



American Public  
University System



# APUS VA Student Information Packet

This information packet is designed to help guide you through the Veterans Benefits process, inform you of the programs that may be available to you and provide a resource to assist in successfully completing your academic endeavors.

Fall 2022 Edition

---

**American Public University System**

American Military University | American Public University

111 West Congress Street  
Charles Town, WV 25414  
Tel 877-468-6268  
[www.apus.edu](http://www.apus.edu)

Welcome to the Military Assistance Office at American Public University System! Our office services students who are utilizing veterans benefits at both American Military University (AMU) and American Public University (APU). We look forward to assisting you to accomplish your academic endeavors. The following helpful information will assist you to determine which GI Bill<sup>®</sup> benefit you may be eligible for and how to apply for benefits.

## Contacting the VA

American Public University System (APUS) reports to the Buffalo Regional Processing Office (RPO). Regardless of your location around the country or worldwide, your VA file will be processed by the Buffalo RPO while attending APUS. You may contact the Department of Veterans Affairs via the information below.

Phone: 1-888-442-4551

Fax: 1-716-857-3192

Website: <https://www.benefits.va.gov/gibill>

[GI Bill<sup>®</sup> Customer Service Help Center](#)

Mail: VA Regional Processing Office  
Buffalo Processing Office  
P.O. Box 4616  
Buffalo, NY 14240-4616

## APUS Military Assistance Team

Our Military Assistance Department is here to assist you with your GI Bill<sup>®</sup> benefits. Our team of VA Certifying Officials (VACO) will assist you to apply for your GI Bill<sup>®</sup> benefits as well as certify your course enrollments to the VA RPO. To contact our Military Assistance staff, please see the information below.

Website: [AMU Students](#) | [APU Students](#)

Email: [Vaquestions@apus.edu](mailto:Vaquestions@apus.edu)

Document Upload Link: <https://mydocs.apus.edu>

Phone: 877-755-2787 extension 3620

Fax: 877-480-4236

Mail:  
APUS  
Attn: VA Certifying Official  
111 W. Congress St.  
Charles Town, WV 25414

### Chapter 33: Post 9/11 GI Bill\*

The Post-9/11 GI Bill\* provides support for education and housing to individuals with at least 90 days of aggregate service on or after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill\*. Purple Heart recipients, regardless of length of service, are qualified for Post-9/11 benefits at the 100% level. Certain members of the Reserves who lost education benefits when REAP was sunset may also be eligible to receive restored benefits under the Post-9/11 GI Bill\*. If you have eligibility for the Post-9/11 GI Bill\* and any other GI Bill\* program, you must make an irrevocable election of the Post-9/11 GI Bill\* before you can receive any benefits. For approved programs, the Post-9/11 GI Bill\* provides up to 36 months of education benefits. If your release from active duty was before January 1, 2013, there is a 15-year time limitation for use of benefits. For individuals whose last discharge date is on or after January 1, 2013, the time limitation has been removed. Institutions of higher learning participating in the Yellow Ribbon Program may make additional funds available for your education program without an additional charge to your GI Bill\* entitlement. The following payments may also be available:

- Monthly housing allowance – FY2023 Online Only Full-time Rate: up to [\\$917](#) if benefits started prior to 1/1/2018; [\\$988](#) if benefits started after 1/1/2018 (Not Payable if Active Duty or attending at a less than half-time rate of pursuit).
- Annual books and supplies stipend – Up to \$1,000.00 yearly paid proportionately based on enrollment.

The Post-9/11 GI Bill\* will pay your tuition at a private or foreign school, tuition and fees are capped at the national maximum rate, currently [\\$26,381.37](#) (FY 2022-2023) annually (1 August – 31 July). Student's annual tuition cap will equal their level of eligibility. Example: a student eligible for Chapter 33 at the 50% level will have an annual tuition cap of \$13,190.68. To view eligibility requirements and more information for Post 9/11 GI Bill\*, please [click here](#).

If you already applied for and were awarded Post-9/11 GI Bill\* education benefits, your GI Bill\* Statement of Benefits will show you how much of your benefits you've used and how much you have left to use. [View your Statement of Benefits](#).

### Transfer Post-9/11 GI Bill\* to Spouse and/or Dependents

The transferability option under the Post-9/11 GI Bill\* allows Service members to transfer all or some unused benefits to their spouse or dependent children. The request to transfer unused GI Bill\* benefits to eligible dependents must be completed while serving as an active member of the Armed Forces. The Department of Defense (DOD) determines whether you can transfer benefits to your family. Once the DOD approves benefits for transfer, the new beneficiaries apply for them at VA. To find out more, visit [DOD's website](#). Eligible Service members may transfer all 36 months or the portion of unused Post-9/11 GI Bill\* benefits (unless DOD or the Department of Homeland Security has limited the number of transferable months). If you are eligible, you may transfer benefits to the following individuals:

- Your spouse
- One or more of your children
- Any combination of spouse and child

To view eligibility requirements and more information for the transferability of the Post 9/11 GI Bill\*, please [click here](#).

### Forever GI Bill\* - Harry W. Colmery Veterans Educational Assistance Act

The Harry W. Colmery Veterans Educational Assistance Act, also known as the "Forever GI Bill\*," will bring significant changes to Post 9/11 GI Bill\* education benefits over the coming years. Most changes enhance or expand education benefits for Veterans, service members, families, and survivors. Please visit the [VA's comprehensive website](#) to review all of the updates as well as a timeline for implementation.

## Edith Nourse Rogers STEM Scholarship

VA has launched the Edith Nourse Rogers STEM Scholarship program for students training in high demand STEM (Science, Technology, Engineering, and Math) fields.

The Rogers STEM Scholarship will provide up to nine months of additional Post-9/11 GI Bill<sup>®</sup> benefits (to a maximum of \$30,000) to qualifying Veterans and Fry Scholars seeking an undergraduate STEM degree or who have earned a STEM degree and are seeking a teaching certification. Priority will be given to individuals who are entitled to 100% of Post-9/11 GI Bill<sup>®</sup> benefits and to those who require the most credit hours. These additional benefits cannot be transferred to dependents. Note: Graduate programs are not currently approved for the STEM Scholarship. To view eligibility requirements and more information on the STEM Scholarship, please [click here](#).

## Chapter 30: Montgomery GI Bill<sup>®</sup> (MGIB-AD<sup>®</sup>)

The Montgomery GI Bill<sup>®</sup> - Active Duty, called "MGIB" for short, provides up to 36 months of education benefits to Veterans and service members who have at least two years of active duty. The monthly benefit paid to you is based on the type of training you take, length of your service, your category, any college fund eligibility, and if you contributed to the \$600 buy-up program. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency and refresher courses may be approved under certain circumstances. You usually have 10 years to use your MGIB<sup>®</sup> benefits, but the time limit can be fewer or more years depending on the situation. This program is also commonly known as Chapter 30. To view categories of eligibility and more information for MGIB<sup>®</sup>, please [click here](#).

## Chapter 35: Survivors and Dependents' Educational Assistance Program (DEA)

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. If you are the child or spouse of a Veteran or service member who has died, is captured or missing, or has disabilities, you may be able to get help paying for school or job training through the DEA program. This program may also be referred to as DEA. If you began using this program to pay for your school or training before August 1, 2018, you can get benefits for up to 45 months. If you began using the program on or after August 1, 2018, you can get benefits for up to 36 months. If you are eligible for both Fry Scholarship and DEA, you will be required to make an irrevocable election between the two programs when you apply. To view eligibility requirements and more information on DEA, please [click here](#).

## Fry Scholarship

You may be able to get benefits under the Marine Gunnery Sergeant John David Fry Scholarship if you are the child or surviving spouse of an active-duty service member who died in the line of duty on or after September 11, 2001, while serving in one of the Armed Forces, or was a member of the Selected Reserve who died from a service-connected disability, you may qualify for this benefit. To view eligibility requirements and more information on the Fry Scholarship, please [click here](#).

## Chapter 1606: Montgomery GI Bill<sup>®</sup> - Selected Reserve (MGIB-SR<sup>®</sup>)

The Montgomery GI Bill<sup>®</sup> Selected Reserve (MGIB-SR<sup>®</sup>) program offers up to 36 months of education and training benefits. If you are a member of the Army, Navy, Air Force, Marine Corps or Coast Guard Reserve, Army National Guard, or Air National Guard, you may be eligible for this benefit. Eligibility for this program is determined by the Selected Reserve components and VA makes the payments. You may be entitled to receive up to 36 months of education benefits. Your eligibility for the program normally ends on the day you leave the Selected Reserve. To view eligibility requirements and more information on MGIB-SR<sup>®</sup>, please [click here](#).

## Veteran Readiness and Employment Service (VR&E), Chapter 31

As a veteran, you may be entitled to Veteran Readiness and Employment Service (VR&E), Chapter 31, education benefits from the Department of Veterans Affairs. VR&E benefits allow the student to receive benefits that may cover the cost of tuition, fees, and related education expenses. VR&E may also pay a stipend for course enrollments, based on your enrollment status.

If you are interested in determining your eligibility for this program, you may call the VA at 1-800-827-1000 and ask about Veteran Readiness and Employment Service benefits. You may also learn more online by visiting the [VR&E website](#). From this site, you can also [apply](#) for the benefit online. If it is determined by the VA that you are eligible, the VA will direct you to a VA Regional Benefit Office (in your local area) to meet with your assigned VR&E counselor to review your goals and be approved to begin enrolling in courses.

Once you are approved for Veteran Readiness and Employment Service benefits, your VR&E counselor will need to submit a Purchase Order authorization for educational benefits to APUS using the Tungsten Network portal. This Purchase Order authorization will allow APUS to grant course access for upcoming registrations and submit your enrollments (22-1999) to your VR&E counselor. We recommend that your VR&E counselor submit a Purchase Order authorization with starting and ending dates to supply you with an authorization to coincide with our monthly course start dates to allow you the flexibility to schedule courses based on your personal schedule (courses start the first Monday of each month).

If you have any questions, or if we can be of further assistance, please contact [VRE@apus.edu](mailto:VRE@apus.edu).

## Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020

On January 5, 2021, the Johnny Isakson and David P. Roe Veterans Health Care and Benefits Improvement Act of 2020 was enacted. The law will have a transformative effect on the mission of Education Service to provide ready access to, and timely and accurate delivery of, education benefits to Veterans, Service members, and their families, as well as further enable VA to empower GI Bill® beneficiaries to achieve their vocational and career goals.

This new law features 32 provisions that impact the administration and oversight of GI Bill® benefits including new requirements for enrollment verification, expanded restoration of entitlement opportunities, the sunset of the Montgomery GI Bill®, substantial changes to the oversight of GI Bill® approved schools, and other education related issues. For a summarization of the Isakson and Roe impact to veterans benefits, please [click here](#).

Students interested in applying for VA Educational benefits should complete an application for benefits on the VA website, <https://www.va.gov/education/how-to-apply/>. Please note, the VA Certifying Officials at APUS cannot determine if you are eligible for VA Educational Benefits and cannot view the status of an application. The Department of Veterans Affairs may approve or deny benefits, based on the information provided on the application.

### **If you have never applied for VA Benefits**

Students who have never completed an application for VA Benefits should complete the [online application](#), VA Form 22-1990. When applying online, your application will be electronically submitted to the VA Processing Center.

Please print your application and confirmation page for your records, prior to completing the online application. Once the VA has completed reviewing your application, the VA will mail you a Certificate of Eligibility (COE), outlining the chapter benefit you are entitled to and the number of months of benefit you can use. A copy of the COE is not submitted to the school. APUS requires students to submit a copy of your COE may be [securely uploaded by clicking here](#).

### **If you are transferring or receiving transferred benefits**

Students who are receiving benefits transferred from a service member or veteran will need to complete an online [22-1990e](#), Application for Family Members to Use Transferred Benefits. Please print your application and confirmation page for your records.

If you have been transferred Chapter 33 benefits, the VA will send you a Certificate of Eligibility, which will need to be submitted to APUS. Please see the Chapter 33 process for more information. You may find more information on the [Transfer of Entitlement](#) option on the VA's website.

APUS requires students to submit a copy of their Transfer of Benefits documents. Documents may be [securely uploaded by clicking here](#).

### **If you are using survivor and dependent benefits**

Students who are receiving benefits for survivors and dependents, will need to complete an online [22-5490](#), Application for Survivors and Dependents' Educational Assistance.

If you are eligible for Dependents Education Assistance (DEA – Chapter 35) or the Fry Scholarship, the VA will send you a Certificate of Eligibility, which will need to be submitted to APUS. You may find more information on [Survivor and Dependent Benefits](#) on the VA's website.

APUS requires students to submit a copy of their Survivors and Dependents' documents. Documents may be [securely uploaded by clicking here](#).

### **Applications for VA Benefits:**

For most prompt form processing, please complete your application for VA benefits [here](#).

If you have never used VA Benefits, please complete the [22-1990](#).

If you are using the Dependents Education Assistance Program (Ch. 35) or the Fry Scholarship, please complete the [22-5490](#).

If you are a spouse or dependent using transferred Post 9/11 GI Bill' (Chapter 33) benefits, please complete the [22-1990e](#).

When completing an application for benefits, please use the following information for the school, regardless if you are enrolled at American Military University or American Public University. Inputting other information may delay VA processing of your application for benefits.

#### **American Public University System**

111 West Congress Street

Charles Town, WV 25414

Documents may be [securely uploaded by clicking here](#)

#### **American Public University System**

American Military University | American Public University

Enrollment verification cannot be submitted until the APUS Military Assistance office receives a copy of your completed VA paperwork and you have successfully enrolled in a class. Once your paperwork is processed and you have started classes, the VA Certifying Official will electronically submit your Certification of Enrollment (22-1999). All VA enrollment verifications will be submitted after the session drop period, beginning the second week of your course. Once your enrollment has been submitted, you will receive an email from the VA as verification.

### WAVE Enrollment Verification

The VA requires that students using GI Bill<sup>®</sup> benefits (excluding Ch. 35) verify their enrollment monthly. Verification begins the last day of the month of the courses you are enrolled in. Students will not receive VA benefits if they do not verify through WAVE. Please note, it may take up to 6 weeks for your enrollment information to be available in WAVE. To verify attendance through WAVE, please [click here](#) or call the VA at 1-877-823-2378.

### Post 9/11 GI Bill<sup>®</sup> Monthly Enrollment Verification

Starting in the 2021-2022 school year, Post-9/11 GI Bill<sup>®</sup> students who receive Monthly Housing Allowance (MHA) and/or kicker payments are required to verify their enrollment to continue receiving their payments. Enrollment verification is a new requirement for Post-9/11 GI Bill<sup>®</sup> students to verify that they have remained enrolled in the same courses or training every month. Students who receive MHA/kicker payments **will have their payments withheld** if they fail to verify or report that they are no longer enrolled in their courses or training. To streamline the process, VA is providing the option to **verify enrollment easily and securely via text message**. For more information regarding this process, please [click here](#).

### Using Tuition Assistance and GI Bill<sup>®</sup>

Federal law prohibits Active-Duty service members from receiving VA benefits for the same course tuition that is being paid by Military Tuition Assistance. On May 5, 2021, the Department of Defense issued a memorandum to VA Education Service clarifying the approval of concurrent receipt of Federal Tuition Assistance (TA) and the Montgomery GI Bill<sup>®</sup>-Selected Reserve Education Benefit (MGIB-SR<sup>®</sup> or Chapter 1606). Restrictions have been lifted and reset for concurrent use of Federal Tuition Assistance and MGIB-SR<sup>®</sup>. All qualified Selected Reserve Service members are authorized concurrent TA and MGIB-SR<sup>®</sup> benefits when enrolled in a program of education that is half-time or greater. Concurrent use is not authorized when enrolled less than half-time. Students who are eligible for Ch. 30 benefits can use non-Active-Duty TA in conjunction with VA benefits. For students using Ch. 33 benefits, TA must be applied to the registration first, and any remaining tuition can be certified under the Ch. 33 benefit.

### VA Top-Up Information

The Top-Up benefit may be used when a student is using Active Duty federal tuition assistance and the course cost will not be completely funded by TA. TA Top-Up may be used for Chapter 30 & 33 only. Students who wish to apply for TA Top-Up should contact [VAQuestions@apus.edu](mailto:VAQuestions@apus.edu) to request a TA Top-Up Request Form. APUS will submit an enrollment to the VA to include the amount of tuition and fees remaining after all TA funding has been reduced. Please note, the use of Top-Up will exhaust a portion of your GI Bill<sup>®</sup> benefits. The amount exhausted depends on the chapter benefit being used and the time length of the courses. For more information regarding the Top-Up option, please [click here](#).

### Department of Veteran Affairs (VA) Payments

Students participating in Montgomery GI Bill<sup>®</sup> benefits (Chapters 30, 35, and 1606) will receive monthly payments from the VA based on their enrollment status each month enrolled in courses. The VA makes payments based on your monthly attendance and not semester attendance. Payments are sent from the VA by direct deposit or check after you have verified your monthly attendance through WAVE. APUS requires students using Chapters 30, 35, and 1606 to make payment arrangements with the university prior to the start of courses. A 22-1999 Enrollment Verification **will not** be submitted until payment arrangements have been finalized.

Tuition and Fees for Chapter 33 are paid directly to APUS. If students are not receiving the 100% benefit rate, payment arrangements will need to be made to the university prior to course access.

Current VA payment rates may be [viewed here](#).

***The following information pertains to students with a primary payment type of Post 9/11 GI Bill<sup>®</sup> or Veteran Readiness and Employment Service (VR&E):*** If the VA has not made payment within 90 days of APUS submitting an enrollment certification, (1)

#### American Public University System

American Military University | American Public University

APUS will not impose any penalties on students, including the assessment of late fees, the denial of access to courses, library resources, or other student services; and (2) APUS will not require that a covered student borrow additional funds because of the student's inability to meet his or her financial obligations to APUS due to delayed VA payment. If, however, APUS is notified by the VA that a student has exhausted VA entitlements or is not eligible for Veterans Benefits, that student will be responsible for tuition and applicable fees and APUS collection policies will apply.

### **Basic Allowance for Housing (BAH)**

Students who are not on Active Duty will receive a housing allowance for courses solely in distance learning with the Chapter 33 benefit. The housing allowance payable is equal to ½ the national average BAH for an E-5 with dependents. A student **must** be enrolled at a rate of pursuit greater than half-time (.51%) to receive this benefit. Please remember, the housing allowance is pro-rated based on your enrollment status, the percentage of eligibility, and dates of course enrollments. ***Please review the APUS enrollment chart for the corresponding VA rate of pursuit calculations.***

### **Using VA Benefits at Multiple Institutions**

The VA requires students to declare an institution in which they will receive a degree or certification. VA benefits cannot be used at multiple institutions without a declaration of a primary school and subsequent secondary school. For more information regarding using benefits at APUS and another institution, please contact [VAQuestions@apus.edu](mailto:VAQuestions@apus.edu).

### **VA Consent to Enrollments Submitted**

When a student selects a VA payment option (Ex. Post 9/11 GI Bill® - Ch. 33 payment) at the time of registration, you are consenting that you wish to have your enrollment for that particular course(s) submitted to the VA on your behalf. Students who register by selecting a payment other than VA will be prompted for consent at the time of registration to have the course(s) submitted to the VA on your behalf. Students who register prior to submitting VA documents to APUS may be required to complete a VA Consent Form to identify courses or terms students would like to have submitted to the VA. Enrollments cannot be submitted without your consent of use.

### **Submitting Enrollments to the VA (VA 22-1999)**

APUS will submit all enrollments to the VA electronically, beginning after the course drop period (second week of courses). Once your enrollment has been submitted to the VA, you will receive an automated email from the VA notifying you that the enrollment has been received.

### **Change of Academic Program**

When a VA Student changes their academic program with APUS, the VA will be updated electronically of the change in academic pursuit. A credit evaluation will be completed by APUS for the new program and any credits that are applicable to the new program of study will be applied. When registering for courses within the new program, students must continue to provide consent to APUS for submitting the new program enrollments to the VA on their behalf.

### **Yellow Ribbon Program**

The Yellow Ribbon Program is an agreement between the VA and participating institutions to cover all or a portion of tuition and fees charged after a student has exceeded the maximum benefit rate. APUS is a Yellow Ribbon participating institution for the 2021-2022 school year. Please [click here](#) for more information about Yellow Ribbon. Contact us for questions about this program at [VAQuestions@apus.edu](mailto:VAQuestions@apus.edu).

### **Course Drops/Withdrawals**

APUS is required to report changes in enrollment to the VA. If you drop or withdraw from a course(s), a 22-1999 enrollment verification will be sent to the VA within 30 days of the change of enrollment. A reduction or termination of enrolled credit hours could result in a student debt with the VA for BAH and books/supplies.

Post 9/11 GI Bill® tuition and fee debts will be issued to the school if students withdraw from a course(s) after the start date. The VA will request repayment of tuition/fees and will send a debt letter to APUS. If the VA debt letter requests school repayment that exceeds the [institutional refund policy](#), students may be assigned a debt to the school. For more information regarding VA school debts, please [click here](#). For more information regarding GI Bill® debts, to include ways to prevent a debt from occurring, please [click here](#).

## **American Public University System**

American Military University | American Public University



## Mitigating Circumstances

Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. The VA requires schools to determine any potential mitigating circumstances. Any withdrawal with a mitigating circumstance selected may require additional documentation of the mitigating circumstance to be submitted to APUS prior to the mitigating circumstance being reported. For more information on mitigating circumstances, please [click here](#).

American Public University System offers courses in an 8 week and 16-week format. All courses are delivered exclusively through online modality. Courses start the first Monday of each month at APUS. All VA enrollments are based on a student's monthly enrollment status. The overlapping of course starts may result in differing enrollment statuses than those below.

## Courses for Transfer Programs

Students who are enrolled in an Undergraduate Courses for Transfer program at APUS are restricted by VA policy on which courses APUS can submit for VA benefits. A student must be below a Junior in academic standing. **Please note**, the junior status also includes any credits previously taken at other institutions. Only General Education courses can be submitted to the VA while a student has an undeclared program unless a valid Parent School Letter is on file stating the course taken at APUS will transfer to the students Primary School or documentation stating the courses are required pre-requisites for admission or acceptance into a program of study. Graduate Courses for Transfer courses are not eligible for certification to the VA unless a valid Parent School Letter is on file stating the course taken at APUS will transfer to the student's Primary School.

## Tutorial Assistance

Tutorial assistance is available to help you pay for tutoring necessary to advance your education. Tutorial assistance is available if you are receiving VA educational assistance at the half-time or greater rate and have a deficiency in a subject, making tutoring necessary. For more information on VA Tutorial Assistance, please [click here](#).

### Course Load and Student Status for VA Benefits

Student status for VA Benefits is based on the monthly course load. The chart below applies to VA Benefit requirements for full, three quarter, or half-time benefit levels.

Session of Courses	Monthly Course Load	Student Status	Rate of Pursuit <sup>1,2</sup>
Graduate: 8-Week Courses	4 + Credit hours	Full-time	1.00
	3 Credit hours	Three-quarter time	.75
Graduate: 16-Week Courses	9 + Credit hours	Full-time	1.00
	6 Credit hours	Three-quarter time	.75
	3 Credit hours	Half-time	.38
Undergraduate: 8-Week Courses	6 + Credit hours	Full-time	1.00
	5 Credit hours	Three-Quarter Time	.83
	4 Credit hours	Three-Quarter Time	.67
	3 Credit hours	Half-time	.56
	2 Credit hours	Less than Half-time	.38
Undergraduate: 16-Week Courses	12 + Credit hours	Full-time	1.00
	9 Credit hours	Three-quarter time	.75
	6 Credit hours	Half-time	.50
	4 Credit hours	Less than Half-time	.33
	3 Credit hours	Less than Half-time	.25

1. BAH is only payable for a rate of pursuit greater than .50

2. The Rate of Pursuit is calculated by the Department of Veterans Affairs. This calculation is determined by training level, credits taken in a term, and length of the term. APUS does not calculate the Rate of Pursuit.

**Please note:** The above chart does not apply to Federal Student Aid (FSA). Students applying for FSA will have a different enrollment status standard for determining aid eligibility. VA Enrollments are not based on semester status.

### Master’s Capstone/Practicum Courses

University policy states Capstone and Practicum Courses must be the last course of your degree program and may be taken only after the completion of all course work. Additionally, no concurrent coursework is permitted. Accordingly, as a program advisory notice, Capstone/Practicum courses are only offered in 16-week sessions. Department of Veterans Affairs (VA) regulations state students must have a rate of pursuit greater than 50% in order to be eligible to receive BAH. The VA will cover course tuition and fees up to the percentage for which you are eligible. Many of our Capstone/Practicum courses have been classified as a research course due to the intensive coursework in class and out of the classroom. Accordingly, research classified Capstone/Practicum courses will qualify for full-time BAH. If your Capstone/Practicum course is not a research-intensive course, your course load will not qualify you for BAH. Please contact [VAQuestions@apus.edu](mailto:VAQuestions@apus.edu) for a complete list of programs approved for full-time Capstone/Practicum requirements.

### Master’s Comprehensive Exam Courses

University policy states the Comprehensive Exam Course must be the last course of your degree program and may be taken only after the completion of all coursework. Additionally, no concurrent coursework is permitted. Accordingly, as a program advisory notice, Comp Exam courses are only offered in non-credit, pass/fail 8-week sessions. Department of Veterans Affairs (VA) regulations state students must have a rate of pursuit greater than 50% in order to be eligible to receive BAH. The VA will cover course tuition and fees up to the percentage for which you are eligible. However, your course load will not qualify you for BAH. Your enrollment will be reported as one credit hour.

## Graduations

When a VA Student has successfully completed the requirements for the program of study and has officially conferred the program of study, APUS will report the student's graduation to the VA via electronic certification. All Chapter 33 students will have the graduation/completion fee accessed by APUS added to the last VA enrollment submitted for the conferred program. If the VA sends payment for the graduation fee, a reimbursement may be issued for student-funded fees.

## Rounding Out

The practice of "rounding out" provides eligible GI Bill<sup>®</sup> students in their last term with the option to take additional classes to bring their course load to full-time and receive a full-time monthly housing allowance. VA is only authorized to pay GI Bill<sup>®</sup> benefits for classes that are part of an approved program of education and count toward completion of that approved program of education. Classes approved for a program of education means those that can be used to satisfy the graduation requirements of the program as specified in the curriculum. Classes that have been previously completed cannot be used to round out the student's course load.

## Course Extensions

Please note that if you are granted a course extension from your professor, you **will not** receive VA benefits during the extension period. The VA will automatically discontinue benefits on the day after your original term ending date. Benefits will not start until a new course has been enrolled and the verification has been sent to the VA. A submission of a course extension for VA benefits will likely result in an overpayment to the student and will require future repayment.

## Unsatisfactory Academic Progress

VA requires institutions to report when veteran or veteran beneficiary students who are using GI Bill<sup>®</sup> benefits are not meeting an institution's academic standards. When APUS is made aware of a VA Student no longer meeting academic standards, a notification will be electronically submitted to the VA on the student's VA record.

## Excessive Credits

Students who are using VA benefits for courses may not register for courses that are not applicable to the current program of study. Any courses that are deemed not applicable to the current degree program will be considered excessive credits and enrollment for the courses will not be submitted. If a submitted enrollment results in an excessive credit, the enrollment must be terminated. The resulting termination will likely result in a reduction in BAH and/or books and supplies payment for the course/term and may require repayment of this debt.

## Prior Credits

The VA requires that all prior credit must be evaluated by APUS prior to a student's initial enrollment. Students must identify any prior credit that has been earned. Additionally, a Joint Services Transcript or Community College of the Air Force transcript must be received by APUS for all students who will be using VA benefits for any courses with APUS. Students who are currently having prior credits evaluated are strongly encouraged to register only for courses in which they know they will not receive prior credit. If prior credit a private or foreign school for a course a student is currently taking, APUS must terminate the enrollment, as this would constitute excessive credits. Terminations of enrollment will likely result in a reduction in BAH and/or books and supplies payment for the course/term a prior credit was awarded and may require repayment of this debt.

## Helpful Websites for GI Bill<sup>®</sup> Information & Veteran Success

APUS VA Website: [AMU](#) | [APU](#)

[eBenefits Portal](#)

[GI Bill<sup>®</sup> Homepage](#)

[WAVE Attendance Verification](#)

[Apply for VA Benefits](#)

[Transfer of Post 9/11 GI Bill<sup>®</sup> Benefits to Dependents](#)

[GI Bill<sup>®</sup> Benefit Comparison Tools](#)

[Monthly Payment Rates](#)

[Institutions of Higher Learning Undergraduate & Graduate Degrees](#)

[GI Bill<sup>®</sup> General Announcements](#)

[APUS Disability Accommodations](#)

[APUS Transfer Credit Center](#)

[APUS Consumer Information Center](#)

[APUS Military & Veterans Resource Center](#)

[APUS Student Handbook](#)

[APUS Academic Advising Center](#)

[APUS Student Veterans of America](#)

[VA Student Handouts, Brochures, Regulations, and Forms](#)

[GI Bill<sup>®</sup> Customer Service Resource Center](#)

[Tutorial Assistance](#)

[Forever GI Bill<sup>®</sup> Updates](#)

[GI Bill<sup>®</sup> Overpayments and Debts](#)

[Principles of Excellence](#)

[Fry Scholarship](#)

[Veteran Readiness & Employment \(VR&E Chapter 31\)](#)

[VA Licensing & Certification](#)

[VA Services](#)

[APUS Accreditation](#)

[Tuition Assistance Top-Up](#)

[APUS Student Activities](#)

[Veterans Crisis Line](#)

[APUS Career Services](#)

[APUS Federal Student Aid \(FSA\)](#)

[APUS Newsletters](#)

[APUS Graduate Academic Catalog](#)

[APUS Undergraduate Academic Catalog](#)

[VA COVID-19 FAQ's](#)

[APUS GI Bill<sup>®</sup> Comparison Tool Profile](#)

[Non-VA Resources for Student Veterans](#)

[Manage Veteran Benefits](#)

[Isakson & Roe Provisions](#)

GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

### American Public University System

American Military University | American Public University



American Public  

---

University System



## American Public University System

American Military University | American Public University

---

111 West Congress Street  
Charles Town, WV 25414  
Tel 877-468-6268  
[www.apus.edu](http://www.apus.edu)