

# Military Education Benefits and Transcript Guide

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# Introduction



Military education benefits can be very confusing. We put together this guide to better assist you to understand what benefits you may qualify for and the process you should take to apply for your benefits.

To get the most use out of this guide, we recommend you follow this sequence. **Check your eligibility first (pg. 8)**. Next, **learn about your benefit(s) (pg. 4)**, followed by **apply for your benefits (pg. 6)** and **military funding and aid (pg. 13)**.

We are always available to help either by email or phone, if you would like additional assistance.

## Benefits At-A-Glance

The military supports its military members and families with a variety of benefits. Below is a list of the most common benefits used at Kutztown University.

Benefit Type and Form	Options
<b>Military and Veterans:</b>	
<p><b>Education Assistance Program (EAP)</b> Forms: EAP 1 (during enlistment) and EAP 2 (annually through unit) paper applications</p>	<ul style="list-style-type: none"> <li>• <a href="https://www.pheaa.org/funding-opportunities/aid-for-military-national-guard/national-guard-eap.shtml">https://www.pheaa.org/funding-opportunities/aid-for-military-national-guard/national-guard-eap.shtml</a></li> <li>• Pays tuition plus technology fee at state rate per semester</li> <li>• Payment is made directly to KU</li> <li>• Apply through your military unit by June 30 for the next academic year</li> <li>• Deadline date may be extended if deadline is missed due to training</li> <li>• Must be a satisfactory participant in your unit – not flagged, etc.</li> </ul>
<p><b>Federal Tuition Assistance (FTA)</b> Form: *GoArmyEd online application</p> <p style="text-align: right;">*Army only (AC, RC, NG)</p> <p>All other military branches must be on active duty to use FTA.</p>	<ul style="list-style-type: none"> <li>• <a href="https://www.goarmyed.com/public/public_money_for_college-tuition_assistance.aspx">https://www.goarmyed.com/public/public_money_for_college-tuition_assistance.aspx</a></li> <li>• Pays tuition only, at \$250 per credit, up to 16 credits a fiscal year (Oct – Sep), for a maximum of \$4,500</li> <li>• Payment is made directly to KU</li> <li>• Application window opens 60 days before the first day of classes</li> <li>• Application must be approved before the first day of classes</li> <li>• Must earn a C or higher in classes or you will repay for the class</li> <li>• <b>Cannot be used with Chapter 1606 to pay for the same course</b></li> </ul>
<p><b>VA GI Bills:</b> <b>Chapters 31**, 33, 1606 (Student-Veterans)</b> <b>Chapters 33 TEB, 35 (Qualified Dependents/Family Members)</b></p>	
<p><b>Chapter 31**</b> Form: Visit Vocational Rehabilitation &amp; Employment Office (VR&amp;E) website before applying</p>	<p><b>Basic Guidance for all VA GI Bills:</b></p> <ul style="list-style-type: none"> <li>• <b>Apply at least 4-6 weeks before the start of the semester</b></li> <li>• <b>Not all VA GI Bills pay the same benefit amount.</b></li> <li>• <b>Some VA GI Bills send payment to the school, some send it Home</b></li> </ul> <ul style="list-style-type: none"> <li>• <a href="https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/">https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/</a></li> <li>• This is an employment program that uses Chapter 33 benefits**</li> <li>• See Chapter 33 for benefits details</li> </ul>
<p><b>Chapter 33</b> Form: VA 22-1990 online application</p>	<ul style="list-style-type: none"> <li>• <a href="https://www.va.gov/education/about-gi-bill-benefits/post-9-11/">https://www.va.gov/education/about-gi-bill-benefits/post-9-11/</a></li> <li>• Percentage of eligibility is based on qualifying days of active duty service</li> <li>• Tuition and Fees at state rate, up to eligibility % - paid to KU</li> <li>• Monthly housing allowance, up to eligibility %, based on school's zip code – paid to Student (Home)</li> <li>• Book allowance, up to eligibility % - paid to Home (Student)</li> </ul>
<p><b>Chapter 1606</b> Form: VA 22-1990 online application</p>	<ul style="list-style-type: none"> <li>• <a href="https://www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/">https://www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/</a></li> <li>• Eligibility based on qualifying Reserve and National Guard service</li> <li>• Form of payment is a stipend – paid to Student (Home)</li> <li>• Certify school attendance monthly through VA W.A.V.E. to receive stipend.</li> <li>• Must be a satisfactory participant in your unit – not flagged, etc.</li> <li>• <b>Cannot be used with FTA to pay for the same course</b></li> </ul>

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**Yellow Ribbon**

Form: No form

- <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/>
- Doesn't apply to students who live in the state of PA
- Applies to students who are eligible for 100% Chapter 33
- Payment covers balance of tuition and fees at state rate
- Payment is made to KU

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**Kicker**

Form: No form

- Kickers are part of the enlistment contract and is an incentive
- Kicker payments are added to VA GI Bill payments
- Kicker cannot be paid if student is not receiving VA GI Bill
- Form of payment is a stipend – paid to Student (Home)

\*Enlistment incentive – this is not a VA GI Bill

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## Qualified Dependents/Family Members Using Benefits:

**Basic Guidance for dependents/Family Members:**

- See VA GI Bill Basic Guidance above
- The dependent must apply for the benefit in their own name, not their parent's name.

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**Chapter 33 Transferred Benefits**

Form: VA 22-1990E online application

- <https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/>
- Same as Chapter 33 Benefits
- Form is different

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**Chapter 35 (Survivor's & Dependents Assistance)**

Form: VA Form 22-5490 online application

*Dependents Education Assistance:*

- <https://www.va.gov/education/survivor-dependent-benefits/dependents-education-assistance/>
- Form of payment is a stipend – paid to Home (Student)

\* Two benefits fall under this GI Bill.

*Marine Gunnery Sergeant John David Fry Scholarship:*

- <https://www.va.gov/education/survivor-dependent-benefits/fry-scholarship/>
- Same as Chapter 33 payments

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**Military Family Education Program (MFEP)**Form: EAP 1 (military unit) and EAP 2 (annually)  
paper applications

- <https://www.pa.ng.mil/Offices-Programs/Education-Services/Military-Family-Education-Program/>
- Similar to EAP – See EAP section
- Application submitted to the PA State EAP Office

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**Yellow Ribbon**

Form: No form

- <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/>
  - Doesn't apply to students who live in the state of PA
  - Applies to students who are eligible for 100% Chapter 33
  - Payment covers balance of tuition and fees at state rate. Payment is made to the school.
- 



# Apply for Your Military Benefits

To use the benefit(s) that you qualify for, you must be prepared. Here's a step-by-step list of actions you should take before you start classes at KU.

## Benefits Checklist

**A:** Determine the benefits you may qualify for based on your U.S. military branch of service and military status (Active, Reserve, Guard, Qualified Family Member/Dependent, etc.) See Eligibility Charts section.

**B:** Confirm your eligibility for each benefit by reading the eligibility requirements located at the link for each benefit.

Each benefit has its own application, application process, and deadlines.

**\*Step 1:** Apply for each benefit that you qualify for and follow the guidelines for each benefit. Note: Qualified family members who are using military benefits must apply for the benefit in their own name. The benefit approval form that the service member receives cannot be used to request benefits. **Without submitting a formal application, you will not receive benefits.**

**Step 2:** [AFTER REGISTERING FOR CLASSES] Complete and submit your KU VS Enrollment Certification Request form to KU's VA School Certifying Official. Indicate which benefit(s) you plan to use in the upcoming semester. **You will not receive benefits if form is not submitted.** New students obtain form during Orientation.

**Step 3:** Collect and submit your confirmation of benefit eligibility form and required paperwork to KU's V School Certifying Official, before the


### \*Tip

When applying for your VA Benefits, have the following documents easily accessible: DD 214, member 4 copy | Bank Account Information- Routing and Account numbers | Address for High School | KU Address is 15200 Kutztown Road, Kutztown, PA 19530

## REQUIRED PAPERWORK

VETERAN / CURRENTLY SERVING (CS)	QUALIFIED FAMILY MEMBER USING PARENT'S BENEFITS	VETERAN / CS TRANSFER STUDENT
<ul style="list-style-type: none"> <li>• Certificate of Eligibility (COE)</li> <li>• Notice of Basic Eligibility (NOBE)</li> <li>• Certificate of Release/Discharge from Active Duty (DD214)</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Eligibility (COE)</li> </ul> <p>(COE MUST BE IN THE STUDENT'S NAME)</p>	<ul style="list-style-type: none"> <li>• Certificate of Eligibility (COE)</li> <li>• Notice of Basic Eligibility (NOBE)</li> <li>• Certificate of Release/Discharge from Active Duty (DD214)</li> <li>• Change of Program or Place (VA Form 1995)</li> </ul>

Submit forms to KU's VA School Certifying Official – Ms. Kate Peffley/ Registrar's Office

 KU cannot certify you to receive VA benefit funding until your required paperwork is submitted.

**Be on the lookout for the confirmation of benefit eligibility form**, make a copy and submit. See Section E.

*VA GI Bill (all, except Chp. 31)* – The VA mails a Certificate of Eligibility (COE) letter to the student's address provided on their application. Submit to KU, see Section E.

*VA GI Bill (Chapter 31, only)* – The VA mails a Certificate of Eligibility (COE) to the student's address provided on their application. Submit to KU, see Section E.

Your V&RE case manager must submit your VA Form 28-1905 to KU. See Section E.

*EAP and MFEP* – KU receives a roster from the State EAP office. A confirmation letter is also mailed to the student's address provided on their application. Provide letter **only** if KU requests it.

*FTA* – KU receives an electronic TA Authorization form. Student will also receive an electronic authorization form. Provide authorization **only** if KU requests it.


**C:** Inform KU's V School Certifying Official if you make **ANY** changes to your class schedule (i.e. drop/withdraw from a class, add a class, fall below 12 credits, take a leave of absence) before you make the change. Some class schedule changes can adversely impact your military benefits, causing a debt that the student must repay out of pocket.

❑ **\*\*D:** Every semester that you want to use your military benefits, you must follow STEP 2. If KU does not receive your form, you will not receive your military benefits payment(s).

❑ **E:** Send your KU Benefits Enrollment Certification Release form, required paperwork and confirmation of eligibility forms by email, fax, mail or in person, to:

*Mail:* Ms. Kate Peffley  
 VA School Certifying Official  
 Kutztown University of PA  
 115 Stratton Administration  
 Building  
 P.O. Box 730  
 Kutztown, PA 19530  
*Phone:* (610) 683-4505  
*Fax:* (610) 683-1586  
*E-mail:* [peffley@kutztown.edu](mailto:peffley@kutztown.edu)

❑ **MONTHLY CERTIFICATION (VA CHP. 30 and 1606 ONLY).** The U.S. Department of Veterans Affairs requires veterans receiving Montgomery GI Bill® benefits (Chapters 30 or 1606) to verify their attendance each month in order to disburse timely benefit payments. See Online Benefits Resources section.

 <b>Veterans Services</b> Enrollment Certification Request Form		
Student Name: _____		KU Student ID# _____
Date of Birth: _____		_____
First _____	MI _____	Last _____
CONTACT INFORMATION: PERMANENT HOME ADDRESS		CONTACT INFORMATION: Kutztown Dorm ADDRESS
STREET ADDRESS _____		LOCAL STREET ADDRESS _____
CITY, STATE, ZIP _____		CITY, STATE, ZIP _____
HOME PHONE # _____		CELL PHONE # _____ <small>(PROOF OF RESIDENCY REQUIRED FOR IN-STATE TUITION)</small>
Kutztown Email Address: _____		Personal Email Address: _____
Major: _____		Degree Seeking: <input type="checkbox"/> UNDERGRADUATE/BACHELORS <input type="checkbox"/> GRADUATE/MASTERS <input type="checkbox"/> DOCTORAL/DOCTORATE
Major: _____		<input type="checkbox"/> OTHER: _____
Veteran Status: <input type="checkbox"/> Veteran/Currently Serving		Military Branch: <input type="checkbox"/> Army <input type="checkbox"/> Marine Corps <input type="checkbox"/> Component: <input type="checkbox"/> Active <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Coast Guard <input type="checkbox"/> Reserves <input type="checkbox"/> National Guard
Dependent: <input type="checkbox"/> Child <input type="checkbox"/> Spouse		
VA Educational Benefits (Please select only the benefits you wish to use this semester)		Number of credit: enrolled for the term below: _____
<input type="checkbox"/> Chapter 1606 (Montgomery GI Bill - Selected Reserves)		
<input type="checkbox"/> Chapter 33* (Post 9/11) Specify your rate of eligibility _____ %		
<small>*Eligible and Out of State - Yellow Ribbon (Cards) YES NO</small>		
<input type="checkbox"/> Chapter 30 (Old Bill, Active Duty)		Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 1 <input type="checkbox"/> Winter
<input type="checkbox"/> Chapter 31 (Vocational Rehabilitation)		<input type="checkbox"/> Summer 2 <input type="checkbox"/> Summer 10 Week
<input type="checkbox"/> Chapter 35* (Survivor's & Dependent Educational Assistance)		Year: 20 _____
<small>*Chapter 35 VA File Number _____ (Veteran's SSN)</small>		
<input type="checkbox"/> Tuition Assistance		
<input type="checkbox"/> EAP		
<input type="checkbox"/> Other (Please Specify) _____		
<small>**Please note that only one semester or session can be certified per form. If you are using benefits for multiple semesters then you will need to submit multiple forms.**</small>		
I understand that it is my responsibility to complete this enrollment certification form for each term that I plan to receive benefits. Initial _____		
I understand that it is my responsibility to report any changes (including add/drop, grades of "F" or "W", address, change of major, etc.) to the School Certifying Official. Initial _____		
I understand that I am responsible for any debt owed to Kutztown University due to an over payment of my benefits. Non-payment of this debt or other charges will affect my student account and future registration. Initial _____		
I understand the GI Bill Benefits (Chapters 31 & 33) are only applied to tuition and fees, unless any scholarships unless the scholarship is refundable. Initial _____		
I, the undersigned, certify that the above statements are true to the best of my knowledge. I have read and understand my responsibilities as outlined above. I will report any and all status changes to the School Certifying Official as soon as they occur.		
Signature: _____		Date: _____

## APPLICATION TIP

- After you are approved to use the VA GI Bill that you qualify for, you do not have to apply again to use the same benefit.
- Other military education benefits require that a new application be submitted on an annual or semester basis.

## \*\*Remember

Submit your KU Veterans Services Enrollment Certification Request form each semester that you want to use your military benefits. Continuing students can obtain the form from the Veterans Services Center or Registrar's.



Adobe Acrobat Document

## Eligibility Charts

STUDENTS USING THEIR OWN MILITARY BENEFITS				
	EAP (Education Assistance Program)	VA GI Bill Chapter 1606 (GI Bill for Selected Reserve)	FTA (Federal Tuition Assistance)	VA GI Bill Chapter 33 (Post 9/11 GI Bill)
Active Duty			X	X OR Chapter 30 (see Online Resources for guidance)
PA Army National Guard	X	X NOTE 2	X NOTE 2	NOTE 1
Army Reserve		X NOTE 2	X NOTE 2	NOTE 1
PA Air National Guard	X	X		NOTE 1
Reserves: Marine Corps, Navy, Air Force, Coast Guard		X		NOTE 1

### NOTES:

NOTE 1. If you've served on active duty after September 10, 2001, you may qualify for the Post-9/11 GI Bill (Chapter 33). You cannot use VA Chapter 1606 and Chapters 33 at the same time. Learn more, <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/>.

NOTE 2. You cannot use FTA & 1606 for the same course – a choice must be made in advance.



## STUDENTS USING THEIR PARENT’S MILITARY BENEFITS

MFEP (Military Family Education Program)	VA GI Bill Chapter 35 (Dependents Education Assistance)	VA GI Bill Chapter 35 (Marine Gunnery John D. Fry Scholarship)	VA GI Bill Chapter 33 TEB (Post 9/11 GI Bill, Transferred Benefits)
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**For eligible family members/dependents of PA Army and Air National Guard members only**

Eligibility	<a href="https://www.pa.ng.mil/Offices-Programs/Education-Services/Military-Family-Education-Program/">https://www.pa.ng.mil/Offices-Programs/Education-Services/Military-Family-Education-Program/</a>	<a href="https://www.va.gov/education/survivor-dependent-benefits/">https://www.va.gov/education/survivor-dependent-benefits/</a>	<a href="https://www.va.gov/education/survivor-dependent-benefits/fry-scholarship/">https://www.va.gov/education/survivor-dependent-benefits/fry-scholarship/</a>	<a href="https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/">https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/</a>
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\*if link doesn't open, right click on the **link**, **copy** the **hyperlink address**, and paste the **URL** in a new tab.

### NOTES:

- If you qualify for more than one VA GI Bill, you must choose one. Some VA programs allow you to add on another qualified benefit after the first benefit is exhausted. Contact the VA Education Help Desk for more information, 1-888-442-4551.
- MFEP is a state benefit and can be used in conjunction with VA GI Bill benefits.

## Online Benefits Resources

### VA GI BILL

#### Online Applications:

Use: [VA Form 22-1990](#) [for CH 30, 33, 1606] | [VA Form 22-1990E](#) [for CH 33 TEB] | [VA Form 22-5490](#) [for CH 35]

#### Eligibility:

Chapter 30\* <https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/>  
Chapter 31 <https://www.va.gov/careers-employment/vocational-rehabilitation/>  
Chapter 33 <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/>  
Chapter 33 Transferred Benefits [TEB] <https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/>  
Chapter 35 Survivors & Dependents Assistance <https://www.va.gov/education/survivor-dependent-benefits/>  
Dependents Education Assistance <https://www.va.gov/education/survivor-dependent-benefits/dependents-education-assistance/>  
Marine Gunnery Sergeant John D. Fry Scholarship <https://www.va.gov/education/survivor-dependent-benefits/fry-scholarship/>  
Chapter 1606\* <https://www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/>  
Yellow Ribbon <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/>

#### Payment Rates:

#### VA Work-Study:

[https://www.benefits.va.gov/GIBILL/resources/benefits\\_resources/rate\\_tables.asp#ch33](https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp#ch33)

#### Important Contact Info and Forms:

VA GI Bill Hotline <https://www.va.gov/education/#manage-your-veterans-education-benefits> or 888-GIBILL-1 (888-442-4551)  
\*W.A.V.E. (CH 30 & 1606 must Certify Attendance Monthly) [https://www.gibill.va.gov/wave/wave\\_faq.jsp](https://www.gibill.va.gov/wave/wave_faq.jsp) or toll-free 1-877-823-2378  
ASK FOR HELP (online assistance - must create an account) <https://gibill.custhelp.va.gov/app/answers/list>  
Handouts and Forms [https://www.benefits.va.gov/gibill/handouts\\_forms.asp](https://www.benefits.va.gov/gibill/handouts_forms.asp)

### PA EDUCATION ASSISTANCE PROGRAM (EAP) and PA MILITARY FAMILY EDUCATION PROGRAM (MFEP aka PA GI BILL)

Application Instructions, Eligibility, and Payment Rates: (FOR ARMY AND AIR NATIONAL GUARD ONLY)

EAP (Apply thru military unit by June 30 XX) <https://www.pa.ng.mil/Offices-Programs/Education-Services/Education-Assistance-Program/>  
<https://www.pheaa.org/funding-opportunities/aid-for-military-national-guard/national-guard-eap.shtml>

MFEP <https://www.pa.ng.mil/Offices-Programs/Education-Services/Military-Family-Education-Program/>

Important Contact Info: PA State EAP Office <https://www.pa.ng.mil/Offices-Programs/Education-Services/> or 717-861-2434

### FEDERAL TUITION ASSISTANCE

Application Instructions, Eligibility, and Payment Rates:

Army (Active, Guard, Reserve) [https://www.goarmyed.com/public/public\\_money\\_for\\_college-tuition\\_assistance.aspx](https://www.goarmyed.com/public/public_money_for_college-tuition_assistance.aspx)  
<https://www.goarmyed.com/#>

Marine Corps <https://usmc-mccs.org/articles/how-do-i-apply-for-tuition-assistance/>

Navy <https://www.navycollege.navy.mil/tuition-assistance/index.htm>

Air Force [https://www.myairforcebenefits.us.af.mil/Benefit-Library/Federal-Benefits/Tuition-Assistance-\(TA\)?serv=26](https://www.myairforcebenefits.us.af.mil/Benefit-Library/Federal-Benefits/Tuition-Assistance-(TA)?serv=26)

Air Guard (Pilot Program – PA not included) <https://www.ngaus.org/about-ngaus/newsroom/air-guard-test-new-tuition-assistance-program>

Coast Guard <https://content.govdelivery.com/accounts/USDHSCG/bulletins/26407d1>

Important Phone Numbers:

FTA PA Army National Guard Office [https://www.goarmyed.com/public/facility\\_pages/NG\\_Pennsylvania\\_Education\\_Services\\_Office/default.asp](https://www.goarmyed.com/public/facility_pages/NG_Pennsylvania_Education_Services_Office/default.asp)

GoArmyEd Help Desk [https://www.goarmyed.com/public/public\\_resources\\_help-desk.aspx](https://www.goarmyed.com/public/public_resources_help-desk.aspx)

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# MILITARY TRANSCRIPTS

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## INSTRUCTIONS FOR REQUESTING MILITARY TRANSCRIPTS

### 1. REQUEST YOUR TRANSCRIPT

- Send your Official transcript. Non-Official transcripts cannot be evaluated.
- Send an electronic official transcript if you're able to.

#### Air Force ONLY:

COMMUNITY COLLEGE OF THE AIR FORCE TRANSCRIPTS

<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/>

#### ALL Other Branches:

**\*Note: Internet Explorer is preferred is using your military CAC\***

DoD JOINT SERVICES TRANSCRIPT (JST)

<https://jst.doded.mil/official.html>

1. Go to above website or Google "DOD JST" (jst.doded.mil)
2. You can establish account using a USERNAME and PASSWORD or Use CAC card  
If using CAC:  
Use your Authentication or ID certificate (Do NOT use DOD email certificate)
3. Download Complete JST (**Note: If you miss this step, a blank transcript may be sent KU**)  
Right click download transcript  
Select 'Open'
4. Print or Save an Unofficial copy (for your records)
5. Electronically send your Official transcript to KU after verifying your account info, and marking box that you agree.

## 2. CHECK THE KU MILITARY CREDIT EQUIVALENCIES CHART

- A select number of military credit equivalencies have been pre-evaluated and approved for academic credit. Most credits fall under General Education/Electives.
- Academic credit can also be awarded based on military rank/classification.
- You are able to request an academic department review for military training that may align with the your major, but is not listed on the chart. Coordinate through the KU SCO.
  1. Google “Kutztown University Registrar Office”
  2. Click on “Registrar’s Office – Kutztown University”
  3. Left hand side → click on Information for Veterans
  4. Scroll to bottom – click on “Military Credit Equivalencies”

OR

VISIT: Military Credit Equivalencies - <https://www.kutztown.edu/about-ku/administrative-offices/registrar/information-for-veterans.html>

KU VA School Certifying Official (SCO): Ms. Kate Peffley | [peffley@kutztown.edu](mailto:peffley@kutztown.edu)

## 3. LOCATE YOUR TRANSFER CREDITS

- A formal evaluation can take approximately 7-10 days after receipt of official transcript
- Double check your Transfer Credit Report. Contact KU’s SCO if you notice a discrepancy between the KU Military Credit Equivalency Chart and the academic credits awarded.
- Remember: Academic credits that are awarded may not apply to a student’s major.

Log into your MyKU student account, and go to:

1. KU Academic Records  
View Unofficial Transcript  
Report type – Unofficial Transcript Integrted
2. Look for transfer credits from  
CCAF (Air Force only)  
American Council on Education (ACE) (All other branches)

**NOTE**: If you submitted your official transcript and no transfer credits are showing in your record after 14 days, contact KU’s SCO to verify your transcript was received. Resend if necessary.

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## Military Funding/Aid

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Military funding does not cover the full costs of college attendance for all benefit users. Factors such as the type of benefit you're eligible for and your status at KU (e.g. FT, PT, # of credits, living on or off campus, choosing a meal plan, etc.) must be considered.

\*Example:

Student using benefits that are paid to KU (Direct)

**Tuition + Fees + Housing + Meal Plan = [Total Bill Due] – [Military Aid paid to KU] = Remaining Balance Due by Due Date**

Student using benefits that are paid to Student (Indirect)

**Tuition + Fees + Housing + Meal Plan = [Total Bill Due] = Total Bill Due by Due Date**

\* This example is for a student living on campus. Students who are not living on campus or purchasing a meal plan should deduct these costs to obtain an accurate total due.

**DEFERRED COSTS** (A cost you owe and are billed for, but do not have to pay by the due date, because payment is expected to be made through direct military funding. A courtesy hold is granted.)

Some funding allows us to defer some costs while we wait for the funding to be paid to KU (direct), while other funding is paid to the student (indirect) and cannot be deferred.

- The Benefits At-A-Glance chart (pg. 4) indicates if a benefit is paid directly to KU or Student
- The Military Funding Checklist also indicates where benefits are paid, and what is paid
- After a military funding deferment is applied to the student's bill, the student is responsible to pay all remaining balances by the due date using payment plans or other financial aid options found at <https://www.kutztown.edu/affordability/guide-to-financial-aid.html>.
- Not all students are eligible to receive a deferment – it depends on the benefit they're using
- Note: If it's later determined during the student's enrollment that military funding will not cover the costs, the student must pay the costs that were deferred.

### TIP

KU's Military Funding Checklist can be used as a helpful tool-  
see page 14.



### Military Funding Checklist for EACH SEMESTER

For Semester: \_\_\_\_\_

- Veteran's Student Enrollment Certification Form** – Complete and turn in to the Registrar's Office each semester or session you attend KU. This allows KU to report the enrollment and certify the account for military payments.
  - **Supply necessary documents** – DD214, COE, or as applicable, etc.
- Invoice (bill)** viewed and saved from MyKU for submission if needed (i.e. TA)
  - **Elect 1606 OR TA if have coverage for both in advance.**
- Intent to Attend (Fall & Spring terms)** is **DONE**. Only available after invoices prepared

**Direct Payments to KU** – If verified, we will not require the student to pay us to get money back.

- Chapter 33 (tuition portion), EAP, TA, Chapter 31, ROTC (tuition payment only)

**Indirect Payments** – These go home and will not be considered towards payment of charges due.

- Chapter 30, 35, 1606, 1607, Chapter 33 housing & book stipends

I am using the following benefits and understand all supporting documentation is needed by the Office of Student Accounts **by the due date** on the initial invoice (bill):

- Chapter 30, 1606, 1607** – no deferment available just pay invoice by due date.
- Chapter 35** – Disabled veteran parent benefit –no deferment available just pay invoice by due date.
- Chapter 33** – deferment available submit copy of COE to Bursar's Office by Due Date on invoice.
  - Covers Full Time In-state Tuition costs at % (40-100)
  - Student owes KU housing and KU meals to KU by assigned due date.
    - Monthly housing stipends that go home, can reimburse student. (same with books)
- EAP** – deferment available if on roster (apply by June 30 directly to unit)
  - We encourage including Fall, Spring and Summer – just in case (limited to 3)
  - Late applicants need to show support from military that EAP is awarded.
  - Notify Office of Student Accounts by the Due Date on the invoice of coverage eligibility.
- TA** – deferment available if **Tuition Assistance Authorization Form** is supplied by Due Date on invoice.
  - To get TA Authorization Form soldier must submit pdf invoice into Go Army, as well as copy of schedule and degree audit – Registrar's Office can assist with this item if can't locate in MyKU.
  - Submit no sooner than 60 days before first day or class and no later than end of drop add.
    - Don't wait until Drop/Add if you were billed in initial billing – you might lose schedule.
  - Allow for at least 1 week, sometimes more, for TA approval with each submission.
- Chapter 31** – Vocational Rehab – deferment available if on roster from VA – usually covers 100% of T&F.
- ROTC scholarship** – deferment available if student on roster – usually covers 100% of instate tuition and fees. (if student chooses housing payments – they go to the student directly – must pay by due date)

#### Limits & Combining Benefits

- Chapter 33 & TA cannot exceed 100% of instate full time tuition and fees.
- TA is limited to tuition line item only (250 per credit / 4500 per year).
- TA & 1606 cannot be used for the same course – a choice must be made in advance
- EAP is not limited to item it can pay but is capped at tuition line item cost.

#### Questions? Need guidance?

Registrar's Office – Kate Peffley – [peffley@kutztown.edu](mailto:peffley@kutztown.edu) – 610-683-4505

Office of Student Accounts – Wendy Pursell – [pursell@kutztown.edu](mailto:pursell@kutztown.edu) – 610-683-4185

### Questions? Need Help?

Get support via phone or email.

Kutztown University

Office of Veterans Services

**Phone:** (610) 683-4228 - weekdays 8 a.m. – 4:30 p.m. (ET)

**Email:** [veterans@kutztown.edu](mailto:veterans@kutztown.edu)

**Website:** [www.kutztown.edu/veterans](http://www.kutztown.edu/veterans)

*The purpose of this benefits guide is to provide summary information about the most common military education benefits that may be available based on eligibility. It does not fully describe each benefit. Please refer to the benefit's descriptions and the material that is provided by each benefit provider for the details of each benefit. Every effort has been made to ensure that the information contained in this guide is accurate. The provisions of the actual benefit will govern in the event of a discrepancy.*

*Send inquiries or recommended changes pertaining to this guide to [veterans@kutztown.edu](mailto:veterans@kutztown.edu). This guide is updated at the beginning of the Academic Year or as program changes are identified.*