

VETERANS BENEFITS UNDER THE MONTGOMERY GI BILL

The Art Institute of Pittsburgh is approved to administer education benefits for veterans and their eligible dependents by:

The Pennsylvania State Approving Agency
Department of Education
Veterans / Military Education
Bureau of Postsecondary Services
Harrisburg, PA

We are authorized to process claims under the Montgomery GI Bill for the following chapters:

Chapter #30 (Active Duty Educational Assistance Program)
Chapter #1606 (Selected Reserve Educational Assistance Program)
Chapter #1607 (Reserve Educational Assistance Program, or "REAP")
Chapter #35 (Survivors' and Dependents' Educational Assistance Program or "DEA")

Chapter #31 (*Vocational Rehabilitation Program*) applicants should pursue this benefit through their local Veterans Affairs office.

The School Certifying Official will process claims for the Montgomery GI Bill and monitor academic progress as well as course load adjustments. All reductions in course load below full-time status (12.0 credit hours) will be pro-rated according to the current rates published by the Department of Veterans Affairs. Eligibility can only be determined by the Department of Veterans Affairs. Not all veterans or dependents of veterans may be entitled.

Online Courses

Students receiving payments under the GI Bill have the option to take online course offerings as well as classes on campus. However, please be aware that *payment for online courses is reduced due to the shorter duration of online delivery*. In order to receive the highest monthly benefit, students must maintain a minimum course load of 12.0 credit hours during *both* Session I and Session II, whether taking all online courses or any combination of online and on-campus delivery. A total of 12.0 credit hours may not guarantee full-time pay when enrolling for online courses.

Satisfactory Academic Progress Policy

Each student receiving education benefits under the GI Bill must follow the Satisfactory Academic Progress Policy as outlined in the student handbook and school catalog in order to maintain eligibility. Repeated courses that were previously completed with a passing grade will not be paid a second time. The Montgomery GI Bill will pay only for classes that are required to complete your degree requirements.

For additional information and payment rates and to download VA forms, please visit the Montgomery GI Bill web site at www.gibill.va.gov or call the Department of Veterans Affairs toll-free phone number at:

1-888-442-4551

Getting Started

Montgomery GI Bill applicants in all chapters should first contact the GI Bill School Certifying Official, located in the Registrar's Office.

If You Have Never Used Your GI Bill Education Benefits Before, You Must Complete the Initial Application:

Chapters #30, #1606, and #1607 (Active Duty and Reservists)

Complete **VA Form 22-1990** (*Application for VA Education Benefits*), available here <http://www.vba.va.gov/pubs/forms/VBA-22-1990-ARE.pdf> or from the School Certifying Official. After completing it, you should turn it into the School Certifying Official. This can also be done online using **VONAPP** (Veterans Online Application) through the GI Bill web site <http://vabenefits.vba.va.gov/vonapp/main.asp>, but a signature page document will be mailed to you later to confirm this.

Active Duty Veterans

- Provide the School Certifying Official with a copy of your discharge form (**DD-214, Member Copy 4**) that shows your Character of Service. It must state "Honorable Discharge" in Block #24.
- If you are not yet officially discharged and haven't been issued your **DD-214**, an officer's signature from your unit will take the place of your **DD-214** until you receive it. Please have an officer sign and date in **Part VII** (Blocks 24A and 24B) of **VA Form 22-1990** before you turn it in to the School Certifying Official.
- If you can't locate your **DD-214** and need to obtain another one, you can apply online through the *National Archives and Records Administration (NARA)* <http://www.archives.gov/veterans/evetrecs/index.html> . Do not call the Department of Veterans Affairs to obtain this, as they are not the custodian of discharge forms.
- If you agreed to the **Kicker** when you signed up for the GI Bill, you must provide the School Certifying Official with a copy of your **Kicker** contract or confirmation of it. Unless you do, you will not be paid this additional stipend.

Reservists

- Provide the School Certifying Official with a copy of your "Notice of Basic Eligibility", or **NOBE (DD Form 2384)**.

Chapter #35 (Survivors and Dependents)

- Complete **VA Form 22-5490** (*Application for Survivors' and Dependents' Educational Assistance*), available here <http://www.vba.va.gov/pubs/forms/VBA-22-5490-ARE.pdf> or from the Veterans Certifying Official. **You must use your parent's or spouse's claim number or Social Security number to apply for this benefit.** Turn the completed form in to the School Certifying Official.

If You Have Already Completed an Application and/or Used Your GI Bill Education Benefits in the Past, do the Following:

Chapters #30, #1606, and #1607 (Active Duty and Reservists)

- Complete **VA Form 22-1995** (*Request for Change of Program or Place of Training*) available here <http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf> or from the Veterans Certifying Official. Turn this in to the School Certifying Official.

Chapter #35 (Survivors and Dependents)

- Complete **VA Form 22-5495** (*Request for Change of Program or Place of Training*) available here <http://www.vba.va.gov/pubs/forms/VBA-22-5495-ARE.pdf> or from the School Certifying Official. Submit the completed form to the School Certifying Official.

IMPORTANT: Veterans receiving Chapter #30, Chapter #1606, or Chapter #1607 education benefits **must** report their attendance to the Department of Veterans Affairs Regional Processing Office on or after the last calendar day of every month or you will not be paid. This can be done either online by accessing **WAVE** (Web Automated Verification of Enrollment) here <https://www.gibill.va.gov/wave/index.do> or by phone using their toll-free number:

1-877-823-2378

BREAKING NEWS

The **Post 911 GI Bill** (Chapter #33) will be implemented on August 1, 2009. Information is forthcoming and will be posted here soon.

Pennsylvania National Guard

Eligible members of the Reserve or Pennsylvania National Guard who wish to use Federal Tuition Assistance (**FTA**) should complete an **FTA** form at their unit and turn it in to the Student Accounting Office. National Guard members who wish to use the Education Assistance Program (**EAP**) should complete **EAP Form 2** at their unit or Military Personnel Support Branch.

The School Certifying Official is located in the 5th floor Registrar's Office and is available for counseling and to assist veterans and their eligible survivors and dependents with the filing of appropriate forms.

Students from all chapters can apply for the Veterans Work Study Program here as well.

Contact Lenora Fazio, Montgomery GI Bill Coordinator at: lfazio@aii.edu

Toll Free (877) 532-8941, X6252

Direct Dial (412) 291-6252