



## STUDENT SERVICE CENTER

650 Maryville University Drive  
St. Louis, Missouri 63141  
314.529.9360

# VA Student Welcome Packet

## Welcome to Maryville University

At Maryville University, we pride ourselves on working with students on an individual basis. That includes students like you who are busy military personnel, military spouses, dependents and veterans. Maryville University recognizes the sacrifice that our military men and women and their family members have made to our country. Therefore, we feel that it is our obligation to serve you in any way we can through advancing your education. We are here to assist the military students attending Maryville University using educational benefits under the Department of Veterans Affairs (VA) Educational Assistance Programs in the pursuit of their educational goals.

Maryville University has been named by the U.S. News & World Report as the No. 1 Over-performing University in the nation for two years in a row, as well as recognized as a “Best College for Veterans.” Maryville has also been recognized by G.I. Jobs as a “Military Friendly” school for the 5th consecutive year. Additionally, Maryville partners with American Council on Education (ACE) to evaluate courses received throughout your military career and transfer them into college credit.

Maryville University participates in the Yellow Ribbon Program. This allows students using the Post-9/11 GI Bill, which covers tuition and fees not to exceed a national cap, to receive additional funds to help cover unmet costs. Only Veterans entitled to the maximum benefit rate under the Post-9/11 GI Bill, as determined by service requirements, or their designated transferees may receive this funding.

Maryville University has a Scott Air Force Base campus which offers an ACBSP accredited MBA degree, which can be done on-base or online. This MBA program is designed to meet the unique needs of the military community. Courses are delivered in both distance learning and traditional classroom formats, allowing students to continue course progression regardless of work schedules, family commitments, and permanent or temporary duty assignment.

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.

## Checklist

- Apply and be accepted into Maryville University**  
 Admissions: Gander Hall, Room 109 314.529.9350 | [admissions@maryville.edu](mailto: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](http://www.ebenefits.va.gov). All forms can be found online at [www.va.gov/vaforms](http://www.va.gov/vaforms).

<b>New Student</b> (has never used VA benefits)	Veterans: VA Form 22-1990
	Dependents: VA Form 22-5490
	Transfer of Entitlement students: VA-Form 22-1990e
<b>Transfer Student</b> (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](mailto: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](http://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](http://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](http://my.maryville.edu)

## Applying to Use VA Benefits

Students who have not used educational VA benefits before must file one of the following forms:

- Veterans: VA Form 22-1990
- Dependents: VA Form 22-5490
- Transfer of Entitlement students: VA-Form 22-1990e

Students who have received educational VA benefits before must file one of the following forms:

- Veterans and Transfer of Entitlement students: VA Form 22-1995
- Dependents: VA Form 22-5495

Students applying for CH 33 in lieu of (or relinquishing) another benefit should complete a VA Form 22-1990.

These forms can be filled out online using VONAPP through the eBenefits website at [ebenefits.va.gov/ebenefits/vonapp](http://ebenefits.va.gov/ebenefits/vonapp). Alternatively, these forms can be filled out and mailed to the regional benefit office:

Department of Veteran Affairs-Regional Office  
9700 Page Avenue  
St. Louis, MO 63132  
1-800-827-1000

## 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](mailto:ssc@maryville.edu)  
Website: [maryville.edu/ssc](http://maryville.edu/ssc)

### Public Safety

Phone: 314.529.9500  
Website: [maryville.edu/publicsafety](http://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

## **Veterans Student Organization (VSO)**

Website: [maryville.orgsync.com/org/muveteransorg/home](http://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](mailto:peertutors@maryville.edu)

Website: [maryville.edu/fye/peer-tutoring](http://maryville.edu/fye/peer-tutoring)

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.

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

## **VA School Certifying Officials (SCOs)**

Kendra Lane

Gander Hall, 124

Phone: 314.529.6883

Email: [klane@maryville.edu](mailto:klane@maryville.edu)

Danielle McCall

Gander Hall, 124

Phone: 314.529.9396

Email: [dmccall@maryville.edu](mailto:dmccall@maryville.edu)

Joseph Raggette

Gander Hall, 102

Phone: 314.529.9350

Email: [jraggettejr1@maryville.edu](mailto:jraggettejr1@maryville.edu)

Kristina Rieger

Gander Hall, 124

Phone: 314.529.6881

Email: [kazar@maryville.edu](mailto:kazar@maryville.edu)

## Outside Resources

VA Education Call Center 1-888-442-4551

Missouri Veterans Commission Officers 314-253-4450

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

Student Veterans of America- [studentveterans.org](http://studentveterans.org)

Employment Services for Veterans – [ded.mo.gov/home.aspx](http://ded.mo.gov/home.aspx)

For Workforce Development – [jobs.mo.gov](http://jobs.mo.gov)

Missouri Works Training – [business.mo.gov/training](http://business.mo.gov/training)

NASFAA - [http://www.nasfaa.org/uploads/documents/Tip\\_Sheet\\_Military\\_and\\_Veterans.pdf](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.