



CHICAGO
STATE
UNIVERSITY

Office of Veteran Affairs

Veteran and Military Affairs Handbook



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About the University

The University: Founded in 1867 as a teacher training school, Chicago State University, the oldest public university in the Chicago metropolitan area, has been fully accredited by the Higher Learning Commission since 1941.

Academics: The University offers undergraduate programs in the Colleges of Arts and Sciences, Business, Education and Health Sciences. Graduate programs are offered in the Colleges of Arts and Sciences, Health Sciences, Pharmacy and Education.

Our Faculty: Approximately 350 full-time and 150 part-time faculty members yield a faculty-student ratio of 19 to 1. Ninety percent of all faculty member have earned a doctorate or other terminal degree.

Our Campus: A veritable forest in the city, Chicago State's beautiful campus is set on 161 wooded acres and includes 13 buildings. Two buildings in particular—a state-of-the-art library and a 7,000-seat convocation center—have transformed the campus, serving the University's academic and cultural needs while fulfilling the institution's standing commitment to foster community economic development.

Athletics: The University fields National Collegiate Athletic Association (NCAA) Division I teams in seven men's and eight women's sports, including basketball, indoor and outdoor track, cross country, golf, tennis, baseball, soccer, and volleyball. As of July 1, 2013, the University joined the Western Athletic Conference (WAC). Intramural sports and campus recreation are also offered.

Mission Statement

Chicago State University (CSU) is a public, comprehensive university that provides access to higher education for students of diverse backgrounds and educational needs. The University fosters the intellectual development and success of its student population through a rigorous, positive, and transformative educational experience. CSU is committed to teaching, research, service, and community development, including, social justice, leadership, and entrepreneurship.

Statement of Mutual Responsibility

The main goal of campus life at Chicago State University is to maintain a strong educational community. While living and learning in such a community brings privileges, it also carries responsibilities. Students, by virtue of their enrollment at CSU, agree to accept the responsibilities of membership in the University community including adapting to the rules that foster the kind of campus atmosphere that Chicago State University desires. These responsibilities are detailed in the Student Judicial Code (www.csu.edu/dosa/documents/StudentHandbook.pdf). Students are held accountable for adhering to the rules and regulations while enrolled or participating in any university program on or off campus, from the beginning to the end of each semester. Graduating undergraduates and graduating master's degree candidates remain accountable throughout commencement activities.

University Seal

The Chicago State University Seal is based on the design of the original seal of the Normal School, probably the earliest symbol of Chicago State University. It appropriately reiterates the University's heritage and proud past. The pine evergreen design is the symbol of vitality, life, and continued growth; it is always green and growing, persistent and long living. Each stage of the evergreen's growth broadens its base and increases its stature. The motto "Responsibility" that encircles the evergreen characterizes the University's educational stance, its commitment to students, and the urban community that it serves.

CSU - VMA MISSION STATEMENT

The Chicago State University Veterans and Military Affairs (**VMA**) serve veterans, service-members, and their family members annually. This office provides general and specific information about all benefits available to men and women who are serving or who have served in the armed forces. VMA staffs are also available to assist all veterans, military personnel and their eligible families in the Veterans and Military Resource Center (**VMRC**)

Veterans and Military Educational Benefits are designed to provide eligible individuals with the opportunity for educational and career growth. These are certainly some of the most valuable benefits afforded to veterans, military personnel, and qualifying dependents, and should be wisely utilized. Veterans and military personnel have earned the right to use their educational benefits for the purpose that they were intended for, and we at Chicago State University (CSU) are pleased and honored to assist you in utilizing these benefits to your best advantage. We welcome you to our campus and hope you will significantly benefit through your academic matriculation.

The purpose of this handbook is to provide information on topics we think you should be aware of. Failure to adhere to the information contained in this handbook may result in delays of certification, overpayment, and unnecessary termination of education benefits. For your convenience, we welcome you to contact:

Veterans and Military Affairs (**VMA**)

Office of Financial Aid
Cook Administration Building, Room 207
Mr. Johnny V. Evelyn, VMA Coordinator
Phone: 773-995-3549 Fax: 773-995-3574
E-Mail: jevelyn@csu.edu

Veterans and Military Resource Center (**VMRC**)
Address: 9601 S. Cottage Grove
Mr. Charles Goodrum, Coordinator for Veterans & Military Personnel Services
Phone: 773-995-3573 Fax: 773-995-3574
E-Mail cgoodrum@csu.edu

The VMA Staff is not part of the United States Department of Veterans Affairs. The staff's responsibility is to interpret, explain, and administer VA regulations as they apply to you at CSU.

Chicago state University proudly participates in the U.S. Department of Veterans Affairs' new Yellow 'ribbon GI Education Program, designed to help military students avoid out-of pocket tuition and fees that may exceed the Post 9/11 GI Bill tuition benefit.

G.I. Jobs magazine named Chicago State University to the Military Friendly Schools® list of the top 15% of all U.S. colleges, universities and trade schools doing the most to embrace America's veterans and active-duty military pursuing an education.

Policies Regarding Students with Disabilities

Chicago State University complies with Section 504 of the Rehabilitation Act of 1973 which states that no otherwise qualified handicapped individuals in the United States shall, solely by reason of his (or her) handicap, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance... and the Americans with the Disabilities Act (ADA) which became a law on June 26, 1990.

In compliance with the provisions of the Rehabilitation Act of 1973, applicable regulations and other applicable laws and regulations, Chicago State University will not discriminate against any employee, applicant or student for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified.

Office of Student Disabilities

Chicago State University is committed to justice, equity, and diversity. Providing equal opportunities for students with disabilities is a campus-wide responsibility and commitment in which the OSD plays a primary role. The OSD collaborates with faculty and staff to facilitate student inclusion and ensure accessibility to University programs for students with disabilities. Additional contact information is noted below.

Military Mobilization

The University has policies for both students and faculty/staff regarding calls to active military service. Refer to the Office of Records and Registration webpage for more information. The webpage also contains a link to the full text of the Policy for Military Mobilization <http://www.csu.edu/recordsandregistration/>. Faculty and staff are excused to participate in active duty and may return to the position or another one upon their return. Students are allowed to withdraw from the University and to re-enroll after active duty.

Admission Policy for Veterans and Service-Members

Veterans must meet all regular admission requirements whether applying as a first time freshman or transfer student. Applicants who have earned 0-23 credit hours at the college level must submit official high school transcripts, ACT/SAT scores (unless applying to the General Studies major) and all college transcripts (if applicable). Applicants who have earned 24 or more credit hours at the college level must submit official copies of all college transcripts.

Credit for Military Training

Chicago State University follows ACE credit recommendations for military training programs. Military training is treated comparably to community college coursework and veterans can transfer up to 66 semester hours of equivalent training (if applicable). It is the student's responsibility to procure their official military training record.

AARTS - Army, National Guard, and Army Reserve

An official copy of the AARTS Transcript may be requested online at <https://jst.doded.mil/smart>.

SMART - Marine Corps and Navy

An official copy of the SMART Transcript may be requested online at <https://jst.doded.mil/smart>.

CCAF - Air Force

The Community College of the Air Force Transcript Request form is located at augateway.maxwell.af.mil/ccaf/stu_svcs/transcriptrequest/index.asp.

USCG – Coast Guard

The Official USCG Transcript Request form may be requested online at www.uscg.mil/hq/cgi/forms/CG_Form_1561.pdf. The completed form may be faxed to (405) 954-7249, emailed to **CGI-PF-ed_transcripts @uscg.mil**, or mailed to:

Commanding Officer (RO)
USCG Institute
5900 SW 64th St., Room 228
Oklahoma City, OK 73169-6991

Before Applying for VA Educational Benefits

Applications for VA educational benefits are designed to obtain the data necessary to determine eligibility for educational assistance benefits for particular educational, professional, or vocational objectives. Since the forms do not include enrollment certification data, you are encouraged to bring your supporting documentation to the VMRC staff. The documents can be submitted as a package enrollment with Form 22-1999, Enrollment Certification. This can be accomplished once you have registered for classes. All forms necessary for application for educational benefits are available at the VMRC website.

Student Verification of Enrollment

Students receiving Chapter 30, 1606, and 1607 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The monthly verification of enrollment has not been added for Chapter 33 and Chapter 35, with one exception. Chapter 35 NCD students are mailed a monthly verification form (VA Form 22- 8979). The preferred verification method is WAVE, which includes features not in IVR. When students are awarded benefits, the award letter they receive describes WAVE and IVR. The earliest students can verify their enrollment is the last calendar day of each month.

WAVE allows students to verify their enrollment on the Internet. WAVE is on the Education Service website at www.gibill.va.gov/wave/index.do.

Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE. The WAVE system permits students to perform a multitude of functions. For instance, students may:

- Verify that enrollment has not changed
- Report a change in enrollment
- Change mailing address
- Initiate or change direct deposit information
- View the enrollment period and monthly benefit amount
- View the remaining entitlement
- Sign up for a monthly email reminders

IVR allows students to “phone in” (1-877-823-2378) their monthly verification if there are no changes to the enrollment during the previous month. If there were changes in the enrollment, the student must contact the VA Certifying Official to submit a change in status and the payment may be delayed until the reduction is processed.

Benefit Programs and Requirements

All forms required by Veterans Affairs start with VA. Example: the form, Application for Education Benefits is VA Form 22-1990

Application requirements for educational benefits vary from program to program. Your

application must be complete. Partial applications will not be accepted. Therefore, prior to visiting VRMC, be sure to have your schedule complete. If you should have any questions regarding your package, please do not hesitate to call.

EDUCATION BENEFIT PROGRAMS

General and detailed descriptions for each program are online at <http://www.gibill.va.gov/>
Note: Students who may be eligible for education benefits should submit an application. Students should not delay submission while waiting on additional information or supporting documentation (DD214, NOBE, etc.) Even if someone appears ineligible, VA will review his or her application and officially deny or grant benefits.

COMPARISON OF EDUCATION PROGRAMS

A comprehensive comparison can be found on the GI Bill website at the following link:

www.gibill.va.gov/GI_Bill_Info/CH33/Benefit_Comparison_Chart.htm

Each program's initial application follows:

Veterans Education Benefits - GI Bill

The Department of Veterans Affairs (DVA) makes all determinations of a student's eligibility for education benefits. Individuals applying for GI Bill benefits should allow a minimum of 6-8 weeks after submitting application for benefits and all supporting documents to the DVA before receiving notification of eligibility.

First Time Applicants for Education Benefits (Chapters 30, 33, 1606, and 1607).

1. Complete and submit VA Form 22-1990, Application for Educational Benefits online at: vabenefits.vba.va.gov/vonapp/main.asp.
2. Complete B/R GI Bill Information page (located on STARS) every semester benefits are to be received.
3. Students receiving Chapter 30 (Montgomery GI Bill Active Duty), Chapter 1606 (Montgomery GI Bill Selected Reserve Program), and Chapter 1607 (Reserve Educational Assistance) benefits must verify their enrollment the last day of each month (or after) with the DVA by calling (877) 823-2378 or online at: www.gibill.va.gov/wave/index.do.

Previous Recipients of Education Benefits (Chapters 30, 33, 1606, and 1607)

1. Complete B/R GI Bill Information page (located on STARS) every semester benefits are to be received.

2. Students receiving Chapter 30 (Montgomery GI Bill Active Duty), Chapter 1606 (Montgomery GI Bill Selected Reserve Program), and Chapter 1607 (Reserve Educational Assistance) benefits must verify their enrollment the last day of each month (or after) with the DVA by calling (877) 823-2378 or online at: www.gibill.va.gov/wave/index.do.

Previous Recipients Transferring to CSU (Chapters 30, 33, 1606, and 1607)

1. Complete and submit VA Form 22-1995, Change of Program/Change in Training online at: vabenefits.vba.va.gov/vonapp/main.asp.

2. Complete B/R GI Bill Information page (located on STARS) every semester benefits are to be received.

3. Students receiving Chapter 30 (Montgomery GI Bill Active Duty), Chapter 1606 (Montgomery GI Bill Selected Reserve Program), and Chapter 1607 (Reserve Educational Assistance) benefits must verify their enrollment the last day of each month (or after) with the DVA by calling (877) 823-2378 or online at: www.gibill.va.gov/wave/index.do.

Chapter 30 Montgomery GI Bill (Active Duty)

Educational assistance is available to individuals who have an honorable discharge and meet additional eligibility criteria as determined by the DVA. This program provides up to 36 months of educational benefits. Generally, benefit entitlement ends 10 years following the release from active duty. Effective October 1, 2012, the basic monthly rates for institutional training (for those completing an enlistment of three years or more) are as follows:

Full time	\$1,564.00
¾ time	\$1,173.00
½ time	\$ 782.00
¼ time or less	\$ 391.00*

**** Tuition and fees only - payment cannot exceed this amount.***

Chapter 1606 Educational Assistance (Selected Reserve Program)

Educational assistance is available to individuals who are members of the Selected Reserve, which includes the Army, Navy, Air Force, Marine Corps, and Coast Guard. This educational assistance is also available to members of the Army National Guard and Air National Guard. Reservists may be entitled to receive up to 36 months of educational benefits. Generally, benefit entitlement ends 14 years from the date of eligibility for the program. This benefit is for those currently serving in the Selected Reserves. The application package includes:

1. Form 22-1990 Application for Educational Assistance

2. DOD form 2384 – Notice of Basic Eligibility (NOBE). This form is issued through the Guard/Reserve Unit

3. Copy of any “Kicker” contract. Also issued by the Guard/Reserve Unit
4. CSU Request for Veteran Benefits (appropriate to semester) – a CSU form requesting certification of enrollment.
5. Graduate students must submit a “Program of Studies” from your department for certifications.

Effective October 1, 2012, the basic monthly rates for institutional training are as follows:

Full time	\$356.00
¾ time	\$266.00
½ time	\$176.00
Less than ½ time	\$ 86.89*

**** Tuition and fees only - payment cannot exceed this amount.***

Chapter 1607 Reserve Educational Assistance (REAP)

Educational assistance is available to individuals who are members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress.

This benefit is for Guard/Reservist and Coast Guard who served on active duty on or after 9/11/2001, under title 10 U.S. Code (Reserves), section 502(f) (National Guard) or title 32 U.S.C.(Coast Guard) for a contingency operation and who served at least 90 consecutive days or more. DOD will determine eligibility. The application package includes:

1. Form 22-1990 Application for Educational Assistance
2. DOD form 2384 – Notice of Basic Eligibility (NOBE). This form is issued through the Guard/Reserve Unit if not already using Chapter 1606 benefits
3. Copy of orders to active duty
4. DD214 – Member 4 copy
5. Copy of any “Kicker” contract. Also issued by the Guard/Reserve Unit
6. CSU Request for Veteran Benefits (appropriate to semester) – a CSU form requesting

certification of enrollment

7. Graduate students must submit a “Program of Studies” from your department for certifications.

The Department of Defense and the Department of Homeland Security will determine who is eligible for this program. The basic monthly rate for Chapter 1607 Reserve Educational Assistance (REAP) varies depending on the length of the training time and the type of training. Effective October 1, 2012, the basic monthly rates for institutional training are as follows:

Training Time	90-364 Days	1 Year +	2 Years +
Full time	\$625.60	\$983.40	\$ 1251.20
¾ time	\$469.20	\$703.80	\$ 983.40
½ time	\$312.80	\$469.20	\$ 625.60
¼ time	\$156.40*	\$234.60*	\$ 312.80*

**** Tuition and fees only - payment cannot exceed this amount.***

Chapter 33 Post-9/11 GI Bill

Financial support is available for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service connected disability after 30 days. Individuals who may qualify for more than one education program may or may not want to enroll in the Chapter 33 program until exhausting other program benefits. Prior to applying for education benefits, each potential applicant is encouraged to complete a thorough benefit comparison of eligibility through each program because the decision to apply for the Post-9/11 GI Bill is irrevocable. To obtain additional information, visit www.va.gov. Department of Veterans Affairs representatives may be consulted to discuss benefit eligibility by telephoning (888) GI-BILL-1 or (888) 442-4551.

Chapter 35 Survivors and Dependents Educational Assistance (DEA)

Educational assistance is available to eligible dependents of certain veterans. This program provides up to 45 months of educational benefits. Eligible dependents must complete the online Application for Survivors and Dependents Educational Assistance, VA Form 22-5490, which is available at <http://vabenefits.vba.va.gov/vonapp/main.asp>. The basic monthly rate varies depending on the types of training.

Effective October 1, 2012, the basic monthly rates for institutional training are as follows:

- Full time \$987.00
- ¾ time \$740.00
- ½ time \$491.00
- ¼ time \$246.75

Chapter 31 Vocational Rehabilitation

Veterans with a service connected disability may be eligible for vocational rehabilitation services through the DVA. The online application, VA Form 28-1900 is available at vabenefits.vba.va.gov/vonapp/main.asp. Applicants must contact their Veterans Benefits Administration's Vocational Rehabilitation and Employment Counselor, who will notify the Billings and Receivables Office of each applicant's eligibility.

Academic Reporting

In addition to certifying the class schedule, the Billings and Receivables Office is required to report changes, such as when a student drops below full-time, three-quarter time, half-time, or one-quarter time, receives an unsatisfactory non-punitive grade, is academically dismissed, or is suspended.

Concurrent Enrollment

If a student is obtaining his or her degree at Chicago State University and is completing a course at another institution, he or she may be eligible for GI Bill Education Benefits. Consult with the Billing and Receivables Office to complete the specific procedures for eligibility determination. Completion of a new Application for VA Education Benefits or a Change of Program/Change in Program may cause a delay in receipt of DVA payments.

The Billings and Receivables Office is responsible for submitting class certifications for the GI Bill Education Benefits programs to the Department of Veteran Affairs.

Chicago State University does not make any eligibility determinations as to the receipt or dollar amounts of any funds received by the Department of Veterans Affairs, the Illinois Student Assistance Commission, or the U.S. Department of Education.

Additional Financial Assistance Programs

Education

For additional assistance in choosing or applying for any of the following programs, please contact the nearest Veteran Service Officer. Our VSO's are ready and willing to assist in determining your eligibility, discussing available options, and submitting the appropriate application/s.

Illinois Board of Higher Education

Assisting Student Veterans in Higher Education: Developing Faculty & Staff Awareness; Strategies for Addressing the Military-Civilian Gaps on Campus: please click link to view recorded Webinar: [Assisting Student Veterans in Higher Education](http://online.parkland.edu/IBHE/index.cfm).
(<http://online.parkland.edu/IBHE/index.cfm>)

Illinois Veterans' Grant

The Illinois Veterans' Grant (IVG) Program pays tuition and certain fees at all Illinois state-

supported colleges, universities and community colleges for eligible Illinois veterans. An individual must:

- Be an honorably discharged veteran; and
- Reside in Illinois six months before entering the service; and
- Have at least one full year of active duty in the U.S. Armed Forces. This includes veterans who were assigned to active duty in a foreign country in a time of hostilities in that country, regardless of length of service; and
- Return to Illinois within six months of discharge from the service; and

Applications and additional information are available from the VSO Offices of the Illinois Department of Veterans' Affairs, college financial aid offices or the Illinois Student Assistance Commission (ISAC), 1755 Lake Cook Road, Deerfield, 60015, telephone 847-948-8550 or 800-899-ISAC, www.collegezone.com.

Illinois National Guard Grant

In order to receive benefits under this program an applicant must:

- Be an Illinois National Guard member, defined as meeting one of these criteria:
- Be active in the Illinois National Guard or
- Have completed one full year of service in the Illinois National Guard;
- Be enrolled at an Illinois public 2 or 4 year college;
- Not be in default on any educational loan or, if in default, have reinstated eligibility in accordance with ISAC Rules;
- Not owe a refund on any state or federal grant;
- Maintain an acceptable grade point average (GPA) according to the policy determined by the applicant's college;
- File a complete application each academic year, indicating the college to be attended;
- Meet the applicable deadline for the term for which he/she is applying; and
- Notify ISAC, in writing, of name, address or college choice changes as they occur.

Applications and information on the scholarship may be obtained from the Illinois Student Assistance Commission (ISAC), 1755 Lake Cook Road, Deerfield, Illinois, 60015, telephone 847-948-8550 or 800-899-ISAC, www.collegezone.com.

Children of Veterans Scholarship

Each county in the state shall be entitled, annually, to one honorary scholarship at the University of Illinois, for the benefit of children of veterans of WWI, WWII, Korean War, the Vietnam Conflict and any time on or after August 2, 1990 and until those persons in service are no longer eligible for the Southwest Asia Service Medal. Preference is given to the children of deceased and disabled veterans. Such children shall be entitled to receive, without charge for tuition, instruction in any or all departments of the University for a term of at least four (4)

consecutive years. Details may be obtained from the University of Illinois' Financial Aid Office.

Educational Opportunities for Children (Age: 10-18)

Financial aid is provided annually to each child between the ages of 10 and 18 years of a veteran who died or became totally disabled as a result of service in the Armed Forces during World War I or II, the Korean and Vietnam Conflicts (beginning February 1, 1955), the Gulf War, Operation Enduring Freedom or Operation Iraqi Freedom, until such individuals are no longer eligible for induction under the Universal Military Training and Service Act. The financial aid applies to a state educational institution of elementary grade, high school or vocational training school.

Work Study Programs

The Illinois Department of Veterans' Affairs provides VA work-study opportunities at its numerous offices throughout Illinois. The federal VA work-study program provides part-time employment to students receiving GI Bill education benefits who attend school three-quarter time or more. You can obtain a complete list of local approved VA work-study sites and contacts through the CSU VMA. You will need a copy of your 22-1999 Certification of Enrollment for the application process. General university work-study is available through the Office of Financial Aid.

Contact (773) 995-2304 for financial aid information.

Work-study students are paid either the State or Federal minimum wage, whichever is greater. Other available opportunities may exist at the school veteran's' office, VA Medical Facilities, the VA Regional Office, and at approved veteran service organizations. For further information, please visit the [VA Work-Study Program page](#).

Illinois Troops to Teachers

Teaching in public schools is a profession highly compatible with the experience veterans acquire in the military. The Illinois Troops to Teachers Program can help eligible veterans with at least 6 years of honorable active-duty service transition to K-12 public school teaching. The Illinois Troops to Teachers office, under the Illinois Department of Veterans' Affairs provides:

- Educational and teaching career advisement
- Information resources for earning an Illinois teacher's certification
- Access to mentors, Illinois veterans who have successfully transitioned, and
- Preparation for and referral to employment as an Illinois public school teacher.

With the required hours of past work experience, Illinois Veterans can teach their technical skills in a vocational or career center. With a bachelor's degree, former service members can qualify for referral to teach in an academic or subject matter area.

Find out if you're eligible for financial assistance and download registration forms at [Illinois Troops to Teachers](#). Illinois' public school children need quality educators in the teacher force. Make a difference, be a teacher. For further information, please contact us at troops.teachers@illinois.gov or at 1-866-372-3157.

Tuition Assistance

Members of the Army, Navy, Marines, Air Force, and Coast Guard may be eligible for Tuition Assistance. Each branch of the military establishes its respective criteria. Military members must initiate the Tuition Assistance application process. Contact your Education Officer for specific details.

Application guidelines are available at www.military.com/education/money-for-school/tuition-assistance-ta-program-overview.html. Approved Tuition Assistance authorizations must be submitted for processing to the Billing and Receivables Office.

MIA/POW Scholarship

A dependent of a person who was an Illinois resident at the time he/she entered active duty and has been declared to be a prisoner of war, missing in action, dead as a result of a service-connected disability, or disabled with a 100 percent disability as the result of a service-connected cause as recognized by the U.S. Department of Veterans Affairs or the U.S. Department of Defense, may be eligible to receive the MIA/POW Scholarship. This scholarship may be used at public colleges in Illinois, and is administered by the Illinois Department of Veterans' Affairs. The Financial Aid Office coordinates this program.

Federal Student Financial Aid

There are various federal financial aid programs available through the U.S. Department of Education including the Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, and Stafford Student Loans. All veterans and military personnel are encouraged to complete the Free Application for Federal Student Aid at www.fafsa.ed.gov. These federal student aid programs are administered and coordinated by the Financial Aid Office.

Transfer of Entitlement

For the first time in history, service-members enrolled in the Post-9/11 GI Bill program are able to transfer unused education benefits to their spouses or children effective Aug. 1, 2009. For the most updated information regarding requirements and application process, please refer to the website at <http://www.gibill.va.gov/> If you have questions about CSU specific requirements, please feel free to contact the VADEBD at (850) 644-9562. Once this process has been completed, the family member will receive benefits under the Chapter 33 program.

Transfer of Entitlement application package includes:

1. Complete and receive TEB eligibility status at defense link website. Upon approval, **family members** (this would be the student receiving the benefit, not the veteran) may apply to use transferred benefits with VA by completing VA Form 22-1990e. VA Form 22-1990e should only be completed and submitted to VA by the family member after DoD has approved the request for TEB. **Do not use VA Form 22-1990e to apply for TEB.**
2. Form 22-1990e Application for Transfer of Entitlement
3. Certificate of Eligibility (COE) letter from the VA **OR** screen-shot of TEB approval status and copy of VONAPP 22-1990e with a confirmation number. The COE must have the family member's name, not the veteran, as the eligible candidate. This will only happen after the family member has completed the 22-1990e.
4. CSU Request for Veteran Benefits (appropriate to semester) – a CSU form requesting certification of enrollment.
5. Graduate students must submit a “Program of Studies” from their respective department for certifications.

Correspondence

Utilization of VA Educational Benefits will generate a continuing stream of school and VA correspondence, either by conventional mail or email. All correspondence is important and should be read carefully upon receipt. Any misunderstandings or discrepancies should be brought to the attention of the VMA immediately for clarification or correction when appropriate. We urge you to create and maintain a file for all VA and school correspondence.

The documents you will receive include a Certificate of Eligibility, an award letter, and changes in student status from the VMRC. Enrollment certifications contain information about the classes you are taking. They are sent to the VA periodically. After processing, the DVA Regional Office will send you a letter verifying your enrollment. Look over this letter carefully. Verify personal data such as address, date of birth, social security number and name. Pay particular attention to the dates and hours reported. If any information is incorrect, please notify the Veterans Affairs Office immediately.

Notice of Change in Student Status is usually sent to the DVA after an initial enrollment certification has been sent. These forms reflect a change in hours either as a result of dropping a class, being dropped from a class by the instructor, or the beginning of a new semester. You should **carefully** review this form to verify name, social security number, and hours reported. If the information appears incorrect, please contact the VMRC so the information can be explained or corrected.

Monthly Verification for Montgomery GI Bill (Chapter 30, 1606 and 1607)

The Verification of Enrollment Form (VA Form 232-8979) has been discontinued as of June 2002. Students receiving Chapter 30, 1606 and 1607 education benefits must certify their monthly verification of attendance via the telephone or use the WAVE. These are automated systems.

Use of these systems eliminates the need for you to sign and return the VA Form 232-8979 (form is phased out 7/02). The number to call is **1-877-823-2378**. Find the WAVE at [Wwww.gibill.va.gov](http://www.gibill.va.gov) at the WAVE website you can also request an email reminder to do your certification each month!

Check the information **carefully**, paying close attention to the dates and hours reflected. If the information is incorrect, bring it to the VMRC for correction. If a change is necessary, your payment may be delayed. *The DVA will not process the payment until they have received a Notice of Change in Student Status from the University that reflect the same information you have given them.* Please contact the Veterans Affairs Office if you have changed anything prior to sending in or utilizing either the automated system or the internet. Failure to complete and submit monthly verification in a timely fashion may result in delayed checks and possible termination of educational benefits.

Supplemental Educational Benefits

Tutorial Assistance- JOHNNY- DO WE USE THIS? IF SO, TO WHAT EXTENT?

Tutorial assistance may be arranged for eligible persons training under Chapter 30, 31, 32, 33 and Chapter 35 to offset the cost of expenses incurred by their need for tutoring. This allowance is considered a supplement to the claimant's monthly educational assistance check and it is paid without any entitlement charge for those training under Chapters 31, 33 and 35. However, for those persons utilizing Chapter 30 and 32 benefits, an individual's period of entitlement will be charged with respect to the amount of tutorial assistance paid in **excess** of \$600. The DVA will pay up to a maximum of \$100 per month of tutorial assistance. The maximum assistance to which a claimant will be eligible throughout the duration of his/her entitlement is \$1200.

Tutorial Payment for Chapter 30, 32, and 35 – Payment for tutorial services is sent to the student.

The student is responsible for paying the tutor.

Tutorial Payment for Chapter 31 – The DVA is billed for payment for tutorial services by Chicago State University. Payment is then sent to CSU for distribution to the tutor.

Collegiate Veterans Association

The Collegiate Veterans Association (CVA) is a recognized student organization. It is a group of college-based military veterans and supporters dedicated to supporting military veterans and their families. This group is NON-Partisan, NON-political. You can find information regarding CVA and join the listserv to hear about meetings, events, and how you can support America's military the website:

<http://union.CSU.edu/rso/cva/> Current information can also be found on Facebook.

.S. Veterans Affairs Department Contacts

Department	Phone Number
Director	Chicago 312-814-2460 Springfield 217-782-6641
Assistant Director	Chicago: 312-814-2460 Springfield: 217-782-6641
Chief-of-Staff	312-814-1121
Chief Legal Counsel	312-814-5391
Communication Manager/Media Queries	312-814-0778
Fiscal	217-782-3422
Information Technology	217-782-4062
Legislative Liaison	217-524-7278
Women Veterans	217-524-0629
MIA/POW Scholarship	217-782-3564
War Graves	217-782-6643
Files/DD214's	217-782-4652
Field Services/Service Offices	312-814-2745
State Approving Agency	217-782-7838
Veterans' Cash Grant	217-782-6153

Illinois Department of Veterans' Affairs

Veteran Service Office

The Illinois Department of Veterans' Affairs has a Veteran Service Office located in the National Guard Armory at 135 W. Grant Street in Macomb. The office hours are 8:00 AM – 4:30 PM each weekday. In cooperation with the Department of Veterans' Affairs, a Service Officer will maintain office hours one day every other week at the Veterans Resource Center in Macomb during the academic year. The Illinois Department of Veterans' Affairs Service Officers will assist veterans with any VA concern including, but not limited to, VA medical care applications and applications for service-connected disability compensation.

Springfield Office

833 South Spring Street
P.O. Box 19432
Springfield, IL 62794-9432
Phone: 217-782-6641
Fax: 217-524-0344

Chicago Office

James R. Thompson Center
100 West Randolph, Suite 5-570
Chicago, IL 60601-3219
Phone: 312-814-2460

Fax: 312-814-2764

Illinois Department of Veterans Affairs General Contact Information

<http://www.va.gov/>

Phone (Within Illinois): 800-437-9824

Phone (Out-of-State): 217-782-6641

TDD: 217-524-4645

E-mail:

[Freedom of Information Act \(FOIA\) Requests](#)

[Contact Local Services Offices](#)

[211 for Health & Human Services](#)

Verification of Enrollment

Ch 30, 1606 and 1607 only

1-877-823-2378

Direct Deposit or Address Change

Ch 30, 31, 33, 1606 and 1607 only for direct deposit info. Address change for all chapters

1-877-838-2778

APPENDICES

APPENDIX 1: Frequently Ask Questions for Veterans

What types of Federal VA Educational Benefits Programs can be used at Chicago State University?

The Office of Veterans Affairs coordinates processing for all major Department of Veterans Affairs Educational Benefit programs including:

- The Post-9/11 GI Bill (Chapter 33) – for those who served at least 90 days of aggregate service after 09/10/01, or individuals discharged with a service-connected disability after 30 days
- The Montgomery GI Bill - Active Duty (Chapter 30) – for those who enlisted after 7/1/1985
- The Montgomery GI Bill - Selected Reserve (Chapter 1606) – part of the GI Bill effective 7/1/1985
- The Survivors' and Dependents' Educational Assistance Program (Chapter 35) – for the spouse and children of deceased or disabled veterans
- The Vocational Rehabilitation Program (Chapter 31) – for disabled veterans approved by Veterans Affairs

For a complete listing of the Federal VA Educational Benefits Programs, go to <http://www.gibill.va.gov>

Where can I find more information about the Post-9/11 GI Bill?

The Post-9/11 Veterans Educational Assistance Act of 2008/Post-9/11 GI Bill (Chapter 33) – This program provides comprehensive educational benefits to service members and veterans who served at least 90 days of aggregate service after 09/10/01, or individuals discharged with a service-connected disability after 30 days. Some of its features include:

- Payment toward your tuition and fees, in an amount not to exceed the most expensive in-state undergraduate tuition at a public institution of higher education (capped at \$19,198.31 as of 08/01/13). The tuition and fee payment is applied directly to your tuition account at Chicago State University.

- Monthly housing allowance equal to the basic allowance for housing, which is paid directly to you.
- Yearly books and supplies stipend of up to \$1,000 per year, which is paid directly to you.

Note: CSU participates in the Yellow Ribbon program for qualified veterans using Post-9/11 benefits. More details about the Post-9/11 GI Bill are available on the Veterans Affairs website at <http://www.gibill.va.gov>.

What types of State VA Educational Benefits Programs can be used at Chicago State University

- Illinois Veterans Grant
- Illinois National Guard Grant
- MIA/POW Scholarship Grant
- Reserve Officer's Training Corp (ROTC)

Note: For more information and requirements in order to qualify for these benefits, please visit the ISAC website, or contact the Chicago State University Office of Veterans Affairs.

How do I apply for admission to Chicago State University?

Students who have served in the armed forces are a valuable part of the CSU family and we are committed to supporting them throughout their college careers. In order to take advantage of your VA educational benefits, you must be an admitted student at CSU with enrollment in an approved degree or certificate program. For information regarding the various undergraduate academic programs offered by CSU, as well as those available for graduate study please visit <http://www.csu.edu/admissions>.

Feel free to contact the admission office if you have any questions regarding applying for admission, receiving a credit evaluation, visiting campus or scheduling an appointment to speak with an admission counselor. For more information please visit <http://www.csu.edu/admissions>.

I am not sure for which Federal VA Educational Benefits (GI Bill) Program I qualify. Where can I find more information about my eligibility?

If you're not sure what your benefits are, please contact the Veterans Affairs Regional Office in St. Louis at (888) 442-4551; follow the menu instructions and you'll be connected with a counselor. You also may obtain information through the Veterans Affairs website at <http://www.gibill.va.gov>.

What do I need to do to use my VA Educational Benefits, if I've never used my benefit before?

Visit the VA website to apply online with the VA. Look for the Veterans Online Application (VONAPP) at <https://www.ebenefits.va.gov>. Here you will find the application forms for Veterans Educational Benefits (Post-9/11, Montgomery GI Bill), as well as the application for Dependents Educational Benefits (Chapter 35):

- VA 22-1990 Application for VA Education Benefits
- VA 22-5490 Dependents' Application for VA Education Benefits (Chapter 35 only)

Once the VA has completed the processing of your application, you will receive a Certificate of Eligibility. You should submit a copy of your Certificate of Eligibility to Chicago State. Please note, it does take approximately four to six weeks for the VA to process your application, so please plan accordingly.

What else does Chicago State University require to use my Veterans Affairs Educational Benefits?

Once you have completed the Veterans Affairs educational benefit online application form, you should contact our office at 773-995-3549 or complete our form, "Enrollment Certification and VA Educational Benefits Request" and submit it to our office. You should also submit your DD214 and Certificate of Eligibility to our office as soon as you

have them.

What do I need to do to use my VA Educational Benefits at Chicago State University, if I've used them before at a previous school?

If you've used your benefits at another school, and you now want to use them at Chicago State, please visit the VA website to complete the online "Change of Place Training" forms. Go to Veterans Online Application (VONAPP) to complete the appropriate form:

- VA 22-1995 Request for Change of Program or Place of Training
- VA 22-5495 Dependents' Request for Change of Program or Place of Training (Chapter 35 only)

Transfer students must also complete CSU form, Enrollment Certification and VA Educational Benefits Request" and submit it to our office, along with your DD214 and Certificate of Eligibility.

What is monthly enrollment certification? Do I need to do this while I am enrolled?

If you are receiving benefits under Chapter 30, you need to inform the VA each month that you are still enrolled at Chicago State – this is called certifying your enrollment. You can do this by using their on-line 'Web Automated Verification of Enrollment' (WAVE) at <http://www.gibill.va.gov/resources/verify-attendance> or by calling the toll-free Interactive Voice Response (IVR) telephone line at (877) 823-2378.

Note: If you are receiving benefits under the Post-9/11 GI Bill (Chapter 33), DEA (Chapter 35), REAP (Chapter 1607) or VEAP (CHAPTER 32) you do NOT need to verify your attendance in this manner.

Do I need to enroll full-time?

You are not required to be enrolled full-time. However, your enrollment status (i.e., full-time, half-time, etc.) does affect the amount of your Veterans Educational Benefits. If attendance is less than full-time, payments are reduced proportionately. Payment rates can be found on the Veterans Affairs website at <http://www.gibill.va.gov> or by calling their toll-free number at (888) 442-4551.

How is my monthly payment determined?

Your enrollment level and your monthly eligibility determine your monthly payment. You can see current payment rates on the Veterans Affairs website at <http://www.gibill.va.gov> by following the path to "Payment Rates" under the Education Benefit section of the website or you can call the Veterans Affairs Regional Office in St. Louis toll-free at (888) 442-4551.

What should I do if I change my enrollment?

If you change your enrollment, immediately fill out and submit an updated an Add/Drop form. Withdrawing from a course may reduce your benefits. You may have to repay benefits unless you can show the change was due to mitigating circumstances. (If you have mitigating circumstances, let the certifying official know so the information can be added to the updated certification.) Indicate on the Add/drop form which classes were dropped and/or added. If you are adding a class that has not previously been approved by your academic advisor, the advisor must sign the form. If you are just dropping a class, the form only needs your signature.

What if I change my major?

You need to have your academic advisor supply an updated degree sheet showing your completed credits and notify your Certifying Official. Your certification cannot be done until a new degree sheet is received.

If I fail a class, will the GI Bill still pay? May I retake a class to improve my grade?

If you fail a class, credits to repeat the class can be re-certified. You can use your benefits to improve a grade only if the grade you received is not acceptable under your program. If you receive a grade that is acceptable under your program, you cannot use your benefits to retake the course for a better grade.

What if I'm placed on academic probation because of low grades?

The VA uses the same progress standards listed in the CSU catalog. If your low grades lead to suspension due to unsatisfactory progress, the suspension will be reported to the VA.

Can I receive tutorial assistance?

The GI Bill for chapters 30, 33, 35 and 1606 can reimburse tutorial assistance. Tutorial assistance is not available for chapter 1607 at this time. You must provide a letter from the course instructor stating you are deficient in the course and that individual tutoring would help correct the deficiency. You should contact the Learning Assistance Center for available tutors. The monthly amount reimbursed cannot exceed \$100. To apply, complete VA Form 22-1990t, Application and Enrollment Certification for Individualized Tutorial Assistance. Forms are available on the [GI Bill website](#), or, from the certifying official at the office of Student Financial Aid. You will be required to pay the tutor and the VA will reimburse you.

What if I am a non-admit student?

The GI Bill will pay benefits for two semesters as a non-admit student. After two semesters, benefits will stop until you are formally admitted. Courses taken while a non-admit student should be limited to classes that would be acceptable to any program on campus (i.e., core requirements).

Will the GI Bill pay for honors courses?

Yes, but only when those courses count toward your major/degree. If a course is not degree-applicable, you cannot receive benefits.

How do I update my direct deposit information or my address?

Call the VA at 877-838-2778 to update your direct deposit information. Chapter 30, 1606 and 1607 students who verify their attendance online can change their address and direct deposit information at that site. Other chapter students should call the VA hotline number at 1-888-442-4551 to update their address.

Are VA education benefits taxable?

No. Any veterans benefits paid under any law administered by the Department of Veterans Affairs should not be reported as income to the Internal Revenue Service (IRS).

Who pays my tuition and fees?

Chapters 30, 35, 1606 and 1607: It is your responsibility to see that tuition and fees are paid on time. Tuition and fees are due prior to the start of each semester. Your benefits are paid at the end of each month for that month.

Chapter 33: Students must supply their Certificate of Eligibility to the VA certifying official. A completed and signed VA Waiver Request form must also be supplied prior to the start of the semester. The VA certifying official will then figure the amount due from the VA and will place a hold for 30 days on that part of the student's tuition and fee bill. Students who fail to pay the remaining balance will accrue late fees and could be purged from classes. VA cannot be charged for late fees or reinstatement fees.

How do I contact the VA?

You can find more information at <http://www.gibill.va.gov>. Veterans Affairs has a preliminary fact sheet available for download and printing, and has more information in their Education Benefit FAQ. Additional information is available at <http://education.military.com/money-for-school/gi-bill/new-gi-bill-overview>. You can also call the VA at their toll-free number at (888) 442-4551.

Appendix 2 - Code of Excellence

As a member of the Chicago State University community,
I pledge the following:

I will practice personal and academic integrity.

Dishonesty of any kind, including the practice of plagiarism or copying another person's scholarship, lying, deceit, excuse making and disloyalty in personal relationships is not acceptable.

I will respect the dignity of all persons.

Behaviors which compromise or demean the dignity of individuals or groups, including hazing, intimidating, taunting, teasing, baiting, ridiculing, insulting, harassing and discriminating are not acceptable.

I will respect the rights and property of others.

All forms of theft, vandalism, arson, misappropriation, malicious damage to and desecration or destruction of property is not acceptable. Any behavior that violates persons' rights to move about freely, to express themselves appropriately and to enjoy privacy is not acceptable.

I will strive for true cultural diversity and learn to accept and value the differences of others.

Denial of equal rights and opportunities for all regardless of their age, sex, race, religion, disability, ethnic heritage socioeconomic status, sexual orientation, gender equity, political, social or other affiliation or disaffiliation is not acceptable.

I will respect the basic human rights.

Behaviors, which are inconsiderate, insensitive, inhospitable, insightful, or which unjustly or arbitrarily inhibit another's abilities to feel safe or welcomed in the pursuit of appropriate academic goals are not acceptable.

I will strive for personal and academic excellence.

Allegiance to these ideals obligates us to be responsible for our own actions and deeds, take ownership of our education, pursue scholarship and abide by all university rules and procedures.

I will strive to abide by the principles of this code and will encourage others to do the same.

Appendix 3: Alma Mater

Here's to Chicago, colors evergreen and white
Hail CSU where we can reach the height
Proudly we raise all our voices to you
Helping each other to make it through

Chorus:

Honor and Glory! Telling our story
Keeping our mission so true
Honor and Glory! We'll tell the story
Lifting our voices to CSU

Hail CSU where all our dreams come true
Meeting the challenge, making old things new
Onward and upward we proudly sing
All our devotion we gladly bring

Chorus:

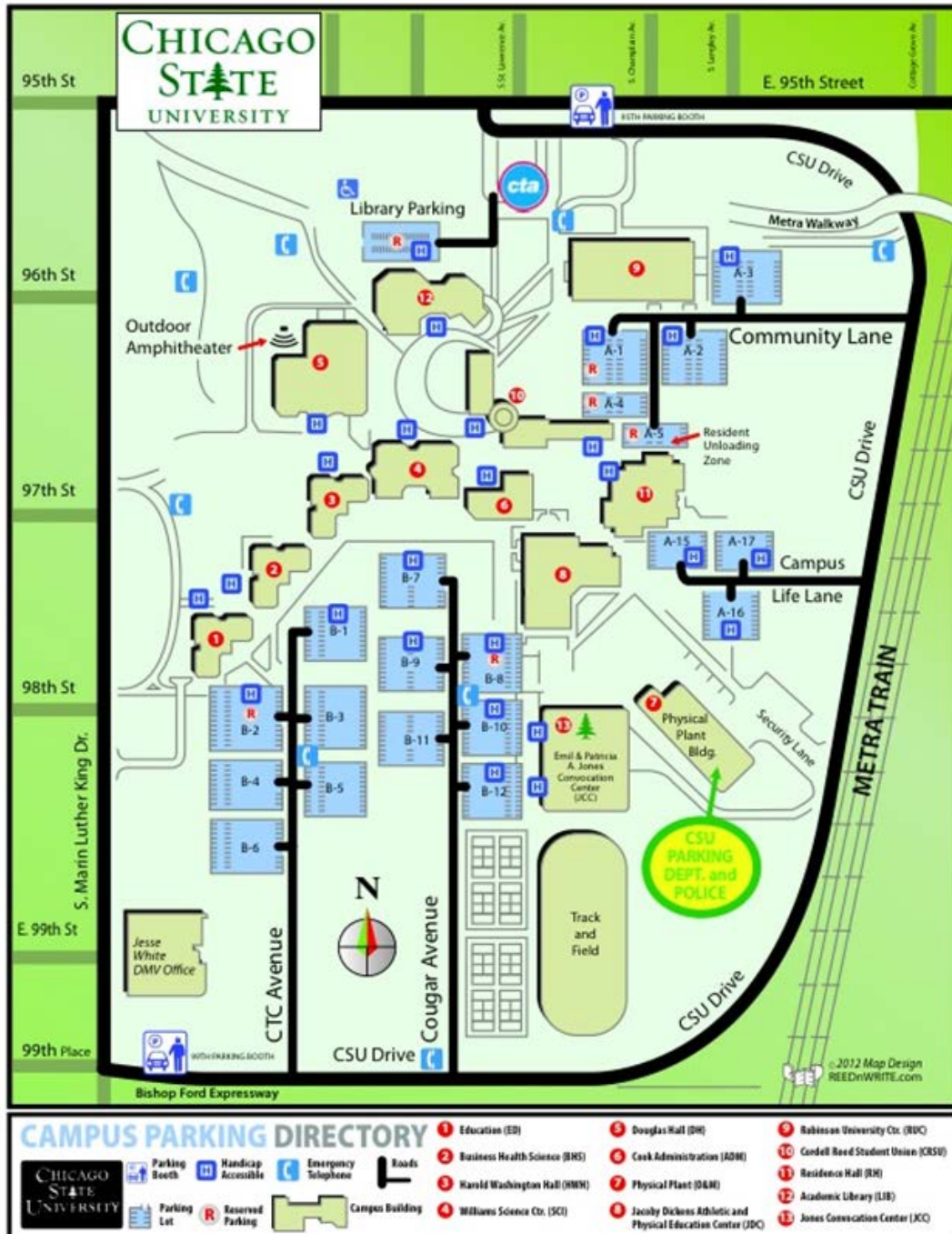
Honor and Glory! Telling our story
Keeping our mission so true
Honor and Glory! We'll tell the story
Lifting our voices to CSU

As we endeavor to achieve our goal
May we continue with a joyful soul
Fondly availing our school's brave heart
With adoration we shall impart

Chorus:

Honor and Glory! Telling our story
Keeping our mission so true
Honor and Glory! We'll tell the story
Lifting our voices to CSU

Appendix 4: University Map Locator



**LAST PAGE DISCLAIMER:**

The University Catalog is the official student handbook of Chicago State University and supersedes any information contained herein. The information contained in this handbook is provided to help each student maximize her/his collegiate journey through Chicago State University. To ensure compliance with new state and federal laws and mandates, additional information, policies and procedures are available at www.csu.edu.

Surveys

[Survey of Services and Programs for Veterans, Active Duty Military Personnel and Families](#)

[Survey of Fiscal Impact of the Program and Services Related to Higher Education Veteran's Service Act](#)

