



STUDENT VETERAN HANDBOOK

2025-2026

WELCOME

This handbook is intended to assist you in navigating the Veterans programs and services available, while guiding you through the process of accessing your educational benefits.

We thank you for your service and want you to know that we are committed to providing you with the very best support and resources available. We wish you the best of luck with your academic career and thank you sincerely for choosing San Ignacio University

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Dear Veteran, Reservist, or Dependent of a Veteran,

Welcome to San Ignacio University (SIU)! We are honored that you have chosen our institution to pursue your educational goals. It is both our privilege and commitment to support you in this important endeavor.

This handbook is designed to serve as a comprehensive resource, providing detailed information about the various Veterans Education programs, eligibility criteria, and application procedures.

Additionally, we aim to keep you informed about the Department of Veterans Affairs (VA) policies, including the reporting requirements placed on both SIU and our students, and how these may impact your receipt of VA Educational Benefits.

As a student utilizing veterans' benefits at SIU, it is essential to understand your responsibilities to ensure a smooth process and avoid potential overpayment issues. Our dedicated team is here to facilitate your access to these benefits and provide the guidance you need throughout your educational journey.

Our office is conveniently located at 3905 NW 107th Avenue, Suite 301. We welcome walk-ins and are also available to assist you via email or phone. Should you prefer to schedule an appointment with the School Certifying Official (SCO), please contact us at flagardere@sanignaciouniversity.edu or call us at (305) 629-2929 ext. 4015.

We look forward to the opportunity to assist you and ensure your experience with SIU is both rewarding and fulfilling.

The following information on procedures and responsibilities is provided for your convenience. Should you have any questions or need further assistance, do not hesitate to reach out.

Sincerely,
SCO

San Ignacio University Contacts:

Admissions	305-629-2929 x 4013
Registration & Records.....	305-629-2929 x 4024/4017
Academics.....	305-629-2929 x 4050
Accounting/Bursar	305-629-2929 x 4031
Student Services.....	305-629-2929 x 4022
Library.....	305-629-2929 x4021
Financial Aid	305-629-2929 x4015
School Certifying Official.....	305-629-2929 x4015

University Admission

- ☐ **Contact the Admissions Office:** Begin your application process by reaching out to the Admissions Office.
- ☐ **Submit Transcripts:** Provide a copy of your high school diploma, GED, or postsecondary transcripts to the Admissions Office. If you have previously attended other colleges, official transcripts must be sent directly to SIU for evaluation. Please note that open or faxed transcripts cannot be accepted.
- ☐ **Financial Aid:** You may be eligible to receive federal financial aid in addition to your VA educational benefits. To apply, complete the FAFSA at www.studentaid.gov.
- ☐ **Pre-Test and Enrollment:** Complete a pre-admission test and finalize your enrollment by submitting your signed enrollment agreement form.
- ☐ **New Student Orientation:** Information regarding orientation will be provided by the Student Services Department.
- ☐ **Class Registration:** Schedule a meeting with your academic dean to register for your classes.

APPLICATION FOR VETERANS EDUCATION BENEFITS

VA applications are designed to obtain the data necessary to determine eligibility for educational assistance benefits for educational objectives. The application and required forms vary according to the type of benefits and to the circumstances. Students should apply on VA.gov:

<https://www.va.gov/education/how-to-apply/>

Applicants using ID.me to apply for Chapter 33 Post-9/11 may be able to receive instant verification of benefits and download their COE immediately after submitting their application for the benefit on VA.gov.

VA forms will be transmitted to the VA Regional Processing Office (RPO) which has jurisdiction of the school the student will be attending. Once the form is submitted to the VA, the student will receive an automatic email indicating they have received the application. Students attending San Ignacio University should indicate: 3905 NW 107th Avenue Ste 301, Doral FL, 33178 as the address of the school.

CERTIFICATE OF ELIGIBILITY (COE)

Once the VA has received the application and all necessary supporting documents, the claim will be processed and a file number established (usually the Social Security number). Chapter 33 (Post 9/11) Certificate of Eligibility (COE) letters will provide the eligibility percentage. When the application has been approved, the VA will mail a copy of the COE to the address the student provided with on the application. The students will need to provide a copy of the COE. If already approved, students can also submit a statement of benefits from [https:// www.va.gov](https://www.va.gov).

Students wishing to use Chapter 33 as a payment method must provide a COE or statement of benefits in advance. If you are less than 100% eligible, you will have to establish a payment method for the portion the VA will not pay. All students should scan and email a copy of the COE or statement of benefits to the VA benefit office at SIU.

ENROLLMENT CERTIFICATION

Students must notify SCO when they wish to use benefits for a specific term by completing the registration form each semester they wish to register for. Completion of the form will notify the SCO, and an enrollment certification will then be sent to VA for processing.

If you enroll in a new course, change courses, or need to update your payment information, please revisit and complete a new Form to reflect these changes.

Student Veteran Benefit Information

Below you will find a description of all the VA Educational Benefit Programs in which SIU participates. The GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at benefits.va.gov/gibill.

MILITARY TRANSCRIPTS - If you are a veteran, please submit all military transcripts to admissions when applying to SIU. A review of your military transcripts will determine if any credits can be transferred to your degree program.

Chapter 30: Montgomery GI Bill ®

The Montgomery GI Bill ® program, sometimes known as Chapter 30, provides education benefits to Veterans and Service members who have at least two years of active duty. For more information, to find out if you qualify and for instructions on how to apply for Chapter 30 entitlement, please visit the [VA](https://benefits.va.gov/gibill) website for more information.

Chapter 31: VA Vocational Readiness Program

Vocational Readiness and Employment (VR&E), sometimes referred to as Chapter 31 program, provides services to eligible Service members and Veterans with service-connected disabilities to help them prepare for, obtain, and maintain suitable employment or achieve independence in daily living.

To reference the specific eligibility qualifications, please visit the [VA](https://benefits.va.gov/gibill) website, created by the Department of Veteran Education.

How Can You Apply for Chapter 31 benefits?

- Submit your [application online](#)
- Fill out [VA Form 28-1900](#), “Disabled Veterans Application for Vocational Rehabilitation.” Once complete, mail the form to your closest VA regional office.

Chapter 33: Post 9/11 GI Bill ®

The post-9/11 GI Bill ® provides education benefits for those who have served on active duty for 90 or more days after Sept. 10, 2001. The entitlement rate depends on how active-duty time a member has.

What benefits does the post-9/11 GI Bill ® include?

- The full tuition amount for in-state schools up to the maximum national average
- A Monthly Housing Allowance (MHA) based on the cost of living where your school is located
- Up to 36 months of education benefits, in most cases payable for 15 years after your release from active duty
- A percentage-of-maximum-benefit scale based on how much active service you’ve had since September 10, 2001

Enrollment Verification Reporting

- All students receiving post-9/11 GI Bill® benefits at San Ignacio University are now required to verify their enrollment at the end of each month to continue receiving their Monthly Housing Allowance (MHA) and/or kicker payments.
- You have the option to verify your enrollment via email or via text messaging. To streamline the enrollment verification process, the U.S. Department of Veterans Affairs (VA) is providing students with text message verification, an easy and secure method for verifying enrollment each month via text and the best way to ensure they receive their payments uninterrupted. Students also have the option to verify enrollment via email.

Responding to Enrollment Verification text messages from the VA:

- When you end your enrollment during a verification month, and you receive an enrollment verification text from the VA at the end of the month you should respond YES to the text message. This means to the VA that since the last reported change there are no changes.
- The VA strongly recommends using text or email, but if these options are unavailable to you, you may call the Education Call Center (ECC) at 1-888-GIBILL-1 (1-888-442-4551) to verify enrollment. Please be advised that calling the ECC may result in long waiting times.
- **IMPORTANT NOTE:** If you fail to submit enrollment verification for two consecutive months, your payments will be held until you verify your enrollment (For example, if the term starts in January and you fail to verify your enrollment for January and February, your March payments will be placed on hold).

For more information, to find out if you qualify and for instructions on how to apply for Chapter 33 entitlement, please visit the [VA](#) website for more information.

Chapter 1606: Selected Reserve Educational Assistance

If you're a member of the Army, Navy, Air Force, Marine Corps or Coast Guard Reserve, Army National Guard, or Air National Guard, you may be able to get up to 36 months of education and training benefits under the Montgomery GI Bill ® Selected Reserve (MGIB-SR) program. For more information, to find out if you qualify and for instructions on how to apply for Chapter 1606 entitlement, please visit the [VA](#) website.

Chapter 35: Dependents & Survivors Educational Assistance

VA's Survivors' and Dependents' Educational Assistance (Chapter 35) program provides education and training opportunities to eligible dependents and survivors of certain Veterans. For more information, to find out if you qualify and for instructions on how to apply for Chapter 35 entitlement, please visit the [VA](#) website.

Apply for Veterans Educational Benefits/Benefits Explanation

Federal Benefits														
Title/Chapter	Basic Eligibility	Months of Entitlement	Monthly Benefit Amount (subject to change) https://www.va.gov/education/	Time Limit										
Montgomery GI Bill (Chapter 30)	Entered military after June 30,1985 and paid \$1,200 enrollment fee	Provides up to 36 months	<table><tr><td><3years</td><td>3 years+</td></tr><tr><td>Full-\$1,619.00</td><td>\$1,994.00</td></tr><tr><td>¾-\$1,214.25</td><td>\$1,495.00</td></tr><tr><td>½-\$809.50</td><td>\$ 997.00</td></tr><tr><td colspan="2">Less than 1/4 vaires</td></tr></table>	<3years	3 years+	Full-\$1,619.00	\$1,994.00	¾-\$1,214.25	\$1,495.00	½-\$809.50	\$ 997.00	Less than 1/4 vaires		10 years and one day from date of release from active duty
<3years	3 years+													
Full-\$1,619.00	\$1,994.00													
¾-\$1,214.25	\$1,495.00													
½-\$809.50	\$ 997.00													
Less than 1/4 vaires														
Educational Assistance for Service-Connected Disabilities (Chapter 31)	Vet needs a 20% VA disability or more to apply Veteran needs a service-connected disability	As many as 48 months of entitlement	Full - \$ 631.85 ¾ - \$ 474.76 ½ - \$ 317.66 More with dependents plus tuition, fees, books, and supplies are paid for by VA	Usually 12 years from date of disability										
Post-9/11 (Chapter33)	Served on active duty for more than 90 consecutive days since 9/11	Generally, 36 months of entitlement; not more than 48 months under two or more chapters	• Full – \$1,307.00 at 100% eligibility • Percentage of entitlement based on length of active duty service since 9/11/2001 • Cost of tuition and fees • Monthly housing allowance based on school zip code • Up to \$1,000 per year for books/supplies NOTE: BAH stipends are only paid if enrolled more than half-time. They are pro-rated if enrolled less than full-time or if enrolled in all online courses	15 years after last period of active duty of at least 90 consecutive days *Forever GI Bill: the 15-year time limitation for using post-9/11 GI Bill benefits is eliminated for veterans who left active duty on or after January 1, 2013										
Survivors and Dependents Educational Assistance (Chapter35)	For spouses and children of 100% service-connected disabled vets or spouses/children of veterans who died in service or from a service-connected disability	36 months of entitlement are allowed under this program	Full - \$ 1,224.00 ¾ - \$ 967.00 ½ - \$ 710.00 Less than ½ time varies	For spouse 10years from the date of veterans' 100% disability or death; children must be between the ages of 18 and 26										
Montgomery GI Bill-Selected Reserve (Chapter 1606)	Enlist or re-enlist For 6 or more years in the Selected Reserves Completed active duty for training	Maximum of 36 months of full-time training	Full - \$ 384.00 ¾ - \$ 287.00 ½ - \$ 191.00 Less than ½ time varies	Entitled Benefits while continuing to serve in the selected service										

Rates and Enrollment intensity

CREDIT HOURS	Enrollment intensity	MONTHLY RATE OF PAY
12 or more	full time	maximum allowance
9 - 11	3/4 time	75% of maximum
6 - 8	1/2 time	50 % of maximum
5 or less below	below 1/2 time	tuition and fees

For training less than 1/2 time, the VA will pay total tuition and fees only up to a maximum amount. Payment may be issued in a single check or monthly.

For the first semester you intend to use your benefits, you must submit to the SCO the following documents. Bring in these documents, to the Registrar's Office, after you've registered for your classes

Benefit	Required Documentation
Chapter 33: Post 9/11 GI Bill ®	• Your Certificate of Eligibility (COE) • DD 2-14 (optional) • A copy of your change of training form (22-1995) if you used your benefits at another college
Chapter 1606: Selected Reserve Educational Assistance	• Your Notice of Basic Eligibility (NOBE) • A copy of your change of training form (22-1995) if you used your benefits at another college
Chapter 31: VA Vocational Readiness Program	• Your 28-1905 forms for tuition/fees and books signed by your case manager
Chapter 35: Dependents & Survivors Educational Assistance	• Certificate of Eligibility • Your VA Claim (this is the Veteran's full social security number, with first and last name)

The SCO will submit your certification directly to the VA

Once your paperwork is complete a certification will be submitted to the Enrollment Manager system. An email is sent to your email account on file with the VA once your certification has been submitted.

Chapter 1606 Students: Remember to certify your attendance monthly through the [WAVE system](#). The VA pays benefits directly to you; therefore, you must make payment arrangements with the Office of Student Accounts to ensure your tuition is paid for prior to the deadline.

Chapter 35 Students: The VA pays benefits directly to you; therefore, you must make payment arrangements with the Office of Student Accounts to ensure your tuition is paid prior to the deadline.

Attendance Requirements:

Class Attendance Regular attendance is required of all students, and the attendance record maintained by the instructor is official. In case of absences due to illness, military obligations, or other circumstances beyond their control, students should notify the instructor and SIU staff as soon as possible.

Online Course Attendance Policy

Students are subject to the attendance policy. Attendance in a distance education (online) course is defined by active participation. Logging into Canvas does not qualify as sufficient evidence of attending as per federal financial aid guidelines, and nonattendance may affect financial aid and/or veterans' benefits.

Completion of tests, submission/completion of assignments, and participation in discussion forums are activities used to document enrollment. (Note: logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement). Students who have not documented enrollment and participation by the end of the official drop/add period will be administratively dropped as "never attended." Students who fail to maintain active participation throughout a distance education (online) course also may be administratively dropped after the official add-drop date without the

possibility of reimbursement. For this purpose, an unexplained absence from the course for more than two weeks is considered “non-participation.”

Change in Status

All students receiving benefits are required to notify the SCO staff of the following:

- Change in a program of study;
- Withdrawal from a course;
- Registering for courses not in their degree program;
- Increase or decrease in the number of hours enrolled for;
- Change of address; and
- Concurrent enrollment at another institution.

Notifications can be submitted via email to the SCO

Course Withdrawals

If you must withdraw from a course or withdraw entirely from the school, you must submit a course withdrawal form to The Office of the Registrar. Failure to submit a course withdrawal form in a timely fashion can create an overpayment of VA funds and create a debt.

Enrollment Guidelines

You must be enrolled in a degree-seeking undergraduate, or graduate program of study to receive benefits. You will be certified only for approved programs and courses that meet program graduation requirements. You can view what courses apply to your degree in the catalog or using the degree audit by your associate dean. The VA will not pay for non-credit coursework.

Repeated Courses

The VA will only pay for repeated courses that require a higher grade per the student’s program requirements. The VA will not pay for a developmental course for a third attempt when a grade of "U" (Unsatisfactory) has been earned for the course.

VA Debt Policy for Tuition & Fees

As of Jan 5, 2021, the VA’s policy on tuition and fee debts has changed under the Chapter 33 Post-9/11 GI Bill: schools are now responsible, instead of the student, for benefits paid directly to the school. If a debt is created for a withdraw or non-attendance, SIU will be required to return some or all tuition and fees paid by the VA, or the VA may also prorate their tuition payment to the University. This action will create a balance due to student accounts. Students with a balance due should contact Student Financial Services for information on making a payment and for information on the impact this balance may have on your student account. Balances due may impact the ability to enroll in courses, or receive a grade, diploma, or transcripts.

Academic Standing

Refer to the SIU Catalog or Student Handbook for more detailed information

Students receiving Veterans' Educational benefits are responsible for demonstrating pursuits toward their identified program of study.

- Standards for Academic Progress (SAP): You must successfully complete 67% of coursework with a 2.0 term GPA or 3.00 for graduate students

Students will be evaluated for academic standing and notified by the Veterans Services Office at the end of each term if one or more of the requirements is not met; the following will take place:

1. **Academic Alert (warning):** (First term SAP not met) We encourage you to meet with an Academic Advisor to discuss/formulate an academic strategy that will enable you to return to good standing.

2. **Academic Probation:** (Second consecutive term SAP not met) We require you to meet with your associate dean to discuss/formulate an academic strategy (academic Plan) that will enable you to return to good standing, failure to do so will result in a registration hold for the subsequent term.
3. **Academic Suspension:** (Third consecutive term SAP not met) Students in this status will be restricted from registering for subsequent terms until the following requirements are accomplished and approved by a Veterans Certifying Official: You must meet with an associate dean to discuss/formulate an academic strategy (academic Plan) that will enable you to return to good standing and complete a Veterans SAP Appeal Package.
4. **Termination:** (Fourth consecutive term SAP not met) VA Educational Benefits suspended for a term if SAP standards are not met during the term following Academic Suspension/appeal approval

Financial Aid

Veterans are encouraged to apply for federal and state financial aid opportunities. The application form is available on-line at www.studentaid.gov Financial aid programs such as grants, work-study and loans are available to assist with educational expenses. Eligible students may receive both VA benefits and financial aid funds during the same semester. If you are declined for Financial Aid and your income status has changed from last year, fill out the Change of Circumstance form. Financial Aid will reassess your application for financial assistance.

Filing a Complaint

Student Veterans are within their right to file a complaint against the university, we urge students to please actively reach out to School Certifying Officials (SCO) prior to filing a complaint.

Contacting the Department of Veteran Affairs

San Ignacio University is within the Muskogee, OK Region.

Regional Processing Office

Department of Veterans Affairs

RPO

PO Box 8888 Muskogee, OK 74402-8888

1-888-442-4551

ADDITIONAL RESOURCES

There may come a time when you may need to contact the VA directly. Please use the following links and phone numbers that may be of use to you:

GI BILL ® Website: <https://benefits.va.gov/gibill/>

GI BILL ® Facebook Page: <https://www.facebook.com/gibillEducation/>

GI BILL ® Hotline: 888-GIBILL-1 (888-442-4551).

- [Department of Veterans Affairs](#)
- VA Education student toll-free hotline: 888-442-4551
- [Miami Vet Center](#) – mental health, benefits support, transition assistance
- [U.S. Department of Labor](#) – Veterans' Employment and Training Service
- [FL Department of Veteran Affairs](#)
- [Miami-Dade County Veteran Services Program](#)
- [United Way of Miami-Dade, Mission United – transition assistance](#)