



## *Please Read Thoroughly and Completely*

Thank you for your interest in using VA Benefits with TUI! We are able to process Chapters 30, 31, 32, 33, 35, 1606 and 1607 successfully with your assistance. Please review to the following information pertaining to your particular Chapter:

### **Chapter 30 (Active Duty), Chapter 32 (VEAP):**

\*If you have already received your certificate of eligibility, please skip to step 2.

Step 1: Please fill out the VA application for benefits (form 22-1990) online at:

<http://vabenefits.vba.va.gov/vonapp/main.asp> (If you've previously used the same chapter of benefits at another institution, please complete the Change of School/Program form 22-1995 and be sure to write your chapter of benefits at the top before you send it to me.)

Step 2: Print, sign and fax a copy of your <sup>1</sup>certificate of eligibility, <sup>2</sup>entire application or <sup>3</sup>change of school/program form to me at 714-827-7407, or you may email it to [nfrerichs@tuiu.edu](mailto:nfrerichs@tuiu.edu). (If you are not active duty, please also send me a copy of your DD 214). ***Important Note: As an active duty servicemember, you cannot use TA and VA for the same course. Please see VA Top-Up Information below.***

*Please proceed to Step 3*

### **Chapter 33 (Post 9-11 GI Bill) — only available for courses beginning after August 1, 2009**

\*If you have already received your certificate of eligibility, please skip to step 2.

Step 1: Please fill out the VA application for benefits (form 22-1990) online at:

<http://vabenefits.vba.va.gov/vonapp/main.asp> (If you've previously used your Chapter 33 benefits at another institution, please complete the Change of School/Program form 22-1995 and be sure to write your chapter of benefits at the top before you send it to me.)

Step 2: Print, sign and fax a copy of your <sup>1</sup>certificate of eligibility, <sup>2</sup>entire application or <sup>3</sup>change of school/program form to 714-827-7407, or you may email it to [nfrerichs@tuiu.edu](mailto:nfrerichs@tuiu.edu). (If you are not active duty, please also send me a copy of your DD 214). ***Important Note: As an active duty servicemember, you cannot use TA and VA for the same course. Please see VA Top-Up Information below.***

*Please proceed to Step 3*

### **Chapter 35 (Survivor/Dependent):**

\*If you have already received your certificate of eligibility, please skip to step 2.

Step 1: Please fill out the VA application for benefits online at

<http://www.vba.va.gov/pubs/educationforms.htm> (form 22-5490, or 22-5495 if you've previously used your Chapter 35 benefit at another institution.)

Step 2: Print, sign and fax a copy of your <sup>1</sup>certificate of eligibility, <sup>2</sup>entire application or <sup>3</sup>change of school/program form to me at 714-827-7407, or you may email it to [nfrerichs@tuiu.edu](mailto:nfrerichs@tuiu.edu).

#### ***Important Note***

***\*\* These benefits are only payable to dependants of military service members who are permanently and totally disabled due to a service-related condition or who have died in service. Please contact the VA directly regarding eligibility.***

***\*\*ARMY service members may be able to transfer their entitlement to their dependants as an incentive to re-enlist. Please contact the VA directly and the service member's base education center regarding eligibility.***

*Please proceed to Step 3*

### **Chapter 31 (Vocational Rehabilitation):**

Please have your Vocational Rehab case worker fax VA Form 28-1905 to my office at 714-827-7407. Once received and once you've registered for courses, I will complete the form and return to your case worker with an Invoice for billing. The VA will pay the school directly for Chapter 31 recipients.

### **Chapter 1606 (Select Reservist)**

\*If you have already received your certificate of eligibility, please send me a copy of that.

Step 1: Please fill out the VA application for benefits (form 22-1990) online at:

<http://vabenefits.vba.va.gov/vonapp/main.asp> (If you've previously used your Chapter 1606 benefits at another institution, please complete the Change of School/Program form 22-1995.)

Step 2: Print, sign and write the words 'Chapter 1606' across the top of the form and fax your <sup>1</sup>certificate of eligibility, <sup>2</sup>entire application or <sup>3</sup>change of school/program form to me at 714-

827-7407, or you may email it to [nfrerichs@tuiu.edu](mailto:nfrerichs@tuiu.edu). Please also send a copy of your Notice of Basic Eligibility (NOBE).

*Please proceed to Step 3*

### **Chapter 1607 (REAP)**

\*If you have already received your certificate of eligibility, please send me a copy of that.

Step 1: Please fill out the VA application for benefits (form 22-1990) online at:

<http://vabenefits.vba.va.gov/vonapp/main.asp> (If you've previously used your Chapter 1607 benefits at another institution, please complete the Change of School/Program form 22-1995.)

Step 2: Print, sign and write the words 'Chapter 1607' across the top of the form and fax your <sup>1</sup>certificate of eligibility, <sup>2</sup>entire application or <sup>3</sup>change of school/program form to me at 714-

827-7407, or you may email it to [nfrerichs@tuiu.edu](mailto:nfrerichs@tuiu.edu). Please also send me copy of your Notice of Basic Eligibility (NOBE). You should also submit any available documents such as your DD Form 214, copies of orders to active duty and anything else available as evidence of qualifying service to help establish eligibility for this program.

*Please proceed to Step 3*

Step 3: Mail the signed copy of your VA application for benefits or change of school/program form and any supporting documentation to:

Department of Veterans Affairs

P.O. Box 8888

Muskogee, OK 74402-8888

### **For ALL Chapters:**

\*\*I will also need for you to review the attached Veterans Information Bulletin and return the last page to my attention signed.

\*\*If you choose any other method of payment when you register other than VA (i.e., Tuition Assistance, Financial Aid, etc), please send me an email each session to ensure that certification is submitted to the VA for you.

Once your VA paperwork has been received and you've registered for courses, we will submit enrollment certification to the VA for you, indicating how many credit hours you are taking and how much in tuition we are charging (If you are using Chapter 1606 or 1607, please send me an

email each session and request that we submit certification for you). A monthly benefit will be mailed directly to you from the VA once they've processed your package (the VA asks for 30-45 days to process your claim).

The majority of VA students will be responsible for submitting monthly student verification in order to get paid. You do this by calling the VA's automated WAVE system at 877-823-2378 on the last day of every month that you are enrolled. If you do not verify that you are still enrolled, the VA will not issue your monthly benefit.

**Our Finance Dept. will contact you regarding tuition settlement once you've registered for courses each term. You are financially responsible for tuition costs even if the VA denies your claim.**

If you'd like to first confirm your eligibility to apply for VA Benefits, please contact the VA directly at 888-442-4551.

### ***Important Information Regarding VA Top-Up***

If you are active duty and receiving only partial TA funding for a course, you may be eligible to receive VA Top-Up. VA Top-Up will pay the balance of what TA does not. For example, if the total cost of the course is \$1000.00, but TA will only pay \$450.00, VA Top-Up will pay the remaining \$550.00 balance. If this is your situation, please mail a copy of your TA AND VA Application directly to the VA. The school does NOT need to submit enrollment certification in this case. Notifying the school in advance of your intentions will prevent VA overpayments in the future.

*If you are entitled to any Kicker benefit (College Fund), it will be automatically processed through the VA. The school is not required to submit any additional information regarding the Kicker.*

If you have any further questions regarding VA Benefits, please feel free to contact Ms. Nancy Frerichs (last name A-M & all Voc Rehab students) at [nfrerichs@tuiu.edu](mailto:nfrerichs@tuiu.edu), 714-816-0333 x 2037 or Ms. Lara Hurlburt (last name N-Z) at [lhurlburt@tuiu.edu](mailto:lhurlburt@tuiu.edu), 714-816-0366 x 2202.

## **TUI University**

*Office of the Registrar/Admissions*  
5665 Plaza Dr., Third Floor  
Cypress, CA 90630

**Website:** <http://www.tuiu.edu>

**Student Services System:** <https://sss.tuiu.edu>

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**Tel:** (714) 816- 0366

**Toll Free:** (800) 375-9878

**Fax:** (714) 827-7407