



STUDENT SERVICE CENTER

650 Maryville University Drive
St. Louis, Missouri 63141
314.529.9360

VA Student Information Packet

As A Maryville University VA Student

The Student Service Center serves the entire student body at Maryville University by managing student academic records, financial aid information, and student accounts. We process the VA forms required for educational benefits, assist veteran students on procedural requirements, and certify enrollment to the VA.

Eligibility for education benefits is determined solely by the VA, questions concerning your application or eligibility should be directed to Department of Veteran Affairs. Since we do not have direct involvement in determining the Basic Allowance for Housing (BAH) benefits through the VA, students are encouraged to contact VA directly. For updates and information specific to your application, you can call 1-888-GIBILL-1 (1-888-442-4551) or log on to <https://ebenefits.va.gov>.

Registering for eBenefits can assist with the following:

- Obtaining up to date information on your educational entitlement
- Updating your Direct Deposit and personal contact information
- Downloading VA letters and personal documents
- Viewing the current status of payments

Additionally, VA students have the responsibility of notifying the V.A. Certifying Official of any changes in enrollment – course changes, credit hour changes, program changes, etc. Changes in enrollment could mean changes to housing stipends and other benefits directly related to education/training. The dates and times of registration changes could result in a student debt to either Maryville or the VA. Account balances can restrict registration for future semesters. Any VA student interested in changing registration should contact their advisor first, then contact the School Certifying Official (SCO).

All VA students are required to comply with Maryville University's general policies regarding withdrawal and attendance, which can be found in the Academic Catalog catalog.maryville.edu under Policies and Information.

As with all University students, VA students are required to adhere to all Satisfactory Academic Progress Policies. Undergraduate students are required to maintain a cumulative grade point

average of 2.0 on a 4.0 scale at the end of each academic semester. However, program requirements for some majors and/or scholarship requirements may mandate higher standards for students to remain in the program and/or to retain their scholarships.

Checklist

- Apply and be accepted into Maryville University**
Admissions: Gander Hall, Room 109 314.529.9350 | admissions@maryville.edu
- Register for classes for the current semester**
New Students should contact the Office of Admissions at 314.529.9350
Returning Students should consult with their academic adviser or life coach to select courses. If you need assistance, contact the Center of Academic Success in the Library or call 314.529.9477.
- Apply for VA Benefits with the appropriate form:**
For Assistance with the application process, please contact the VA office directly at 1-888-442-4551 or visit www.ebenefits.va.gov. All forms can be found online at www.va.gov/vaforms.

New Student (has never used VA benefits)	Veterans: VA Form 22-1990
	Dependents: VA Form 22-5490
	Transfer of Entitlement students: VA-Form 22-1990e
Transfer Student (previously used VA benefits)	Veterans: VA Form 22-1995
	Dependents: VA Form 22-5495
	Transfer of Entitlement students: VA Form 22-1990e

- Provide Maryville with a copy of your Certificate of Eligibility, DD Form 214 (if applicable), and any other forms.** Fax to 314-529-9925, email to ssc@maryville.edu or submit at the front desk in the Student Service Center Gander Hall, room 124.
- Complete FAFSA (if applicable) online at fafsa.ed.gov**
- When you receive your Financial Aid Award letter, accept your aid.** This can be done through your Maryville Portal at my.maryville.edu
- Enroll in the VA/Military TA Deferred Payment Plan, if applicable.** This can be done through your Maryville Portal at my.maryville.edu

Maryville University OneFee & Your Book Stipend

To streamline student fees, create cost savings, and ensure students there are no hidden fees, Maryville University offers a ONE FEE. This is a comprehensive program that covers costs for the following student services and resources: digital course materials and textbooks; lab materials; orientation; transcripts; technology, including more than 60 apps in the Maryville Cloud; health and wellness; fitness facilities; student activity; and graduation. ONE FEE is included in the student account and may be paid from any eligible financial aid.

Undergraduate OneFee Cost per Semester	
Full-time students	\$1,200
Part-time students	\$450
Online students	\$800
Graduate OneFee Cost per Semester	
On campus programs (3+ hrs)	\$350
Online programs (3+ hrs)	\$650
Occupational Therapy Physical Therapy Speech-Language Patho Full-time students (12+ hrs)	\$1200

The VA will still issue you a book stipend in addition to covering your OneFee. This books stipend can be up to \$1000.00 and is paid proportionately based on enrollment.

Post-9/11 GI Bill (Chapter 33) Tuition & Fee Maximum

Type of School	Maximum Reimbursement per Academic Year
Public School	All Tuition and Fee Payments for an in-State Student
Private/Foreign School	National Maximum = \$22,805.34 for 17-18 academic year

The payment and maximum amounts listed above will be prorated based on your eligibility percentage if you are not eligible for the full benefit.

VA Benefit Timeline

Below, we have outlined a common timeline that we anticipate for your Veteran's Benefit's cycle for the semester. It is important to remember that this is an approximation and deviation from this timeline is possible.

<p>4 Weeks Prior to the Semester Start Date</p>	<p>SCO submits enrollment certification to the VA with \$0.00 Tuition and Fees Reported</p> <ul style="list-style-type: none"> • Students must already be registered for the semester • We report \$0.00 Tuition and Fees initially to reduce the possibility of debts to the VA in the event of schedule adjustments • Try to establish your schedule before the initial enrollment certification is submitted to the VA, and try to limit the number of changes thereafter
<p>2nd Week of the Semester</p>	<p>School Certifying Official reports Tuition and Fees to the VA</p>
<p>4th – 6th Week of the Semester</p>	<p>VA sends payment to the University</p>
<p>8th – 10th Week of the Semester</p>	<p>School Certifying Official works with Student Accounts to process any refunds if appropriate.</p>

Post-9/11 GI Bill (Chapter 33) Deferred Payment Option

Enrolling in the VA/Military TA Deferred Payment option prior to the established payment deadline set by Maryville University satisfies your payment arrangements for that semester. There is no fee to enroll in this payment plan. **If you choose to pay for your semester in full by the established payment deadline, enrollment in this plan is unnecessary. This includes any student who chooses to utilize financial aid to cover 100% of their term charges.**

Enrollment in this plan prior to the established payment deadline will prevent you from receiving a late fee for non-payment, as well as prevent you from receiving a registration restriction for the term immediately following, even if a balance remains on your account by the time registration commences.

By Enrolling in this plan, your balance for the semester will not be **due until 30 days after the semester ends**. If the balance is not paid by this date, a registration restriction will be placed on your account for future terms until payment is made.

To enroll in the VA/Military TA Deferred Payment Plan:

- Login to the Maryville portal at my.maryville.edu
- Scroll to the Access Maryville section on the right hand side of the screen

- Click on AccessMU for Students → Financial Information → My Account
- Enter your User ID and password (the same User ID and password as before)
- Click on the Payment Plan tab at the top
- Choose “VA Deferred Payment Plan” and follow the prompts to set up the plan

If you are unable to login using your user ID and password, please call the Help Desk at 314-529-9506 or email helpdesk@maryville.edu.

Veterans are not required to utilize the VA Deferred Payment Option. If you choose to make alternate payment arrangements, you may refer to the Student Account Payment Options included with your bill, or you may visit <https://www.maryville.edu/ssc/payment-options/> for a complete outline of payment options. Please note that if you choose to pay your balance out-of-pocket or with financial aid, then any credit balance created by your veteran’s benefit may be refunded to you at a later date. If you choose to sign up for the monthly payment plan, your balance will be split up into equal payments initially and then payments will recalculate once your benefits are received by the University.

Maryville University Resources

Student Service Center (SSC)

Gander Hall 124

Monday – Friday, 8a.m.–5p.m.

Phone: 314.529.9360

Fax: 314.529.9925

Email: ssc@maryville.edu

Website: maryville.edu/ssc

Public Safety

Phone: 314.529.9500

Website: maryville.edu/publicsafety

Public Safety provides service 24 hours a day and is an integral part of the University’s dedication to developing and maintaining a safe and secure campus.

All vehicles parked and operated on the Maryville campus must be registered with the Public Safety office. A valid parking permit must be displayed on each vehicle. Parking permits are free of charge and available in the office of Public Safety.

All students are required to have a student identification card. To get yours, please stop by the Office of Public Safety during normal business hours. The first ID card is free but replacement ID cards will cost \$25 dollars.

Bookstore

Monday – Friday, 7:30a.m.–9p.m.

Saturday and Sunday, 10a.m.–7p.m.

Donius University Center

Phone: 314.529.9438

Fax: 314.529.9901

Veterans Student Organization (VSO)

Website: maryville.orgsync.com/org/muveteransorg/home

Maryville's Veterans Student Organization is composed of and operated by Veteran students of Maryville University, and tasked with providing feedback to program instructors regarding recommendations to enhance the curricula and training for future Veteran professionals.

Peer Tutoring

Phone: 314.529.9228

Email: peertutors@maryville.edu

Website: maryville.edu/fye/peer-tutoring

Tutoring appointments are available Monday – Friday from 7:30a.m. to 6:30p.m.

Maryville University's Center for Academic Success and Life Coaching provides trained and carefully selected tutors free of charge to assist students who need help with specific subjects, assignments or projects. Tutors are not only knowledgeable in their subject areas, but they are also knowledgeable in study skills, time management and test taking strategies.

VA School Certifying Officials (SCOs)

Kendra Lane

Gander Hall, 124

Phone: 314.529.6883

Email: klane@maryville.edu

Danielle McCall

Gander Hall, 124

Phone: 314.529.9396

Email: dmccall@maryville.edu

Joseph Raggette

Gander Hall, 102

Phone: 314.529.9350

Email: jraggettejr1@maryville.edu

Kristina Rieger

Gander Hall, 124

Phone: 314.529.6881

Email: kazar@maryville.edu

Outside Resources

VA Education Call Center 1-888-442-4551

St. Louis Area American Legion 1-800-743-1759

Missouri Veterans Commission Officers 314-253-4450

Student Veterans of America- studentveterans.org

Employment Services for Veterans – ded.mo.gov/home.aspx

For Workforce Development – jobs.mo.gov

Missouri Works Training – business.mo.gov/training

NASFAA - http://www.nasfaa.org/uploads/documents/Tip_Sheet_Military_and_Veterans.pdf

Frequently Asked Questions

Who do I give my Certificate of Enrollment/DD Form 214/other forms to?

You may submit all VA paperwork to the front desk in the Student Service. Alternatively, you can send them via fax or email.

Do I have to attend full-time to receive my educational benefits?

No. However, the amount of BAH or other stipends directly related to educational benefits may be proportional to the number of credits you enroll in.

How do I find out if I have any benefits left?

Contact the Department of Veteran Affairs Regional Office at 1-800-827-1000.

Are my VA educational benefits taxable?

No, any Veterans' benefits paid under any law administered by the Department of Veterans Affairs (VA) should not be reported as income to the Internal Revenue Service (IRS).

I am currently eligible for more than one chapter of benefits. Can I use more than one?

While a student may be eligible for more than one benefit chapter, they may only use one benefit at a time. In addition, in order to use Ch. 33 Post-9/11 GI Bill, you must make an irrevocable decision to use Ch. 33 and waive your eligibility in any other chapter of benefits (this does not include Ch. 31 Vocational Rehabilitation).

What happens if I drop or withdraw from classes?

If you withdraw during the drop/add period, you will not owe anything.

Otherwise, Maryville University will notify the VA that you dropped a class. The VA will then bill you for the money it paid the school for the classes you dropped, and may result in a debt with the VA for your housing allowance and the money it paid the school for the classes you dropped.

Additionally, your first withdrawal (up to 6 credit hours) is excused. The VA will adjust your training time on the date of withdrawal. This can only be used once, and you can't combine two 3 hour withdrawals.

What happens to my Financial Aid if I drop or withdraw from classes?

Dropping or withdrawing from classes after the semester has begun could result in significant changes in your financial aid and refund. Students are strongly encouraged to speak to a

Financial Aid Specialist in the Student Service Center regarding any registration changes to avoid account balances that could result in registration holds.