



## **Veterans Benefits Information**

Shenandoah University supports veterans, active duty military personnel and their dependents in their endeavor to attain degrees in higher education. A simple checklist is provided below as well as some helpful links to assist with common questions.

### Checklist

1. Students eligible for VA Benefits must enroll online by using the Veterans Online Application (VONAPP) at <http://www.gibill.va.gov/>. Completion of the VONAPP is required before benefits can be granted.
2. Complete an online application to the university by contacting Admissions. Admissions staff will guide you through the enrollment process.
3. Apply for financial aid to help with costs not covered by VA benefits.
4. If assistance is needed, please contact the veteran advocates who will help you navigate the process.

### ***VA Certifying Official***

The VA Certifying Official is the liaison between Shenandoah University and the U.S. Department of Veterans Affairs. The Certifying Officials for Shenandoah University are located in the Registrar's Office. Certifying officials are responsible for reporting student enrollment information (term dates and credit loads) to the VA so benefit payments may be disbursed.

Once the student has enrolled online it may take up to 12 weeks to receive the Certificate of Eligibility. Once the student receives this Certificate, a copy of the Certificate needs to be submitted to the Registrar's Office. Once this is received and the student is registered, a Certifying Official will certify the student online.

*Certifying Officials Are:*

#### **Melanie Winter, Registrar**

Email: [mwinter@su.edu](mailto:mwinter@su.edu)

Phone: (540)-665-3499

Fax: (540)-665-5446

#### **Niccole Gatliff, Registration Service Rep.**

Email: [ngatliff@su.edu](mailto:ngatliff@su.edu)

Phone: (540)-665-6508

Fax: (540)-665-5446

#### **Mailing address:**

1460 University Drive  
Registrar's Office  
Winchester, VA 22601

#### **Campus location:**

Gregory Hall, Room 120

Additional SU offices involved in handling VA student benefits are the Office of Financial Aid and Student Accounts. They can be reached at:

Financial Aid	Lindsey Payette	(540) 665-4612	<a href="mailto:lpayette@su.edu">lpayette@su.edu</a>
Student Accounts	Susan Dawson	(540) 678-4476	<a href="mailto:sdawson@su.edu">sdawson@su.edu</a>

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## ***Automatic Enrollment***

Once VA Benefits are granted and the student remains a full time student, the Registrar's office will automatically update enrollment certifications 30 days prior to the start of a new semester.

## ***Veteran Advocates***

Two faculty members serve as advocates for veterans and military students enrolled at Shenandoah University. They can help by:

- Fielding questions about VA Educational Benefits
- Directing students to the right contact on campus
- Assisting students with completing VA forms
- Assisting students with contacting the VA with specific benefit-related issues

*Advocates are:*

### **Dr. Cindy Schendel**

Email: [cschende@su.edu](mailto:cschende@su.edu)

Phone: 540-665-4791

### **Salli Hamilton, ABD**

Email: [shamilto2@su.edu](mailto:shamilto2@su.edu)

Phone: 540-665-6524

### **Mailing Address:**

1460 University Dr.

Kinesiology Department

Winchester, VA 22601

### **Campus Location:**

Gregory Hall, Rooms 153 & 156

## ***Post 911 GI Bill(Ch. 33) and Yellow Ribbon Program***

The Post 911 GI Bill pays benefits based on the amount of time the individual who is eligible to receive benefits has served. The Yellow Ribbon program pays a specific amount of benefits per term. If you receive 100% eligibility for the Post 911 GI Bill and Yellow Ribbon Programs that does not mean that the amount you receive will cover 100% of the tuition and fees charged by Shenandoah University. The amount of tuition paid by these programs is determined by the highest state school tuition rate.

Shenandoah University is a private institution. We strongly suggest that you complete a FAFSA online at [www.FAFSA.ED.GOV](http://www.FAFSA.ED.GOV) in addition to turning in your Certificate of Eligibility to the Registrar's Office. If you are living on campus, you will receive a monthly stipend paid directly to you.

You will either need to pay housing in full at the beginning of the term or set up a payment plan with the Office of Student Accounts.

## ***Montgomery GI Bill***

The Montgomery GI Bill pays a monthly stipend directly to you, payment is not made directly to Shenandoah University. It is your responsibility to make payment to Shenandoah University by the specified tuition due dates.

### ***Military Spouse Career Advancement Account (MyCAA)***

If you are eligible to receive this benefit, you must go to the MyCAA website and complete the necessary information. The Office of Student Accounts checks the MyCAA/AI Portal on a regular basis and submits invoices through the MyCAA/AI Portal. An invoice cannot be processed if your name and the courses for which you are enrolled do not appear on the MyCAA/AI Portal which is maintained by the Department of Defense. Once an invoice is processed in the MyCAA/AI Portal it takes 20 to 30 days before payment will be received for your MyCAA benefits.

### ***Invoicing/Billing a Third Party Payer directly for Military Benefits***

The Office of Student Accounts processes invoices to Military Tuition Benefit Programs, only if a written notice from the Military Tuition Benefits Program is received. Examples of these programs are Vocational Rehabilitation, Veterans Affairs Medical Centers, Army Continuing Education Programs, etc.

### ***Book and Supply Benefits***

If you receive benefits to cover book and supply purchases, you will need to work directly with the SU Bookstore. Please contact the SU Bookstore/Follett at 540-665-4523.

If you have questions or need further information please contact the Office of Student Accounts at 540-678-4476 or email [sdawson@su.edu](mailto:sdawson@su.edu).

### ***Virginia Troops to Teachers***

The primary objective of Troops to Teachers (TTT) is to help recruit quality teachers for the schools that serve low-income families throughout the United States. TTT helps relieve the teacher shortages, especially in math, science, special education and other high-need subject areas, and assistas military personnel in making a successful transition to a second career in teaching.

For more detailed information please visit <http://www.odu.edu/troopstoteachers>