that are applicable to the majority of degrees. You **MUST** declare a major by the end of your sophomore year, or we cannot process your benefits.

Basic Required Courses:

- Common Core Courses
- Communication and Media Literacy
- Fine Arts and Performing Arts
- Formal Reasoning
- Foreign Language

Course Applicability, Continued

- Electives – If you have a double major and/or a minor, you will have LESS room for elective courses. The VA will not pay for excessive electives. (Be mindful that a bachelor's degree requires 124 hours, so the VA does not want to pay for hours beyond that.) Monitor your Baylor email address for a VA confirmation email, as that will let you know the number of hours we have certified.
- Summary on Course Applicability: VA will only pay for courses required for you to graduate. Your degree-required course hours PLUS your elective hours can not exceed 124 hours total.
- Example: a student has completed 60 hours of degree-required courses and has an additional 40 hours of required courses left to complete their degree program. If this student has earned 30 credit hours under electives, can any additional elective hours be certified to the VA for payment?
Answer: 60 hours + 40 hours = 100 hours + 30 elective hours = 130. This student has already exceeded 124 hours and has no room for additional electives!

Special Terms

- All special terms require careful consideration on your part and ours. Any course that you register for that has course dates which are different from the standard semester may cause you to receive a pro-rated stipend. Some examples of special terms are below.
- Self-Paced Online Courses (SPOC) and Late Start Intensive Courses (LSIT) – these courses could result in your stipend being pro-rated and/or a tuition and fee debt.

N/A	47754	----	ONLINE
	Dave Bridge		
	Start Date: 08/29/2022; End Date: 12/14/2022		
	Self-Paced Online Course		
	Course Attribute: Self-Paced Online Course		

N/A	47211	----	ONLINE
	Nicole Kenley		
	Start Date: 10/17/2022; End Date: 12/14/2022		
	Online course		
	Late-start intensive course		
	This section is not available to New FR or New TR students without an established Baylor GPA		
	Course Attribute: Late Start Intensive Course		

- Study Abroad – VA benefits can be used for study abroad. Students are responsible to pay travel expenses, study abroad related fees, and food costs.
- Wintermester (WM) – Baylor bills WM and spring as one term, but the VA requires that we submit these enrollments separately.

Special Term Example

Example of Special Terms Schedule:

Start Date	Instructional Method	Grading Mode	Building	End Date	Credit Hours
01/18/2022	F2F	S	MMSCI	05/12/2022	1.000
01/18/2022	F2F	S	MMGYM	05/12/2022	1.000
01/18/2022	F2F	S	OMAIN	05/12/2022	0.000
01/18/2022	F2F	S	OMAIN	05/12/2022	3.000
01/18/2022	F2F	S	BSB	05/12/2022	3.000
01/18/2022	F2F	P		05/12/2022	1.000
01/18/2022	F2F	S	BSB	05/12/2022	3.000
12/27/2021	ONL	S	ONLINE	01/14/2022	3.000
01/18/2022	F2F	S	MMGYM	05/12/2022	1.000

After calculating individual modules' tuition and fees, VA Benefits Team submits the following to VA resulting in separate terms:

START DATE	END DATE	RESIDENT HOURS	ONLINE HOURS	TUITION & FEES
12/27/21	1/14/22	0	3	4176
1/18/22	5/12/22	13	0	25316

Special Considerations

- **Rounding Out**
 - Last semester the VA will pay for courses outside of degree requirements for the sole purpose to be considered full time.

- **Switching Benefit Types**
 - Submit your RFC with correct GI Bill® you want to use. Reading your award letters from the VA to know if the VA processed correctly.

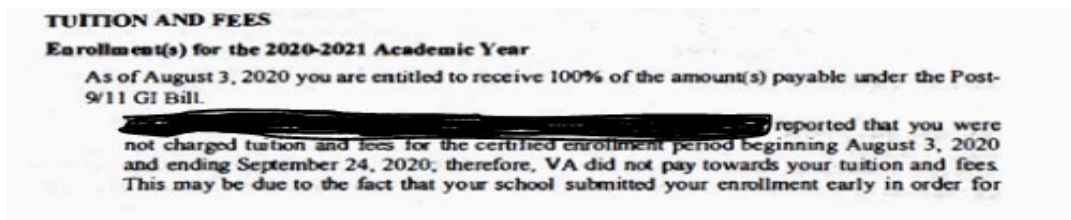
- **Parent Institution Letter Request**
 - Request the VA to pay for courses taken at another institution to be transferred at full credit fulfilling a Baylor University degree requirement.

- **Chapter 33 (Post 9/11) Exception Request**
 - For UG students only, to request Financial Aid review/reinstatement of institutional need-based grant and/or scholarship when not using Post 9/11 benefits or exhausting Post 9/11 benefits.

- **Tutoring Reimbursement**
 - VA could reimburse tutoring up to \$100 a month. Review requirements for qualification questions.

VA Award Letters and Dual Certification

- Students receive a confirmation email to their Baylor email address each time we submit an enrollment (or changes) to the VA. In addition, VA mails an award letter to the address on file.
- Award letters provide important details regarding your remaining cap, remaining entitlement, YR payments if applicable, and more. Read through these letters and become familiar with the information.
- For Post 9/11 students only, we are required to submit a minimum of two certifications every term. We will first certify your enrolled (degree-applicable) hours only, so your first award letter will reflect \$0 tuition and fees requested. The second enrollment certification, which occurs after the add/drop date, is where tuition and fees are requested. Once we submit your second certification, VA will mail a new award letter that states the amount we requested, along with any remaining cap.



Yellow Ribbon (YR) for 100% Post 9/11

- YR is always used in conjunction with Post 9/11 benefits at the 100% level.
- Baylor's YR Contract is for Undergraduate students only. Once the yearly cap payment is exhausted, the University pays 50% of remaining degree-applicable tuition and fees. The VA matches Baylor's YR payment to cover the remaining 50%. You **MUST** have months of entitlement remaining to receive YR payments. The YR will **NOT** pay once your Post 9/11 months exhaust.
- The majority of students who are YR-eligible exhaust the VA's yearly cap payment (\$26,381.37 for current year) during the Spring semester. Once the cap is reduced to zero, YR payments begin.
- YR can be used to pay degree-applicable tuition and fees during the Summer, but keep in mind you will be using months of entitlement any time you are receiving benefit payments.

Verification of Enrollment

- All Post 9/11 students must verify their enrollment to VA monthly to continue receiving a monthly housing allowance.
- Opt-in for text message verification by calling the Hotline at 1-888-442-4551.
- After opting in, you will verify your enrollment each month by responding to the following text message from VA: “Did you remain enrolled in your courses in MON YYYY as certified? Please reply YES or NO. If you have dropped all your courses, you must reply NO.” You will always respond with YES unless you have dropped all courses during the month referenced in the text message.
- Note: at the end of a semester, you will still reply YES you remained enrolled, unless you truly withdrew / dropped all courses in the last month of the semester. EX: Fall classes end on December 14th. You will still reply YES for December enrollment verification if you finished the semester. If you reply NO, the VA will think you dropped all courses and should not be paid for December.
- Important: Failing to verify your enrollment for two consecutive months will place your housing allowance ON HOLD.

Questions?

Raise your hand if you have questions, or you may continue to drop questions in the chat! We'll be glad to answer, and if we aren't sure, we will reach out to you by email as soon as possible.

Due to advanced construction in the Clifton Robinson Tower area, our office is working remotely until further notice. Please contact us via the following methods:

Email: VA_Benefits@baylor.edu

Phone: (254) 710-8870

Request an Appointment by visiting our website and clicking the “Contact Us” button. <https://registrar.web.baylor.edu/VABenefits/Team>