

## GENERAL INFORMATION 2012-2013

January 14, 2013  
March 11, 2013

Spring 2013 First eight-week term, 16-week term begins  
Spring 2013 Second eight-week term begins

### **Please Note: Payment Information**

All bills will be posted by email only and not by regular mail. Please check your UMW email account on a regular basis for any account updates. Students who pay after the due date will be charged a late fee of 10% of the outstanding balance. You will not have your Chapter 30 MGIB benefits in time to meet this deadline. If you are using Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post 9/11 GI Bill), the VA will pay tuition directly to UMW. To discuss payment plans with the Office of Student Accounts contact the applicable campus:

Student Accounts – Fredericksburg Campus

Student Accounts – Stafford Campus

Phone: (540) 654-1250 or (540) 654-1289

Phone: (540) 286-8058

E-mail: [umwbills@umw.edu](mailto:umwbills@umw.edu)

UMW Website: <http://adminfinance.umw.edu/studentaccounts/>

**Failure to meet payment deadline does not serve as a student's notice of cancellation, nor does nonattendance in a course constitute a course drop or waiver of tuition fees.**

### Student Debt

A debt is established on the student if they withdraw after the first day of the term or if the student reduces the hours taken before or during the term. If a student completely withdraws on or before the first day of the term, the debt is on the school.

### Add/Drop Course

If you add or drop a course after you have been certified, you must report this to the Veterans Liaison of the campus you are attending within one week so that they can notify the VA of any change in your course load that might affect your benefits. The VA will invoice you for any refund that you receive from a dropped course. If you drop a course after the 100% refund window, you **will not** receive a refund from UMW and you may be expected to pay all or some of the tuition back to the VA.

### Attendance

Class attendance is required for the receipt of veterans benefits.

### Enrollment Certification

You must submit a UMW "Request for Veterans Benefits" form for each term that you wish to claim benefits. You may project credits for future terms on the form, but you will be certified only for the credits that you are actually enrolled in.

### Financial Aid

If you are expecting any type of financial aid (loans, scholarships, etc.), you **must** report veterans benefits to the Office of Financial Aid to avoid award errors. Excess awards will be recovered from the student.

### Monthly Enrollment

If you are using Chapter 30, 32, 35, 1606, or 1607, you may have to call in each month to verify your current enrollment. You can do this by calling 1-877-823-2378 or by logging into your WAVE account at [www.gibill.va.gov](http://www.gibill.va.gov).

### Non-Degree Status

You may claim benefits as a non-degree student for two semesters. After such time, you must be admitted to a program in order to continue receiving benefits for courses taken at UMW. You will also have to submit a 22-1995 Request for Change of Program form directly to the VA as you change from non-degree status to a program.

Variable Course Load If you take a course taught on a schedule other than the standard 16-week semester dates, the credit for the course only counts as part of your course load for VA benefits for the specific dates of the course. Students who take both eight-week courses and 16-week courses, some of which overlap, will find their benefits checks changing monthly as their daily course load decreases or increases. Contact the Veterans Liaison for further information if needed.

### **VA Contact Information**

The Veterans Administration Regional Office in Roanoke is your VA Office while you are attending the University of Mary Washington. Counselors may be reached by dialing this toll-free number: **1-888-442-4551**. The web site is: [www.gibill.va.gov/education](http://www.gibill.va.gov/education). We use the online program VAONCE for Enrollment Certifications (22-1999, 22-1999b). Other forms (22-1990, 22-1995) should be sent to the Buffalo Regional Office for processing or submitted online via VONAPP which can be accessed through the [www.ebenefits.va.gov](http://www.ebenefits.va.gov) website.

Veterans Administration Regional Office  
116 N. Jefferson Street  
Roanoke, Virginia 24016

Department of Veterans Affairs  
Buffalo Regional Processing Office  
P. O. Box 4616  
Buffalo, New York 14240-4616  
FAX (716) 551-3241

### **Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33)**

Students using Chapter 33 need to be aware of their eligibility. If a student is less than 100% eligible, he/she must pay the outstanding portion of the tuition bill when bills are due. If a student is 100% eligible, a flag will be placed on his/her account after certification so no late fees are not assessed while we wait for payment from the VA.

The books and supplies stipend will be sent directly to the student. The student may need to purchase books before this payment arrives. The stipend is to offset the cost of the books; it is not meant to be a reimbursement or voucher. Current rates for 2012 are \$41.67 per credit up to \$1000 per academic year.

The Monthly Housing Allowance (MHA) is paid if your rate of pursuit is greater than 50%. The rate of pursuit is calculated by dividing the number of credits pursued by the number of credits the school considers full-time. The charts below depict what constitutes the rate of pursuit percentages based on each term offered at UMW. Your rate of pursuit also determines what percentage you will receive of the Housing Allowance.

For example: if your rate of pursuit is 85% then you will receive 90% of the Housing Allowance. Keep in mind that this amount is also based on your Certificate of Eligibility tier level.

The Monthly Housing Allowance rate for UMW is based on the 22401 zip code for an E-5 with dependents. The BAH aligns with Fort AP Hill and it is currently \$1347 (FY2013). The Housing Allowance is paid in arrears at the beginning of each month. For students who take 100% online courses, the rate of pursuit requirements are the same. The difference is the amount you receive is based on 50% of the national average of all BAH. Active duty personnel and spouses of active duty personnel using Transfer of Entitlement (ToE) benefits are not eligible for the Housing Allowance. However, dependents are eligible.

### **For Information at UMW-Stafford Campus**

Robert Louzek  
Veterans Affairs Liaison  
[www.academics.umw.edu/registrar/veterans](http://www.academics.umw.edu/registrar/veterans)

Phone : (540) 286-8075  
Fax: (540) 286-8005  
E-mail: [rlouzek@umw.edu](mailto:rlouzek@umw.edu)

## For Information at UMW-Fredericksburg Campus

Patricia Sarkuti  
Veterans Affairs Liaison  
[www.academics.umw.edu/registrar/veterans](http://www.academics.umw.edu/registrar/veterans)

Phone : (540) 654-2140  
Fax: (540) 654-2145  
E-mail: [psarkuti@umw.edu](mailto:psarkuti@umw.edu)

### Request for Benefits Form

[www.academics.umw.edu/registrar/veterans](http://www.academics.umw.edu/registrar/veterans)

## UMW Semester Course Loads for Veterans Benefits - Undergraduate

16-Week Sessions	
12+ hours*	Full Time
9-11 hours*	$\frac{3}{4}$ Time
6-8 hours	$\frac{1}{2}$ Time
4-5 hours	< $\frac{1}{2}$ Time
1-3 hours	$\frac{1}{4}$ Time

10-Week Sessions	
7+ hours*	Full Time
5-6 hours*	$\frac{3}{4}$ Time
4 hours	$\frac{1}{2}$ Time
3 hours	< $\frac{1}{2}$ Time
1-2 hours	$\frac{1}{4}$ Time

Eight-Week Sessions	
6+ hours*	Full Time
4-5 hours*	$\frac{3}{4}$ Time
3 hours	$\frac{1}{2}$ Time
2 hours	< $\frac{1}{2}$ Time
1 hour	$\frac{1}{4}$ Time

## UMW Semester Course Loads for Veterans Benefits - Graduate

16-Week Sessions	
9+ hours*	Full Time
6 hours*	$\frac{3}{4}$ Time
3 hours	More than $\frac{1}{4}$ , less than half

Eight-Week Sessions	
4.5 hours*	Full Time
3 hours*	$\frac{3}{4}$ Time
1.5 hours	More than $\frac{1}{4}$ , less than half

\* MHA eligible course loads.