

## VA Benefits Fast Facts

If you qualify for the Veterans Administration (VA) Educational Assistance Programs listed below, you may use those benefits towards your Golden Gate University (GGU) tuition. Please follow these instructions to ensure the prompt and accurate processing of your benefits:

- **Chapter 30: Montgomery GI Bill – Active Duty**
- **Chapter 32: Veterans Educational Assistance Program (VEAP)**
- **Chapter 35: Survivors’ and Dependents’ Educational Assistance Program**
- **Chapter 1606: Montgomery GI Bill – Selected Reserve**

1. Apply to the VA for your educational benefits and be approved.
2. Apply for admission into a GGU degree or certificate program. (You may register for classes and receive benefits before being admitted, but for only one term.)
3. Send a copy of your *VA Certificate of Eligibility* to GGU's VA Official.
4. Register and pay for your entire tuition.
5. Approximately two weeks after the beginning of the term, GGU's VA Official reports to VA the number of units you are registered for and the dates of the term. This establishes your status classification which the VA uses to determine your award amount. These classifications are listed below:

STATUS CLASSIFICATIONS	Less Than Half-Time		Half-Time		Three-Quarter-Time		Full-Time	
	15 week	10 week	15 week	10 week	15 week	10 week	15 week	10 week
<b>Undergraduate</b>	5 or less	3 or less	6 – 8	4	9 – 11	5 – 6	12 or more	7 or more
<b>Graduate</b>	3 or less	2 or less	4	3 – 4	5 – 7	5	8 or more	6 or more
<b>Doctoral</b>	2 or less	N/A	3	N/A	4 – 6	N/A	7 or more	N/A
<b>Law</b>	3 or less	N/A	4 – 5	N/A	6 – 7	N/A	8 or more	N/A
<b>Law Summer</b>	2 or less	N/A	3	N/A	4 – 5	N/A	6 or more	N/A

*Intensive classes (i.e., less than ten weeks long) are certified independently of either the fifteen or ten-week terms, with the enrollment status depending on the number of units and duration of the class.*

6. Verify your enrollment each month to the VA online at [www.gibill.va.gov/wave/default.cfm](http://www.gibill.va.gov/wave/default.cfm) or by calling 877-823-2378.
  7. The VA will reimburse you monthly.
  8. Notify GGU's VA Official at once if you add or drop classes.
- **Tuition Assistance**
    1. When you register:
      - ✓ select GGU's Corporate Billing option
      - ✓ submit a completed Tuition Assistance Form to the Office of Student Accounting Services
      - ✓ pay the balance of any costs that will not be covered by Tuition Assistance
    2. GGU will bill the VA directly for the amount your TA covers.
    3. At the end of the term, obtain a *Grade and Tuition Verification Form* from the Office of Records & Registration or online and request that your grades be mailed to the VA.
  - **Chapter 31 : VA Vocational Rehabilitation Program**
    1. Every term before you register, you must discuss your educational plans with your Vocational Rehabilitation Counselor, who will submit an *Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status Form* to GGU's VA Official.
    2. Register and notify GGU's VA Official immediately afterwards; also notify the official if you later add or drop any classes. It is not necessary for you to submit any payment.
    3. Contact the bookstore for a book cost estimate and submit this estimate to a GGU cashier to receive a voucher. Use this voucher to purchase your books.
    4. GGU's VA Official will certify your enrollment to your counselor, provided the counselor has submitted the above form.
    5. The VA pays GGU.

Further information on using your benefits at GGU can be obtained by contacting GGU's VA Official located in the Office Registration and Records. Complete details about eligibility qualification and payment rates are available from the US Veterans Affairs Education Service online at [www.gibill.va.gov](http://www.gibill.va.gov) or by phone at 888-442-4551

Some military training may qualify for academic transfer credit at GGU. For more information, please contact the GGU Office of Admissions and Student Affairs.

## **IMPORTANT GGU CONTACT INFORMATION**

**Mailing Address:** Golden Gate University  
536 Mission St.  
San Francisco, CA 94105

**VA Benefits Information and Enrollment Certification:** GGU's VA Official  
Office of Records & Registration  
Phone: 415-442-7222  
Fax: 415-442-7223  
registration@ggu.edu

**Tuition Assistance and Book Vouchers:** Student Accounting Services  
Phone: 415-442-7839  
Fax: 415-442-7819  
sas@ggu.edu

**Grade Reports:** Office of Records and Registration  
Phone: 415-442-7200  
Fax: 415-442-7223  
records@ggu.edu

**Book Cost Estimates:** GGU Bookstore  
62 First Street  
San Francisco, CA 94105-2703  
Phone: 415-442-7277  
*or* 888-826-6572  
Fax: 415-281-3969  
ggu@bkstr.com

**Military Training Academic Transfer Credit:** Office of Admissions and Student Affairs  
Phone: 415-442-7800  
Fax: 415-442-7807  
info@ggu.edu