

Oregon Association of Veteran School  
Certifying Officials



**V***ANCE*

**Advance**  
*Certifying Students*



**Effective June 4, 2013: (Transfer of Transcripts)**

**Semester terms:** certify the student for two semesters maximum.

**Quarter terms:** certify the student for three quarters maximum.

**Clock hours/terms other than standard quarters or semesters:** certify the student for the first 24 weeks.

- If, at the end of the 2nd semester, 3rd quarter, or 24<sup>th</sup> week, the student has failed to provide his/her transcripts, do not certify any additional terms, even if the student is attending.
- Once the transcripts have been provided and evaluated, then the subsequent terms may be certified at that time.

# Oregon Association of Veteran School Certifying Officials



A form of a **degree plan** is needed to do your job properly:

- Transferred Courses
- Course Substitutions
- Remedial / Deficiency Courses
- Practical Training/ Student Teaching Courses
- Resident, Distance Education, Clock or Cooperative Hours
- Course Applicability
- Audited Courses
- Repeating Courses
- Courses Required for Admission to the Next Level of Training
- Rounding Out



Jonny Smith is a CH 33 student at 100% who has ask that you certify him for 15 credits for the fall term. Jim has a 50% tuition scholarship and Financial Aid. How will you report his tuition and fees to VA?

**Answer:** You will only report 50% of the student T&Fees to VA because of the scholarship. Financial Aid will not effect his VA benefits. (EX:  $\$3000/2=\$1500$ , only report \$1500 to VA. VA will calculate and pay only 50% of \$1500.)



A CH 33 TOE (Transfer of Entitlement) dependent student at 100%, has an effective date later than the first day of term. What date should you certify?

Note: Entitlement must be transferred to an unmarried child who has not reached the age of 18 or, if in school, before child is 23 years of age. May use until 26 years old even if transferor's 15-year eligibility period ended. May continue to use benefits after marriage.

**ANSWER:** Certify as normal, VA will adjust payment.

# VA ONCE -CH 33-CASE STUDY #3 ANSWER



**Quarter Credit Equivalency Table (non-CH33)**

Weeks ↘	10 to 13	9	8	7	6	5	4	3	2	1
↙ Credit										
12 or more	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
11	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
10	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
9	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
8	1/2	3/4	FT	FT	FT	FT	FT	FT	FT	FT
7	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT	FT
6	1/2	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT
5	<1/2	1/2	1/2	1/2	3/4	FT	FT	FT	FT	FT



You certified a student to VA under Chapter 33 for the current term. You just discovered the tuition and fees need to be changed. Reason is student fees reduced.

What action do you take in VAONCE?

When should you submit this change to VA?

**ANSWER:** Submit an Amend in VAONCE and do it as soon as possible.

## VA ONCE -CH 33-CASE STUDY #5



Tommy is a CH 33 student who has preregister in June for Fall term for a total of 14 credits.

A. When do you certify student to VA?

B. When do you submit any changes to enrollment in credits to VA?

C. When do you certify tuition and fees to VA for this term?

**ANSWER:** Certifying ASAP. Any changes should be submitted after 24 hours from the first certification. Report tuition and fees as Amend after your drop period.



# VA ONCE -CH 33-CASE STUDY #6



Barbara is another CH 33 student who reduced credits from 12 to 8 on the 4<sup>th</sup> week of the term. You previously submitted the enrollment for full term and included tuition & fees of \$2700.

A. What is VA standard time line to report change?

Within 30 days

B. What section in VAOnce do you use to submit the change?

Adjustment and change in T&Fees

C. What information do you report?

Reduce 12 crs to 8 crs and submit reduced amount in T&Fees

D. What is impact on student?

Student will owe VA back not the school



CH 33 student, Jack, who is 100%, has enrolled in 15 credits, however his degree audit identifies that only 12 credits will apply to the his program.

A. What do you do?

B. What rate of pursuit will Jack receive for his BAH?

**ANSWER:**

A. Submit as a new cert for only 12 credits effective start date of term.

B. B. Full-time



Your school's Business Manager contacts you and states that the VA anticipated CH33 tuition and fee payment received is less than certified to VA. What action should you take first?

- A. Have student contact VA
- B. As SCO, you contact VA
- C. Ask to see the student's award letter for possible resolution

**ANSWER: B**

# VA ONCE -CH 33-CASE STUDY #9



Don Knots is a CH 33 student at 100% who is enrolled in 15 credits for the fall term. He has 8 credit web base, 4 credits in the classroom, 1 credit scheduled for 3 weeks, 1 credits scheduled for 7 weeks, and 1 more credit scheduled for 5 weeks.

A. As the SCO what do you review and confirm before entering Don's certification in VA ONCE?

Confirm that all classes are required for Don's program.

B. How do you certify in VA ONCE?

15 crs total=8 Dist. and 4 Res, 3 new certifications for 3, 7, and 5 weeks at 1 credit each



C. Is Don at a full-time status?

Yes



Golden, CH 30 student, is enrolled in her first term. Golden has registered for MTH 96 which is a remedial subject. As the SCO, what should you check before certifying these credits in VA Once?

**ANSWER:** Possible requirements to take MTH 96

Lack of adequate entrance test score

Is the subject taken in resident or on line?



Gram is also a CH 30 student enrolled in 5 credits for the fall quarter. Do you include tuition and fees in VA ONCE? What if these credit all on line?

**ANSWER:** Yes include tuition & fees. On line does not matter for CH 30.



Reporting a non-punitive grade (W, Z, etc. ) and you reported the incorrect reduced tuition and fees. How do you correct this problem? When do you correct the problem?

**ANSWER:** Submit an AMEND with correct tuition and fees amount. Make this AMEND 24 hours after you did the adjustment on decreased credits. (Note: Always do an AMEND when only submitting tuition and fees.

# QUESTIONS?

WHO?

HOW?

WHAT?

WHERE?

WHY?

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