

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Veterans Affairs Educational Benefits		SOP #: FA.014.00
Effective Date	11.11.2020	
Last Revision/Review		

1. Purpose

To ensure compliance with all applicable regulations pertaining to Veterans Affairs Educational Benefits.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Director of Financial Aid

Assistant Director of Financial Aid

Financial Aid Advisor

Registrar

Associate Registrar

Bursar

Director of Admissions

4. Definitions/Abbreviations

VA – Veterans Affairs

OFA – Office of Financial Aid

OTR – Office of the Registrar

SCO – School Certifying Official

5. Procedural Steps

VA Education Benefit Process and File Format

- I. During the admissions cycle, the Office of Admissions will send a report to the Office of the Registrar, Office of Financial Aid, and the Bursar with those individuals that have identified as a veteran in their AACOMAS application and have a status of Offer Accepted (OA).
- II. The OTR staff, cc the OFA and the Bursar, will reach out to the individual and identify themselves as one of the SCOs and inquire whether they plan on using military educational benefits towards their education. Once identified, the OTR will create a file in the VA server folder and notify the OFA, cc Bursar, to proceed with the collection of paperwork.
- III. Financial Aid Advisor sends the student the following paperwork (available on the VA shared drive) to complete, sign, and return to Financial Aid Advisor.
 - a. BCOM Student Veteran Program Information Form
 - b. BCOM Veteran's Obligations and Responsibilities Form
 - c. BCOM Veteran's Attendance and Satisfactory Academic Progress Form

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- d. VA Receipt of Previous Education and Training
- e. VA Receipt of Enrollment Policies
- IV. In addition, the student must submit the following documentation:
 - a. Certification of Eligibility or for dependents both parent and student
 - b. DD214 verifying honorable discharge
- V. Once documentation has been received by the Financial Aid Advisor, the Financial Aid Advisor will create a folder for the student on the VA shared drive, place all documentation received, and label according to the naming scheme listed in the chart below.
- VI. The Financial Aid Advisor will then complete the process outlined below:
 - a. Send notification to the Office of the Registrar and the Bursar of the student in need of enrollment certification.
 - b. Put file together using the Educational VA Benefits Student Files Form
 - i. Select the color of file based upon the Chapter the student is eligible to receive
 - ii. Print out a label- label is Hellenic Font, 9pt
 - a. Line 1: Last Name, First Name – Class of (include four-digit year only)
 - b. Line 2: Chapter for which the student is applying
 - iii. Print and file the following:
 - a. Educational VA Benefits Student Files Organization form
 - b. AMP Applicant Summary page- verifying transcripts and basic information
 - c. Tuition and Fee Statement
 - d. CAMS Student Advisor Transcript

VA Educational Benefits Student Files		
Each Student File is Color-Coded According to Chapter		
Blue	Chapter 33	
Green	Chapter 30	
Red	Chapter 35	
Brown	Chapter 31	
Order of Paperwork in File From Top to Bottom		
Side 1:	Side 2:	Side 3:
BCOM VA Program Information Form	Certification:	Correspondence:
*BCOM Degree Plan	*VA Form 22-1999 (O)	*Certification of Eligibility
*BCOM Obligations and Responsibilities	*VA Form 28-1905 by Semester (Chapter 31) (O)	Miscellaneous Papers
Substitution Waiver	VA Hold Form	
*VA Receipt of Enrollment Policies	*VA Record of Previous Education and Training	
Transcripts:		Application:
*BCOM Transcript per Semester		*VA Form 22-1990 (E) (O) or,
**Any other Transcripts		VA Form 2384 (NOBE 1606/1607) (O)
*Tuition Statement/Invoice		VA Form 22-1995, or
*BCOM Attendance and SAP Form		VA Form 22-5495
*DD 214 Form		Kicker

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*-mandatory

** - refer to AMP (printout)

(E) – delineates spouse or child

(O) – completed online

- VII. Upon notification from the Financial Aid Advisor, the Associate Registrar will enter the student into the VA Once system.
- VIII. Associate Registrar will save the VA Once Certification History in the student's file on the VA Once Certification History.
- IX. When an invoice or contract information is received by Admissions or Registrar, will share with OFA and the Bursar. The OFA will save a copy of the contract/invoice in the student's file on the VA server folder, and follow-up with Bursar to ensure payment for tuition and fees.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

The Director of Financial Aid, Admissions, and Registrar will review and updated annually.

8. Signature

Signature on File

11/11/2020

Marlene Melendez, Director of Financial Aid

Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			