

VET TEC CERTIFYING OFFICIAL HANDBOOK



Department of Veterans Affairs
Volume 1.0
May 2019

Table of Contents

PREFACE	3
ABOUT THIS HANDBOOK	3
INTENDED AUDIENCE	3
QUESTIONS AND SUGGESTIONS	3
ACKNOWLEDGEMENTS	3
WHAT IS VET TEC?	4
APPLYING TO BE A VET TEC TRAINING PROVIDER	5
INITIAL APPROVAL OF VET TEC PROGRAMS	5
ANNUAL REAPPROVAL OF VET TEC PROGRAMS	5
TRAINING PROVIDER RESPONSIBILITIES	6
TRAINING PROVIDER RESPONSIBILITIES	6
RESPONSIBILITIES FOR REPORTING	9
ENCOURAGED RESPONSIBILITIES	9
STUDENT RESPONSIBILITIES	11
PAYMENTS AND DEBTS	12
PAYMENTS MADE TO THE TRAINING PROVIDER	12
PAYMENT SCHEDULE FOR TUITION AND FEE PAYMENTS MADE TO THE TRAINING PROVIDER	13
ASSESSING TUITION AND FEES CHARGES	14
PAYMENTS MADE TO THE STUDENT VETERAN	14
DEBTS MADE TO THE TRAINING PROVIDER	15
DEBTS MADE TO THE STUDENT VETERAN	16
REFUND POLICIES AND RETURNING MONIES TO THE VA	17
IMPROPER PAYMENTS ELIMINATION AND RECOVERY ACT	19
SAMPLE E-MAIL A TRAINING PROVIDER MAY RECEIVE	19
85-15 RATIO	20
COMPUTING THE 85-15 RATIO	20
1. DETERMINING WHEN SEPARATE COMPUTATIONS ARE REQUIRED:	20
2. ASSIGNING STUDENTS TO EACH PART OF THE RATIO:	20
3. CALCULATION:	21
REPORTS	21
VIOLATION OF 85-15 PERCENT REQUIREMENT	22

PREFERRED PROVIDERS AND THE 85-15 PERCENT REQUIREMENT	22
INEQUITY OF CHARGES	23
COMPLIANCE SURVEYS	25
WHAT IS A COMPLIANCE SURVEY?	25
VA AUTHORITY TO REVIEW RECORDS	25
CONTENT AND ORGANIZATION OF VA STUDENT FOLDERS	25
APPENDIX A: CERTIFYING OFFICIAL RESOURCES	26
CONTACT INFORMATION FOR VET TEC APPROVAL, COMPLIANCE, AND LIAISON TEAM	26
CONTACT INFORMATION FOR VET TEC PROCESSING TEAM	26
APPENDIX B: VA ONLINE RESOURCES	27
APPENDIX C: VA ACRONYM GUIDE	28
APPENDIX D: EXAMPLE VET TEC COE	29
APPENDIX E: STATEMENT OF ASSURANCE OF COMPLIANCE WITH 85-15 PERCENT RATIOS	33
APPENDIX F: BLANK COPY OF PARTICIPATION AGREEMENT FOR THE FISCAL YEAR	34

PREFACE

ABOUT THIS HANDBOOK

This handbook was developed by the Department of Veterans Affairs (VA) and provides comprehensive instructions for Training Providers on the process of applying for the Veteran Employment through Technology Education Courses (VET TEC) Pilot Program and provides detailed information on the responsibilities of Training Providers approved for VET TEC.

INTENDED AUDIENCE

This handbook is designed primarily for the designated Certifying Official at an approved VET TEC Training Provider site. Senior leadership of the Training Provider site should also be kept aware of this handbook as it outlines the rules and requirements of the VET TEC Pilot Program.

QUESTIONS AND SUGGESTIONS

Requests for clarification about information supplied in this handbook, or how it can be improved should be submitted to ELR-VETTEC.vbabuf@va.gov.

ACKNOWLEDGEMENTS

This handbook is the product of collaboration between the Eastern Region Approval, Compliance and Liaison Team, the Buffalo Regional Processing Office, and VA Central Office.

WHAT IS VET TEC?

On August 16, 2017, the <u>Harry W. Colmery Veterans Educational Assistance Act of 2017</u> (commonly known as the "Forever GI Bill") was signed into law. Section 116 of this law (*Department of Veterans Affairs high technology pilot program*) authorized the **Veteran Employment through Technology Education Courses (VET TEC) Pilot Program**.

The VET TEC Pilot Program's goal is to offer Veterans an opportunity to study in high technology programs of education¹ which are approved and paid for by the Department of Veterans Affairs (VA).

Section 116 of the *Harry W. Colmery Veterans Educational Assistance Act of 2017* allows VA to pay for the following:

- Mandatory tuition and fee costs charged by the Training Provider; and
- A monthly housing stipend equitable to what a student would receive if receiving monthly housing allowance (MHA) under the Post-9/11 GI Bill Benefit (Chapter 33).

Further information about how VA pays Training Providers and student Veterans under the VET TEC Pilot Program can be found in the Payments and Debts section.

The VET TEC Pilot Program is authorized for 5-years with an annual budget of \$15,000,000.00 for tuition, fees, and monthly housing stipend payments.

VA centralized all Training Provider approval actions to the Eastern Region Approval, Compliance and Liaison Team, and all Claims Processing actions to the Buffalo Regional Processing Office (RPO).

¹ High technology programs of education are specifically defined by the Harry W. Colmery Veterans Educational Assistance Act of 2017 as "one that provides instruction in computer programing, computer software, media application, data processing, or information science".

APPLYING TO BE A VET TEC TRAINING PROVIDER

INITIAL APPROVAL OF VET TEC PROGRAMS

A Training Provider that seeks to have its programs approved for the VET TEC Pilot Program must submit the <u>VET TEC Pilot Program Training Provider Application</u>, the <u>VET TEC Pilot Program Participation</u>

<u>Agreement</u>, and required **supporting documentation** to the Eastern Region Approval, Compliance and Liaison Team.

These documents can be submitted through email at: ELR-VETTEC.vbabuf@va.gov.

Or

These documents can be submitted through postal mail to:

VET TEC Application 7th Floor 130 South Elmwood Ave Buffalo NY 14202

ANNUAL REAPPROVAL OF VET TEC PROGRAMS

All approved Training Providers will need to submit a reapproval package to maintain their participation in VET TEC. The reapproval package will be released by the Eastern Region Approval, Compliance, and Liaison Team to approved Training Providers electronically.

TRAINING PROVIDER RESPONSIBILITIES

TRAINING PROVIDER RESPONSIBILITIES

- 1. The Training Provider must ensure that they are in compliance with:
 - a. Title VI, Civil Rights Act of 1964,
 - b. Title IX, Education Amendments of 1972,
 - c. Section 504, Rehabilitation Act of 1973, and
 - d. The Age Discrimination Act of 1975

In accordance with these provisions the Training Provider cannot restrict eligible student Veterans from using VET TEC to pay for an approved program they are eligible to attend. Training Providers cannot restrict access to an approved program to a student Veteran, who meets all mandatory entrance requirements, due to the student's race, national origin, gender, gender identity, sexual orientation, disability, or age.

- 2. The Training Provider must ensure that contact information for all Certifying Officials always remains current.
 - a. If the contact information for a Certifying Official changes (email address changes, phone number changes, etc.), the change must be immediately reported by sending an email to the <u>VET TEC Education Liaison Representative (ELR)</u>.
 - b. If there is a change in Certifying Official(s) (the Training Provider adds, removes, or replaces Certifying Officials), the Training Provider must immediately submit a new Designation of Certifying Official(s) form (VA Form 22-8794).
- 3. The Training Provider will report all changes to approved programs (i.e., change in the cost of tuition and fees, change in program length, change in number of credit or clock hours needed for a student to be considered full time, change to the Training Provider's tuition refund policy, etc.) to the <u>VET TEC ELR</u> within 30 calendar days of the change. The Training Provider must report, and receive an updated approval letter from the <u>VET TEC ELR</u>, before they can certify new student Veterans into the altered program.
- 4. If the approved program has more than one course (or module), then the Training Provider must ensure that only courses (or modules) that satisfy requirements outlined by the curriculum guide or graduation evaluation can be certified to the VA for reimbursement. A curriculum guide or graduation evaluation form must be kept in each student Veterans' file. If a student Veteran takes a course that does not fulfill a program requirement, it cannot be certified for VA reimbursement.
- 5. The Training Provider must submit all VA enrollment certifications and any amendments, adjustments, or terminations through the <u>VA Online Certification Enrollment (VA-ONCE)</u> system.

- a. Enrollments must be submitted no earlier than 14 calendar days of the student Veteran's start date. Enrollments should only be submitted if the student has provided a copy of their VET TEC specific <u>Certificate of Eligibility (COE)</u>.
- b. Amendments, adjustments, and terminations must be submitted within 30 calendar days of the date the amendment, adjustment, or termination occurred.
 - ****NOTE:** This is not the date that the Certifying Official was informed of the change in enrollment status; the change must be reported within 30 days of the actual change in enrollment status.
- 6. The Training Provider must submit the Verification of Meaningful Employment form to the <u>Buffalo RPO</u> via <u>email</u>, postal mail, or fax once the student Veteran secures meaningful employment.
- 7. The Training Provider must certify all mandatory Tuition and Fees for student Veterans. Mandatory Tuition and Fees are defined in the <u>Payments and Debts section</u>.
- 8. The Training Provider must ensure that all advertising materials used are not erroneous or misleading, either by actual statement, omission, or intimation².
 - a. The Training Provider may, if desired, mention in its advertising that its programs have been approved by VA to receive reimbursement under the VET TEC Pilot Program. This advertising must specifically list the programs approved (unless all programs are approved) and must use verbiage similar to "approved by the Department of Veterans Affairs to receive reimbursement under the VET TEC Pilot Program". The Training Provider may not simply state that their programs are "VA Approved".
- 9. The Training Provider must ensure that the VA trademark symbol "[®]" is placed at the upper right corner of the trademarked phrase "**GI Bill**" in the most prominent place at first usage; such as the title of a brochure, form, or the very top of a Web page. The following trademark attribution notice must also be prominently visible:

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill."

This trademark must be used in all print, electronic, radio, digital, or other media applications used by the Training Provider. Additional information about the VA Trademark can be found at https://www.benefits.va.gov/GIBILL/Trademark Terms of Use.asp.

As noted above, for electronic sources the trademark symbol and trademark notice must appear on each Web page where the trademarked phrase is used. This means that if a Training

² Intimation is the action of making something known through indirect means.

- Provider's Website contains multiple Web pages where the trademark is used, the trademark symbol and trademarked phrase must be listed on each of those Web pages.
- 10. The Training Provider must maintain student records for a minimum of 3 years following students' last date of attendance. These records must be maintained in a safe place, and the privacy of students' information must be ensured.
 - a. Each record must contain all the student's pertinent forms. Examples of documents the Training Provider should maintain include:
 - i. Copies of all VA paperwork
 - ii. Student's initial application
 - iii. Student's enrollment contract
 - iv. Student's transcripts from previous schools if any credit was used to shorten the student's term
 - v. Student's transcript
 - vi. Student's grade reports
 - vii. Student's drop slips or evidence of changes in enrollment status
 - viii. Student's registration slips
 - ix. Student's record of tuition and fees charges
 - x. Records of disciplinary actions against the student
 - xi. Student's evaluation form
 - xii. Student's Verification of Meaningful Employment form
- 11. The Training Provider must furnish a copy of the course outline, schedule of tuition, fees, and other charges, regulations pertaining to absences, grading policy, and rules of operation and conduct to each student Veteran.
- 12. If a student Veteran has received comparable training previously, and the Training Provider will accept this prior training to shorten their training time, then the Training Provider must notate this in the student Veteran's file. Additionally, the Training Provider must proportionally shorten the enrollment period when submitting the term to the VA.
- 13. The Training Provider must provide all specified documentation (for both student Veterans and non-student Veterans) to duly authorized representatives of the Government when requested.

- 14. The Training Provider must ensure that all Certifying Officials attend any mandatory VET TEC specific training offered by VA.
- 15. The Training Provider must ensure that their training site remains in compliance with the <u>85-15</u> percent ratio³.
- 16. The Training Provider must ensure that there are no commissions, bonuses, or other incentive payments based, directly or indirectly, on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.
- 17. The Training Provider must ensure that all refunds due to student Veterans are promptly released to the student or returned to VA.

RESPONSIBILITIES FOR REPORTING

- 1. The Certifying Official must keep the VA informed of the enrollment status of student Veterans. Changes in the student Veteran's enrollment status must be reported to VA within 30 calendar days of the change.
- 2. The Certifying Official must monitor student Veteran's grades to ensure satisfactory progress is being made.
- 3. The Certifying Official must monitor students' conduct and report if a student Veteran is suspended or dismissed for unsatisfactory conduct.

ENCOURAGED RESPONSIBILITIES

The following list contains additional activities that the Training Provider is encouraged to carry out, but is not required to do.

- Annually, VA will be conducting market research meant to enhance the VET TEC Pilot Program and better understand the organizational capabilities of approved, or interested, Training Providers. The Approved Training Provider should complete the Request for Information (RFI) released by VA. Approved Training Providers will be notified of the RFI by the <u>VET TEC ELR</u>.
- The Training Provider should assist interested Veterans in applying for the VET TEC Pilot Program if they have not already done so. Interested Veterans should apply on the <u>VA.gov</u> <u>Website</u>.
- 3. The Training Provider should assist student Veterans that graduate with finding meaningful employment.
- 4. The Training Provider should disseminate information on the VET TEC Pilot Program and <u>Veteran</u> contact points to student Veterans.

³ Preferred Providers are excluded from this requirement.

- 5. The Training Provider should ensure that student Veterans are fully aware of their responsibilities to the school.
- 6. The Training Provider should stress to student Veterans that they must continue their training on a **full-time basis** or their enrollment in the VET TEC Pilot Program will be terminated.
- 7. The Training Provider's Certifying Official should keep their supervisor(s) apprised of any internal problems that may affect service to student Veterans in VET TEC. Examples of this include:
 - a. Failure of records office to provide timely information on a student Veteran's grades, grade changes, or academic problems.
 - b. Failure of instructors to provide information on attendance or attendance problems for student Veterans.
 - c. Failure of other offices to provide information on changes to a program approved by VA to receive VET TEC funds.
 - d. Failure of the mail distribution center to timely forward appropriate mail.

STUDENT RESPONSIBILITIES

- 1. In order to be eligible for the VET TEC Pilot Program, Veterans⁴ must first <u>submit an application</u> to VA. If a Veteran is unsure if they are eligible for the VET TEC Pilot Program, they should submit a formal application.
- 2. Student Veterans must provide a copy of their VET TEC specific COE to their Training Provider.
- 3. Student Veterans must attend the program on a Full-Time basis.
- 4. Student Veterans must follow all Training Provider policies and rules pertinent to their program of study. This includes all employment searching policies and rules required after the student Veteran graduates.
- 5. Student Veterans will need to verify their continued enrollment monthly with the VA. Information on how they can verify their continued enrollment will be found on the GI Bill Website.
- 6. Student Veterans must notify the Training Provider when they find <u>meaningful employment</u> by signing and submitting the Verification of Meaningful Employment form.
- 7. Student Veterans must ensure that they keep their address up to date with VA. Student Veterans can report changes to their address by contacting VA.
- 8. Student Veterans must ensure that they keep their direct deposit information up to date with VA. Student Veterans can report changes to their direct deposit information by contacting VA and providing:
 - a. Their new account number.
 - b. Their new 9-digit routing number.
 - c. The type of account (checking or savings).

- Individuals must be a Veteran.
 - Active duty Servicemembers, recipients of Transfer of Entitlement (TOE) benefits, and recipients
 of the Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship) are not eligible for
 the VET TEC Pilot Program.
- The Veteran must be entitled to educational assistance under Chapter 30, 32, 33, 34, or 35 of Title 38, United States Code (USC), or Chapter 1606 or 1607 of Title 10 USC. This means that they must have at least 1 day of entitlement remaining under one of these benefit chapters.

⁴ Section 116 of Public Law 115-48 requires that Veterans meet the following criteria to be eligible to receive tuition and fees or housing stipend payments under the VET TEC Pilot Program:

PAYMENTS AND DEBTS

PAYMENTS MADE TO THE TRAINING PROVIDER

The Training Provider is eligible to receive payment for mandatory tuition and fees charges up to the Post-9/11 GI Bill private school tuition and fees cap⁵.

- 1. **Tuition** is defined as: The actual established charges for tuition that the student Veteran is required to pay. Tuition is defined in the Training Provider's catalog (or supplement) and must be listed as "Tuition" on the Training Provider's billing statement or invoice.
- 2. **Fees** are defined as: Mandatory charges⁶ (other than tuition, room, board, transportation, or food) charged by the Facility for pursuit of an approved program. Fees include, but are not limited to, health premiums, graduation fees, or lab fees. Fees are defined in the Facility's catalog and are listed on the Facility's billing statement or invoice.
 - **NOTE 1: Assessment fees (which are charged to every student) are payable if the student Veteran is accepted into (and attends) the approved program.
 - **NOTE 2: VA is exempt from sales tax, and will not reimburse sales tax in any instance.

Examples of fees that are not allowed include, but are not limited to:

- Penalty Fees (late registration, late course changes, or returned checks)
- Fees for any food or lodging expenses
- Transportation or transit system fees
- Parking fees that are not required for every student

Example: All students must have a certain brand of laptop for their program.

- If **all** students must purchase this laptop from the Training Provider for \$1,000.00, then the fee is mandatory and the charge can be made to VA for all student Veterans.
- If the students may purchase this laptop from the Training Provider for \$1,000.00, or can independently purchase the laptop from a 3rd party retailer, then the fee is not mandatory and the charge **cannot** be made to VA for any student Veteran.
- If **all** students must purchase this laptop from the Training Provider for \$1,000.00, but a student already has the laptop so the Training Provider waives the \$1,000.00 charge for that student, then the fee is not mandatory and the charge **cannot** be made to the VA for any student Veteran.

⁵ Preferred Providers are not held to this tuition and fees cap. If the Training Provider is exempt from this cap then it will be expressly noted in the approval letter received from their initial VET TEC application.

⁶ A mandatory charge is a standard charge that is applied to all students, without exception. If there is even one exception, the charge is not considered mandatory.

**NOTE 1: VA is considered "Last Payer". This means that when certifying tuition and fees to VA, a Training Provider must first consider any tuition and fees specific scholarship, Federal/State/Institutional/Employer aid or assistance (excluding loans or Title IV funds) that are provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees costs.

****NOTE 2:** The tuition and fees charged and collected from student Veterans for an approved program must be equal to or less than the tuition and fees charged and collected from similarly circumstanced non-veteran students who are not receiving assistance under the VET TEC program.

Example:

Tuition and Fee Charges	\$10,000.00		
Veteran Discount	\$500.00		
Tuition Scholarship	\$1,500.00		
General Scholarship	\$1,000.00		
Total Amount Chargeable to the Department of	\$8,000.00 \$10,000.00 tuition and fee charges - \$500.00 Veteran discount from the Training Provider - \$1,500.00 for the tuition specific scholarship		
Veterans Affairs	= \$8,000.00 remaining which can be charged to the Department of Veterans Affairs. Because the \$1,000.00 General Scholarship is not tuition and fees specific, it must be refunded to the student.		

PAYMENT SCHEDULE FOR TUITION AND FEE PAYMENTS MADE TO THE TRAINING PROVIDER

Section 116 of Public Law 115-48 obligates the Department of Veterans Affairs to pay tuition and fees based on the following milestones (this payment schedule will routinely be referred to as the "25/25/50 Rule"):

- **25%** of the submitted tuition and fees will be paid to the Training Provider upon the initial enrollment of the student Veteran.
 - Note: "initial enrollment" requires the student Veteran to attend at least one day of class.
- **25%** of the submitted tuition and fees will be paid to the Training Provider upon the student Veteran's successful completion of the program.
- **50%** of the submitted tuition and fees will be paid to the Training Provider once the student Veteran has found meaningful employment.

- Note: "meaningful employment" is defined as:
 - Traditional employment in a career the program of study was in.
 - Promotion in the student Veteran's current career if the student Veteran is currently employed in a career the program of study was in.
 - Self-Employment if the student Veteran is owning/operating a business and is utilizing the skills from the program of study they were in.

ASSESSING TUITION AND FEES CHARGES

VA pays according to the 25/25/50 Rule outlined above. When assessing charges, the Training Provider must consider all charges covered by the VA if the student is enrolled in an approved program and actively using VET TEC.

Example:

A Training Provider has mandatory tuition and fees charges of \$10,000.00.

A student using VET TEC would be paid at the following intervals:

- \$2,500.00 (25% of the total tuition and fees charges) upon the initial enrollment of the student.
- \$2,500.00 (25% of the total tuition and fees charges) upon the student's successful completion of the program
- \$5,000.00 (50% of the total tuition and fees charges) upon the student finding meaningful employment.

A Training Provider **cannot** receive the initial VET TEC payment of \$2,500.00 and then charge the student Veteran \$7,500.00 with the intent to refund future VET TEC tuition and fees payments to the student. Payments will be made, by VA, at the identified VET TEC milestones.

****NOTE:** If a student withdraws from the program then, at that time, the Training Provider may, at their discretion, assess any outstanding tuition and fees charges against the student.

PAYMENTS MADE TO THE STUDENT VETERAN

Student Veterans are eligible to receive a monthly housing stipend which is paid directly to them. This payment will be made to the student Veteran in arrears (i.e. if a student Veteran began attending training in May, they will not receive their first monthly housing stipend until around the first week in June). Student Veterans need to verify their continued enrollment monthly with the VA to release this payment.

Monthly housing stipends are determined based on how the student Veteran is taking classes (in residence VS distance). If a student Veteran has a specific question about their monthly housing stipend, they should contact the <u>VET TEC Processing Team</u> for clarification.

The monthly housing stipend is made to the student Veteran for the number of days the student Veteran is certified for the month. If a student Veteran is certified for a whole month, the full monthly amount is paid. If the student Veteran is only certified for part of the month, the amount is prorated as follows:

- The VA uses a 30-day month. To determine the daily rate, a student Veteran must divide the monthly rate by 30.
 - Example: If a student Veteran is certified from the 1st through the 15th of a month, then they would be entitled to 15/30ths of the full monthly amount.

DEBTS MADE TO THE TRAINING PROVIDER

VA will create a debt to the Training Provider when:

- The student Veteran never attended any classes for which they were certified.
- The student Veteran completely withdraws on or before the first day of term.
- The Training Provider received payment for the wrong student.
- The Training Provider received a duplicate payment.
- The Training Provider submitted an amended enrollment certification and reduced tuition and fee charges.
- Findings during a Compliance Survey show that an erroneous tuition and fees amount was certified.

When a Training Provider debt is created, the Buffalo RPO will send a letter to the Training Provider, notifying them of the debt (oftentimes referred to as an "overpayment"). This letter provides details about the amount of the debt, the associated student Veteran, and the reason why the debt was created. The Buffalo RPO will also issue the first Notice of Indebtedness (NOI), which provides the Training Provider 30 days to repay or dispute the debt.

If the Training Provider does not respond to the NOI or pay the debt within 30 days, the second NOI will be issued providing an additional 30 days for the Training Provider to respond. The second NOI also informs the Training Provider of VA's obligation to report delinquent debts to the Treasury Offset Program (TOP) for further collection.

If the Training Provider again fails to respond, a third NOI will be released informing the Training Provider of VA's intent to refer the debt to TOP if no response is received within 30 days. If no response is received, the debt will automatically be referred to TOP for further collection. Once debts are referred

to TOP, the VA is no longer collecting the debt and control of the collection is managed by Department of Treasury. The TOP process will capture funds payable to the Training Provider issued by other government entities. When an offset occurs, Treasury may also assess an administrative fee. Once funds are captured, they are forwarded to Buffalo RPO who is responsible for applying the funds to the Training Provider's outstanding debt. Additional information on TOP (and contact information for the Department of Treasury) can be found at the following website:

https://fiscal.treasury.gov/fsservices/gov/debtColl/dms/top/debt_top.htm.

**NOTE: Collection services are done through the Buffalo RPO and not through VA's Debt Management Center (DMC). DMC should not be contacted for debts involving VET TEC, as they will be unable to assist. Questions about an outstanding debt or disputes to a debt must be made to the Buffalo RPO Processing Division. The NOI will provide instructions on how to return funds to VA.

DEBTS MADE TO THE STUDENT VETERAN

VA will create a debt to a student Veteran when:

• The student Veteran collected a monthly housing stipend for a period after they terminated their course or reduced to a less than full-time status.

When a debt is created on a student Veteran's account, a letter will be sent notifying the student Veteran of the overpayment and how to pay that debt.

If the student Veteran disagrees with the debt, they should immediately <u>contact the VA</u> regarding the debt. The student Veteran's response should be sent in writing to the VA. Due process (rights to request a waiver or appeal) as well as time limits for each step of the Veteran debt process will be provided to the student Veteran in the first letter they receive from the VA.

REFUND POLICIES AND RETURNING MONIES TO THE VA

If a Training Provider has a refund policy, that refund policy must also apply to students receiving funds under VET TEC. When monies would be refunded, they should first be refunded to VA.

Example 1:

Term Dates	01/07/2019 – 04/08/2019				
Mandatory Tuition and Fees	\$10,000.00				
Abridged Refund Policy	Students who withdraw during the first two weeks of classes are refunded 90% of tuition and rees.				
Situation	Student drops out of the program on 01/16/2019				
Summary	 Training Provider would have received 1st VET TEC milestone payment of \$2,500.00. Student withdrew from the program during the refund policy period and is due a 90% refund. \$10,000.00 (total charges) *.90 (refund percentage due) = \$9,000.00 (amount of refund due) \$10,000.00 (total charges) - \$9,000.00 (amount of refund due) = \$1,000.00 (total amount of charges due by the student). \$2,500.00 (amount paid by VA) - \$1,000.00 (total amount of charges due by the student) = \$1,500.00 (the amount due back to VA). 				
Actions Needed	The \$1,500.00 refund must be returned to the VA.				

Example 2:

Term Dates	01/07/2019 - 04/08/2019				
Mandatory Tuition and Fees	\$10,000.00				
Abridged Refund Policy	tudents who withdraw during the first two weeks of classes are refunded 50% of tuition and ees.				
Situation	Student drops out of the program on 01/16/2019				
Summary	 Training Provider would have received 1st VET TEC milestone payment of \$2,500.00. Student withdrew from the program during the refund policy period and is due a 50% refund. \$10,000.00 (total charges) * .50 (refund percentage due) = \$5,000.00 (amount of refund due). 				
	 \$5,000.00 (total amount of mandatory tuition and fees student owed the Training Provider) - \$2,500.00 (amount of tuition and fees paid by VA) = \$2,500.00 remaining charges due by student. 				
Actions Needed	The student's owed charges are more than the amount paid by VA, therefore, the facility is not required to refund any tuition and fees to the VA.				

Example 3:

Term Dates	01/07/2019 - 04/08/2019			
Mandatory Tuition and Fees	\$10,000.00			
Abridged Refund Policy	The Training Provider does not have a refund policy.			
Situation	Student drops out of the program on 01/16/2019			
Summary	 Training Provider would have received 1st VET TEC milestone payment of \$2,500.00. 			
Actions Needed	 The student's owed charges are more than the amount paid by VA, therefore, the facility is not required to refund any tuition and fees to the VA. 			

IMPROPER PAYMENTS ELIMINATION AND RECOVERY ACT

As part of the Improper Payments Elimination and Recovery Act (IPERA), the VA performs quarterly audits of randomly selected individuals receiving benefits. Part of the audit requires review of supporting documents for student Veteran's enrollment certifications.

This is **NOT** an audit against the Training Provider, but is against individual student records requested by the VA.

The e-mail example provided below is what a Training Provider will receive when an IPERA request is made. All requested evidence must be provided via email to the VA Central Office Quality Assurance Team .

SAMPLE E-MAIL A TRAINING PROVIDER MAY RECEIVE

Dear School Certifying Official:

As part of the Improper Payments Elimination and Recovery Act (IPERA), VA Education Service performs quarterly audits of randomly selected Veterans. Part of the audit requires review of supporting documents for enrollment certifications submitted. Please note that we are not auditing your school, just the individual listed below. Please review the file for:

Sample ID	Name of Student	Last 4 of SSN	RPO	Terms	Training Provider Code	Name of School
FY18Q4ED_33_160						

We request you send **one** PDF for the above student that includes the following for the specified term:

- Copy of the transcript
- Billing/financial records
- Attendance records (attendance, if taken, for the referenced term)
- Training Provider catalog or evidence containing the Training Provider's tuition and fees schedule

Identifying information for the student needs to be on the documents submitted (student last name and last four of social security number).

Please include the Sample ID Number, listed above, in the Subject Line of your email and return to 22Quality.VBAVACO@va.gov.

We request this information be sent to our office 2-weeks from the date of request, not to exceed 30 days.

If you have further questions, please contact your ELR directly.

85-15 RATIO

The VA cannot approve an enrollment in any course for an eligible Veteran for any period during which more than 85 percent of the students enrolled in the course are having all or part of their tuition, fees or other charges paid for them by the educational institution or by VA under the VET TEC Pilot Program.

COMPUTING THE 85-15 RATIO

1. **DETERMINING WHEN SEPARATE COMPUTATIONS ARE REQUIRED:** An 85-15 percent ratio must be computed for each course of study or curriculum leading to a separately approved program. Computations will not be made for unit subjects, unless only one-unit subject is approved by the VA to be offered at a separate branch or extension of the Training Provider. Courses or curricula which are offered at separately approved branches or extensions must have an 85-15 percent ratio computed separately from the same course offered at the parent institution. The count of students attending the branch may not be added to those attending the parent institution even for the same courses or curricula. However, the count of those attending courses or curricula offered at an additional training site, as opposed to a branch or extension, must be added to those attending the same course at the parent institution. Pursuit of a course or curriculum that varies in any way from a similar course, although it may have the same designation as the other similar course or curriculum, will require a separate 85-15 percent computation. A course or curriculum will be considered to vary from another if there are different attendance requirements, required unit subjects are different, required completion length is different, etc.

Simply put, the Training Provider must assign its students into their individual programs. 85-15 Rule computations are done by program, not individual classes (or modules) students might be taking, though separate programs of education, or separate concentrations or tracks, must be individually identified and are subject to their own 85-15 Rule computations.

2. **ASSIGNING STUDENTS TO EACH PART OF THE RATIO**: The Training Provider must then assign students into two categories:

• Non-Supported Students:

- Students who are not Veterans and are not in receipt of institutional aid.
- Students in receipt of any Federal aid (other than VET TEC or other VA education benefits).
- Students receiving any assistance provided by the Facility, if the institutional policy for determining the recipients of such aid is equal with respect to Veterans and non-Veterans alike.
 - Example 1: The Training Provider offers a \$500.00 tuition scholarship to all students who get or maintain a 3.5 Grade Point Average (GPA) or higher. This scholarship is offered to all students, regardless if they are receiving VET TEC

benefits or not. Students not using VET TEC who receive this scholarship can be counted as Non-Supported Students.

Example 2: The Training Provider waives all tuition costs for the spouses and children of faculty members. This waiver is offered to all spouses and children, even if they are using VET TEC. Students not using VET TEC who receive this waiver can be counted as Non-Supported Students.

• Supported Students:

- o Veterans in receipt of VET TEC or other VA education benefits.
- All students who are receiving institutional aid, where the institutional policy for determining the recipients of such aid is unequal with respect to Veterans and non-Veterans.
 - Example 1: The Training Provider offers a \$500.00 tuition scholarship to students who get or maintain a 3.5 GPA or higher. This scholarship is not offered to students using VET TEC. All students receiving the scholarship would now be counted as Supported Students.
 - Example 2: The Training Provider waives all tuition costs for the spouses and children of faculty members. This waiver is not offered to the spouses and children if they are using VET TEC. All students receiving this waiver would now be counted as Supported Students.
- 3. **CALCULATION:** The number of Supported Students is added to the number of Non-Supported Students for a total number of Students.

The number of Supported Students is then divided by the total number of students. This is then converted into a percentage.

If this percentage is equal to or under 85%, the Training Provider is in compliance with the 85-15 Rule. If this percentage is over 85%, then the Training Provider has violated the 85-15 Rule.

If the Training Provider is unsure of their calculations, or has any questions about this ratio, they must contact the <u>VET TEC ELR</u> prior to certifying any new enrollment certifications.

REPORTS

The Facility must submit to VA all calculations used to determine compliance with the 85-15 percent requirement by completing the VET TEC Statement of Assurance of Compliance with 85/15 Enrollment Ratios. The Facility shall submit this information to VET TEC ELR no later than 30 calendar days after the beginning of each regular term, or before the beginning date of the next term, whichever occurs first.

VIOLATION OF 85-15 PERCENT REQUIREMENT

Should a Training Provider violate the 85-15 percent requirement, they will immediately be suspended by the VA and be unable to certify any new VET TEC students. The VA will review the Training Provider and assess whether this error can be resolved through training, or whether the VA will withdraw the approval of all programs offered by the Training Provider.

Once a student is properly enrolled in a course which meets the 85-15 percent requirement, such a student may not have their benefits for that course terminated because the 85-15 percent requirement subsequently is not met as long as the student's enrollment remains continuous.

PREFERRED PROVIDERS AND THE 85-15 PERCENT REQUIREMENT

Section 116 of Public Law 115-48 states that when entering into contract with a Training Provider, the Department of Veterans Affairs "shall give preference to a qualified provider that offers tuition reimbursement for any student who –

- a) completes a program of education offered by the provider; and
- b) does not find full-time meaningful employment in the field of study of the program within the 180-day period beginning on the date the student completes the program."

If a Training Provider is approved with preference then they are exempt from all the provisions of the 85-15 Percent Rule.

The initial approval letter from the VA to the Training Provider directly references if the Training Provider was approved with preference. If a Training Provider is unsure if they were approved with preference, they should contact the <u>VET TEC ELR.</u>

INEQUITY OF CHARGES

A Training Provider must charge VET TEC students the same way as similarly circumstanced non-Veterans are charged. This means that VET TEC students cannot be charged more in tuition and fees then similarly circumstanced students and that routine aid (discounts, waivers, need based aid, etc) provided to non-Student Veterans must be similarly available to VET TEC Students.

Example 1:

The mandatory tuition and fees charges for a Coding Bootcamp are \$5,000.00. Student's using VET TEC are assessed an additional \$200.00 fee for the additional work the Training Provider must do to certify the student's VET TEC participation to VA.

This would be an inequity of charges and would result in the automatic withdrawal of the site's approval to participate in the VET TEC Pilot Program.

Example 2:

The mandatory tuition and fees charges for a Coding Bootcamp are \$20,000.00. This tuition and fees charge is assessed to all students.

All students not using VET TEC are awarded a "needs based" discount of \$15,000.00. VET TEC students are not awarded this scholarship because all their tuition and fees charges will be paid for by the VA.

This would be an inequity of charges and would result in the automatic withdrawal of the site's approval to participate in the VET TEC Pilot Program.

Example 3:

The mandatory tuition and fees charges for a Coding Bootcamp are \$22,000.00. This tuition and fees charge is assessed to all students.

At the end of every term it waives \$5,000.00 for all students who made all their monthly payments timely and have remaining charges on their account. This is done for all students

If the \$5,000 is not applied to all VET TEC students this would be an inequity of charges and would result in the automatic withdrawal of the site's approval to participate in the VET TEC Pilot Program. Aid cannot be drafted in a way which would explicitly exclude VET TEC students.

Example 4:

The mandatory tuition and fees charges for a Coding Bootcamp are \$10,000.00. This tuition and fees charge is assessed to all students.

The Training Provider offers a \$2,000 discount to student Veterans. This discount is provided to VET TEC students.

This would NOT be an inequity of charges. Sites can, at their discretion, charge student Veterans less then similarly circumstanced peers.

COMPLIANCE SURVEYS

WHAT IS A COMPLIANCE SURVEY?

Compliance surveys are periodic audits which are conducted by the VA to ensure that approved programs are in compliance with all applicable provisions of applicable laws administered by VA.

VA AUTHORITY TO REVIEW RECORDS

Notwithstanding any other provision of law, the records and accounts of eligible student Veterans who receive educational assistance under the VET TEC Pilot Program, as well as the records of other students which the VA determines necessary to ascertain institutional compliance with the requirements of the program, must be made available for examination by duly authorized representatives of the Government. The Training Provider's records, for all students, must be made available to a duly authorized representative of the Government when requested.

CONTENT AND ORGANIZATION OF VA STUDENT FOLDERS

The Eastern Region Compliance and Liaison Team recommends the following format for Student Veteran folders. While this format is not mandatory, it will assist the Education Compliance Survey Specialist (ECSS) conducting the Compliance Review.

Content should be in chronological order.

Left Side of Folder:

- Copy of the student Veteran's application for admission
- Copy of the student Veteran's enrollment contract
- A summary grade report of the student Veteran's progress
- Attendance records for the student Veteran
- Tuition and fee schedule and student billing statements for the student Veteran
- Copy of the student Veteran's initial assessment (if the Training Provider requires an initial assessment)
- Copies of drop slips, withdrawal forms, or other evidence of change in the student Veteran's enrollment status (when applicable)
- Copy of student Veteran's transcripts from previous schools (if any prior credit was accepted and used to shorten the student's term)
- Copy of any disciplinary actions against the student Veteran (when applicable)
- Any other school documentation

Right Side of Folder:

- Copies of all enrollment certifications (print outs from VA-ONCE also known as electronic VA Form 22-1999) for the student Veteran.
- Copies of all notices of changes in student status (print outs from VA-ONCE also known as electronic VA Form 22-1999b) for the student Veteran.
- Copy of the student's Verification of Meaningful Employment form.
- Any correspondence from the VA, which the Training Provider may have received for the student Veteran.

APPENDIX A: CERTIFYING OFFICIAL RESOURCES

CONTACT INFORMATION FOR VET TEC APPROVAL, COMPLIANCE, AND LIAISON TEAM

Method of Contact	Contact Information	When to Contact	
		The Training Provider can reach out to the	
Phone	716-857-3441	Eastern Region Approval, Compliance, and	
Phone		Liaison ELR via phone for any approval or	
		certification questions they may have.	
		The Training Provider can use this email address	
Email	ELR-VETTEC.vbabuf@va.gov	to submit inquiries to the Eastern Region	
		Approval, Compliance, and Liaison Team.	
	VET TEC Application	The Training Provider or student Veterans can	
Mail	7th Floor	submit inquires or provide needed	
	130 South Elmwood Ave	documentation to the Eastern Region Approval,	
	Buffalo NY 14202	Compliance, and Liaison Team.	

CONTACT INFORMATION FOR VET TEC PROCESSING TEAM

Method of Contact	Contact Information	When to Contact
Phone	888-442-4551	The Training Provider or student Veterans can reach out to the main VA Education Service Call Center via phone for any processing related questions they may have.
		The Training Provider can use this email address to submit inquiries to the Buffalo RPO for any processing related questions they may have.
Email	<u>VETTEC.VBABUF@va.gov</u>	Personally Identifying Information (PII) such as a student Veteran's Social Security Number (SSN), date of birth, address, etc. should not be sent to this email as information sent to this email cannot be encrypted.
Internet Inquiry System	https://gibill.custhelp.va.gov/	The Training Provider or student Veterans can use the Internet Inquiry System to submit Veteran specific processing inquires to the Buffalo RPO. PII can be submitted through this system.
Mail	VET TEC Team 7th Floor	The Training Provider or student Veterans can submit inquires, or provide needed
	130 South Elmwood Ave Buffalo NY 14202	documentation, to either the Buffalo RPO.

APPENDIX B: VA ONLINE RESOURCES

Resource	Uniform Resource Locator (URL)	Additional Information
GI Bill Comparison Tool	https://www.vets.gov/gi-bill- comparison-tool	A tool for student Veterans to aid in the selection of schools and training programs. This site will show both GI Bill approved sites as well as VET TEC approved sites. A list of VET TEC Training Providers can be found on the GI Bill website.
GI Bill Feedback System	https://www.benefits.va.gov/GIBILL/Fe edback.asp	A centralized online reporting system designed for student Veterans to report negative experiences with Facilities.
VA-ONCE	https://vaonce.vba.va.gov/vaonce_stu_dent/default.asp	Official VA-ONCE internet based application for submitting electronic versions of VA forms VAF 22-1999 and VAF 22-1999b.
VA-ONCE Resources	https://www.benefits.va.gov/gibill/sch ool training resources.asp	Provides additional information about using the VA-ONCE system.
VET TEC Forms Training Provider Forms	https://www.benefits.va.gov/GIBILL/fgi b/VetTec_Providers.asp	A list of all VET TEC specific forms.
VET TEC page of GI Bill Website	https://www.benefits.va.gov/gibill/fgib /VetTec.asp	A tool for student Veterans and Training Providers to find general information on the VET TEC Pilot Program.
Vets.gov	https://www.vets.gov/	A one-stop shop for online for VA benefits related information.

APPENDIX C: VA ACRONYM GUIDE

Acronym	Definition
BAH	Basic Allowance for Housing (DoD Term)
BDN	Benefits Delivery Network
CELO	Chief Education Liaison Officer
CFR	Code of Federal Regulations
COE	Certificate of Eligibility
COWC	Committee on Waivers and Compromises
DoD	Department of Defense
EBT	Electronic Benefit Transfer
ECSS	Education Compliance Survey Specialist
EDU	Education Service
EFT	Electric Funds Transfer
ELR	Education Liaison Representative
FDOT	First Day of Term
FRY Scholarship	Marine Gunnery Sergeant John David Fry Scholarship
GAO	Government Accountability Office
IHL	Institution of Higher Learning
IPERA	Improper Payments Elimination and Recovery Act
LDA / EFF Date	Last date of Attendance / Effective Date
LTS	Long Term Solution
M22-4	Education Service Manual
MHA	Monthly Housing Allowance (VA Term)
NCD	Non College Degree
NOI	Notice of Indebtedness
PII	Personal Identifying Information
POC	Point of Contact
RNW	Right Now Web (also known as Internet Inquiry System)
RO	Regional Office
RPO	Regional Processing Office
SAA	State Approving Agency
SSN	Social Security Number (in VA-ONCE this is also usually the claimant's File
TINAC	Number)
TIMS	The Image Management System
TOE	Transfer of Entitlement
TOP	Treasury Offset Program
USC	United States Code
VACO	Veterans Affairs Central Office
VA-ONCE	VA Online Certification Enrollment (Certifications submitted through VA-ONCE are the electronic versions of VA Forms 22-1999 and 22-1999b)
VBA	Veterans Benefits Administration
VCE	Veterans Claims Examiner
VET TEC	Veteran Employment through Technology Education Courses
VSO	Veteran Employment through recimology Education Courses Veterans Service Organization
WEAMS	Web Enabled Approval Management System
VVLAIVIS	web Enabled Approval Management System

APPENDIX D: EXAMPLE VET TEC COE



DEPARTMENT OF VETERANS AFFAIRS
BUFFALO REGIONAL OFFICE
PO BOX 4616
BUGGALO NEW YORK 1420-4616



Click or tap to enter a date

307/22

Dear Salutation,

Certificate of Eligibility

This letter certifies that you currently meet the eligibility criteria to participate in an approved program of training under the Department of Veterans Affairs (VA), Veteran Employment Through Technology Education Courses (VET TEC) Pilot Program (Public Law 115-48, Section 116 (b)).

You must continue to comply with all VET TEC eligibility criteria prior to the start date of your training. This Certificate of Eligibility (COE) does not guarantee funding. Additionally, VET TEC is subject to a \$15 million Fiscal Year cap. Therefore, VA will reevaluate your eligibility to the VET TEC program and assess available funding when you successfully enroll into an approved program of training. If you receive notice there is no funding available or your eligibility for VET TEC changes, you may always re-apply.

VET TEC Eligibility Criteria

You are approved for VET TEC based on your current eligibility under the BENEFIT TYPE. Our records indicate you currently have NUMBER OF months and NUMBER OF days of full-time benefits remaining. SELECT DELIMITING DATE. Your months of GI Bill entitlement will not be impacted by your participation in the VET TEC program, but changes to your GI Bill eligibility could potentially impact your eligibility for VET TEC.

Training Provider and Program Information

Option 1: The Training Provider and program listed on your VET TEC application is approved for the VET TEC program. You must contact the Training Provider and successfully enroll as VA cannot guarantee your admittance into this program.

Option 2: You did not select a Training Provider on your application. After you successfully enroll into an approved training program, your Training Provider will submit an enrollment certification to VA. For more information on approved VET TEC Training Providers and programs, please visit our website: https://www.benefits.va.gov/gibill/fgib/VetTec.asp

CSS XXX-XX-1234 STUBNAME

Option 3: Although you are eligible to participate in the VET TEC Pilot Program, the Training Provider you selected [Provider Name] [and/or] [Program you selected [Program Name] is not approved for VET TEC funding. For more information on approved VET TEC Training Providers and programs, please visit our website: https://www.benefits.va.gov/gibill/fgib/VetTec.asp

What You Must Do

Take this letter to your Training Provider as proof of your eligibility for VET TEC. All approved tuition and fee charges will be paid directly to your Training Provider, and any monthly housing stipend will be paid directly to you.

Award of Tuition and Fees Payments

Your Training Provider will receive up to 100% of the approved tuition and fee charges in three installments.

Your Training Provider will receive the first 25% payment for the approved tuition and fees charges after you begin training. After the successful completion of the program, your Training Provider will receive the second 25%. The final 50% payment will be issued to your Training Provider when you secure "meaningful employment." The VA defines "meaningful employment" as:

- Traditional employment in a career supported by the completed program of study.
- Promotion in your current career if you are currently employed in a career supported by the completed program of study.
- Self-Employment if you own or operate a business and are utilizing the skills obtained through the completion of the program of study.

Employment must be secured in the field in which you were trained within 180 days from the successful completion date of the program. It is the responsibility of both you and your Training Provider to confirm your employment status to the VA before the final payment can be issued. Please be prepared to provide proof of meaningful employment in the form of an offer letter, pay stub, promotion offer, note from manager, or marketing material showing expansion in scope or level of services for veteran owned businesses.

Award of Monthly Housing Stipend

You will receive a Monthly Housing Stipend at the rate of [Insert housing rate]. If you are attending in-residence training, this amount is equal the military Basic Allowance for Housing (BAH) for an E-5 with dependents, based on the zip code of where you are physically attending training. If you are pursuing training through distance or online learning only, the Monthly Housing Stipend will be paid at the rate of one-half of the national average of the military Basic Allowance for Housing (BAH) for an E-5 with dependents. All housing payments will be prorated if you do not attend training for the full month.

CSS XXX-XX-1234 STUBNAME

Debt Information

You must promptly notify your training provider's certifying official and the VA if there is any change in your enrollment. Note that it may create a debt due to overpayment. Generally, VA cannot pay if:

- · You did not attend; or
- · You withdrew; or
- · You dropped below full time; or
- There was a change in your active duty status.

You are responsible for repaying any housing stipend after the date of your termination or reduction. These debts are prorated based on the last day of full-time attendance, and only apply if you were paid a housing stipend for any period you did not attend.

For additional information regarding debts, please visit http://www.benefits.va.gov/gibill/resources/education_resources/debt_info.asp

You may notify VA of changes to your enrollment via:

- Email: by emailing the VET TEC team at VETTEC.VBABUF@va.gov
- Telephone: by calling toll-free at 1-888-GI-BILL-1 (1-888-442-4551)
- Postal mail by sending correspondence to the address at the top of this letter.

What You Should Do If You Disagree with Our Decision

If you disagree with this decision, you have one year from the date of this letter to select a review option to preserve your earliest effective benefit date. The review options and their proper applications are as follows, for a(n):

- Supplemental Claim, complete VA Form 20-0995, Decision Review Request: Supplemental Claim.
- · Higher-Level Review, complete VA Form 20-0996, Decision Review Request: Higher-Level Review.
- Appeal to the Board, complete VA Form 10182, Decision Review Request: Board Appeal (Notice of Disagreement).

Please see the enclosed VA Form 20-0998, Your Rights To Seek Further Review Of Our Decision. It explains your options for an additional review. You may obtain any of the required application by down loading them from www.va.gov/vaforms/ or by contacting us at 1 (888) GI BILL 1 (1-888-442-4551). You can also learn more about the disagreement process at www.va.gov/decision-reviews. If you would like to obtain or access evidence used in making this decision, please contact us. Some evidence may be obtained by signing in at www.va.gov.

CSS XXX-XX-1234 STUBNAME

If You Have Questions or Need Assistance

If you have questions or need assistance, contact the Department of Veterans Affairs via:

- · Internet: by visiting https://www.benefits.va.gov/gibill/fgib/VetTec.asp
- · Email: by emailing the VET TEC team at VETTEC.VBABUF@va.gov
- Telephone: by calling toll-free at 1-888-GI-BILL-1 (1-888-442-4551)
- · Postal mail by sending correspondence to the address at the top of this letter.

Sincere	lv	vαι	ırs.
JIIICCIC	ı۷	V O (aı J.

Education Officer

Enclosure(s): VA Form 20-0998

APPENDIX E: STATEMENT OF ASSURANCE OF COMPLIANCE WITH 85-15 PERCENT RATIOS

The VET TEC Statement of Assurance of Compliance with 85-15 Percent Ratios can be found on the <u>GI</u> <u>Bill website</u>. A direct link to that document can be found <u>here</u>.

APPENDIX F: BLANK COPY OF PARTICIPATION AGREEMENT FOR THE FISCAL YEAR

A blank version of the VET TEC Participation Agreement can be found on the <u>GI Bill website</u>. A direct link to that document can be found <u>here</u>.