

GI Bill[®] and Tuition Assistance

This Checklist is intended to assist
School Certifying Officials with VA certifications

#	Item	X if applicable	
		Yes	NO
1.	Is the student requesting benefits from VA and TA benefits from the military?		
2.	Identify whether the service member is Active duty, Reserve, or National Guard		
	Active Duty Title 10 Service member		
	Service members who are full-time members of a military branch, Air Force, Army, Coast Guard, Marines, or Navy.		
	Active Guard and Reserve (AGR)		
	AGR soldiers are full-time military members of the National Guard or Reserve who support the National Guard and Reserves, even when the units are not mobilized. They are on Title 32 Active duty orders. AGRs are transferred from Title 32 Active duty status to Title 10 Active duty status when Federally mobilized.		
	Traditional Drilling Status - Title 32 National Guard and Reserve Service Member (M-day service member)		
	A traditional Title 32 M-Day service member is an individual who serves in the National Guard or Reserves part-time. Their typical obligation is to drill one weekend a month and participate in 15 days Annual Training (AT) each year. An M-day Guardsman or Reservist is placed in a Title 10 Active duty status when Federally mobilized.		
	Drilling Status - National Guard and Reserve Technicians (MilTechs)		
	National Guard and Reserve MilTechs are Federal civilian employees where a condition of their employment is that they must also be members of the National Guard or Reserves. National Guard MilTechs are required to wear their uniform at work but Reserve MilTechs are not. Both have the same obligation as the traditional Title 32 M-day soldier to drill one weekend a month and participate in 15 days Annual Training (AT) each year. MilTech are not on Active duty unless they are placed on Federal orders. They are placed in Title 10 status when Federally mobilized.		
3.	Which VA benefit is the service member requesting?		
	Chapter 33		
	Active duty, National Guard, and Reserve service members may receive Chapter 33 benefits for the same courses for which they receive TA from the military.		
	<i>What to certify?</i>		
	<ul style="list-style-type: none"> ○ Students receiving TA should be certified as any other Chapter 33 student, with the Federal and/or state TA benefits deducted from the net tuition and fee charges submitted to VA. ○ Deduct TA benefits from the net tuition and fees submitted to VA. 		
	Chapter 30		
	Active duty service members and National Guard and Reserve AGRs may not receive standard Chapter 30 benefits for the same courses for which they receive TA from the military (with the exception of Top-up).		
	<i>What to certify?</i>		
	<ul style="list-style-type: none"> ○ If a student takes several courses, the student cannot receive Chapter 30 benefits for the courses for which TA is paid, but the student can receive Chapter 30 benefits for the courses for which TA isn't paid. 		
	Former Active duty service member, who earned Chapter 30 benefits while on Active duty and are currently M-day members of the National Guard or Reserve , may receive standard Chapter 30 benefits for the same courses for which they receive TA from the military National Guard and Reserve (AGRs cannot).		

Chapter 30 and “Top-up”		
Individuals on active duty who are eligible for Chapters 30 and approved for TA are eligible for Top-up. What is Top-up? Top-up allows VA to pay the difference between what TA pays and the cost of the course. The law prohibits active duty students from receiving regular Chapter 30 benefits and TA for the same course; however, VA students, to include National Guard and Reserve service members who earned Chapter 30 benefits while on Active duty, in receipt of TA may receive the Chapter 30 Top-up benefit.		
<i>What to certify?</i>		
○ DoD now requires GI Bill approval in order to qualify for Federal TA. Consequently, SCOs should certify those classes for students on active duty using the following additional procedures:		
▪ Only include those classes for which Federal TA is paying for some, but not all, of the tuition and fee charges		
▪ Only report the remaining “out-of-pocket” charges for tuition and fees, or a lesser amount if desired by the Servicemember		
▪ Enter “Top-Up” into the Remarks field		
This will allow Servicemembers to receive reimbursement for the full out-of-pocket charges. Note: Certifying the actual net cost for in-state tuition and fees is not applicable for CH30.		
Chapter 1606 and 1607		
DoD has established a policy that Federal Tuition Assistance will not be authorized for classes for which a member is also receiving benefits under 1606 or 1607. National Guard and Reserve M-day service members can receive Federal TA for some classes, and receive Chapter 1606 or 1607 benefits for other classes (for which Federal TA isn't paid) during the same term. Also, students may receive Chapter 1606 or 1607 benefits and State TA simultaneously.		
<i>What to certify?</i>		
○ School Certifying Officials should not certify any class to VA for benefits under chapter 1606 or 1607 if the member is receiving Federal Tuition Assistance for the class.		
Note: Florida has an independent Tuition Assistance Program. The “Educational Dollars for Duty” (EDD) program is available for Florida National Guard Soldiers and Airmen, and can provide public tuition for the period of the Guard member’s service. EDD is a State funded program.		
Can I submit an Enrollment Certification (VA form 22-1999) for the same classes for which Federal Tuition Assistance is being paid?		
	Active Duty/AGR	Drilling Status
Chapter 33	Yes*	Yes*
Chapter 30	Yes**	Yes
Chapter 1606/1607	No	No
Chapter 1606/1607 less than ½-time	No	No
All other chapters	No	No
*The amount paid by Federal (as well as state) TA should be deducted in the net charges determination		
**Follow the procedures detailed in this section.		