



CSP's Military Educational Benefits Policy

How to activate use of federal GI Bill benefits:

In order to activate the use of VA education benefits, a student must be accepted to Concordia University and enrolled in a VA approved program. A student must fill out a military intake form each semester they would like to use benefits. If this form is not submitted each semester, benefits will not be processed.

Although not required, it is highly recommended that a Certificate of Eligibility is submitted to the School Certifying Official (SCO) to confirm benefit eligibility. It is the student's responsibility to apply for and receive confirmation of benefit eligibility.

****With the submission of this document, a military student is requesting the School Certifying Official to verify enrollment within the VA system on their behalf. This will generate the payment of their education benefits. ****

Roughly three weeks before the start of the semester, the School Certifying Official will enter the student's enrollment through the Enrollment Manager system for all registered Military students that have submitted the above military intake form. After the census date for that semester, enrollment will be locked, and the SCO will enter the required tuition and fees to the VA. VA payments for tuition will arrive at CSP anywhere from 1-3 weeks after that date.

How to activate Tuition Assistance (TA) entitlement

In order to be given the active-duty tuition rate (per CSP policy for eligible programs) you must provide active-duty orders or active National Guard orders, upon admission to Concordia University.

You are required to submit a copy of your TA Authorization voucher from your specific military branch to the School Certifying Official.

Students/soldiers are required to know and follow the TA policy for their military branch.

Tuition Payments

Chapter 30, 1606, 35:

Because students receive these benefit payments to their personal bank accounts, the student is responsible for paying all tuition and fees by the tuition due date. Concordia St Paul does not have an agreement with the VA to process tuition/fee waivers; therefore, failure of the VA to pay students in a timely manner does not eliminate or delay a student's financial responsibility to CSP.

Chapter 33, VA Vocational Readiness and Employment, Tuition Assistance

Tuition payments will be made directly to Concordia University and applied to the student's tuition and fee statement. If a student is receiving grants or loans, those will be applied to the student's account. Once all payments have been received, the financial aid office will review and issue a refund to the student, if required. Any money due to the school that will not be paid by VA/Tuition Assistance, will be the responsibility of the student by the payment deadline.

Students Responsibilities

It is the student's responsibility to know the requirements for their benefits, including:

- Immediately advise the School Certifying Official of any changes to enrollment throughout the semester.
- Be knowledgeable about possible debt recoupment from the VA in the instance a class is dropped after the drop date per CSP academic calendar. It is advisable to notify the SCO before dropping or withdrawing from a class in order to know how it will affect benefit payments and financial aid. .
- Knowing what the full time rate for payment is and that they meet that requirement.
- Reviewing their CSP Connect for payments made to their student account/charges that are not covered by military benefits.
- Review and be knowledgeable of the Veteran Handbook on CSP Connect for all current CSP processes and procedures.

Additional Resources for Military Students:

www.va.gov 1-888-442-4551

<https://www.va.gov/education/benefit-rates/>

<https://armyignited.army.mil/student/public/welcome>

<https://minnesotanationalguard.ng.mil/education/>

<https://mn.gov/mdva/>