

USING YOUR VETERANS BENEFITS



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International Sports Sciences Association

college.issaonline.edu

1.800.892.4772 | 1.805.745.8111 (international)

1015 Mark Avenue | Carpinteria, CA 93013

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Using GI Bill®/VA Benefits to Attend ISSA

NOTE: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at benefits.va.gov/gibill.

STEP 1:

New to the GI Bill®?

Activate.

Already active?

Change Place of Training.

Activate your GI Bill® education benefits.

Go to:

<http://www.benefits.va.gov/gibill/apply.asp>

and apply for benefits.

Be sure to **indicate** our school's **full name:**
International Sports Sciences Association.

It normally takes 3-5 weeks for your application to be processed by the VA and a Certificate of Eligibility (COE) letter to be mailed to you (this is not a definite timeline – please be aware that it may take longer depending on the time of year).

Change Program / Place of Training.

If you have already activated your GI Bill®, **complete VA Form 22-1995** (Request for Change of Program or Place of Training) and **submit it to the VA Western Regional Office in Muskogee, OK** (instructions on page 4):

<http://www.vba.va.gov/pubs/forms/vba-22-1995-are.pdf>

Be sure to **indicate** our school's **full name:**
International Sports Sciences Association.

1. **Activate Benefits -or-
Change Place of Training**
2. **Send COE**
3. **Apply**
4. **Request all past transcripts**
5. **Sign Student Bill of Rights**
6. **Get started**
7. **Keep going**
8. **Graduate!**

Submit online using the following instructions:

1. <http://www.benefits.va.gov/gibill/>
2. Click on “Submit a Question” (there is a button on the right-hand side if you scroll down a little on the page)
3. Indicate “22-1995” in the Subject line
4. Indicate “Submit to Western Regional Office - Muskogee, OK” in the message
5. Attach the completed and signed form

Once the form has been processed, the VA will issue you a new Certificate of Eligibility (COE).

STEP 2: Send COE

Once you receive your first / new Certificate of Eligibility (COE) letter, submit to:
veteran@issaonline.edu

STEP 3: Apply

Apply for admission to the AS in Exercise Science degree program:

<https://college.issaonline.edu/ces-application>

STEP 4: Request all official transcripts

Have all of your **official** military and/or college transcripts sent to ISSA.

The VA requires that we evaluate all of your past transcripts.

All past transcripts must be on file in order for your enrollment to be certified to the VA.

Have your military and college/university transcripts sent to:

- Electronic (*secure electronic download only*):
registrar@issaonline.edu
- OR Mail to: ISSA CES
Attn: Registrar
1015 Mark Ave
Carpinteria, CA 93013

MILITARY TRANSCRIPTS – REQUEST VIA:

- Army / Navy / Marines / Coast Guard -
<https://jst.doded.mil>
- Air Force -
<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/>
- **College/University** transcripts - request from each institution's Registrar's Office

WHAT IS AN OFFICIAL TRANSCRIPT?

*If Electronic: **The transcript must be received by our school directly from the issuing school via secure electronic delivery** (ex. Parchment Exchange, Docufide, eScrip-Safe, National Student Clearinghouse – **you must indicate our school as the intended recipient when requesting the transcript.** Transcripts that are received from the student or school official as email attachments will be considered unofficial.*

*If Mailed: **The transcript must be received in the sealed envelope in which it was issued by the school.** If you have an official transcript sent to yourself, you can forward it to our school as long as you do not open the envelope.*

Transcripts received via fax are not accepted.

STEP 5: Sign Student Bill of Rights

ISSA will issue your Student Bill of Rights upon receipt of your COE. You will need to sign and return the Student Bill of Rights prior to your first quarter.

STEP 6: Get started

Once you have been accepted into ISSA's associate's degree program, you will be scheduled to be registered for your indicated first quarter schedule.

Our Registrar's Office will enroll you in class(es) once registration for your desired start date has opened. You will receive an email notification at that time.

Once ISSA has received your signed enrollment agreement for the first course, COE letter, and signed Student Bill of Rights, your enrollment will be certified to the VA.

Any student portion of tuition is due the second Wednesday of class.

STEP 7: Keep Going

Continuing students register themselves in subsequent quarters. As long as all of your transcripts have been received and you have no outstanding tuition balance, ISSA will certify enrollment of up to 18 quarter credits per quarter in subsequent terms.

STEP 8: Graduate!

ISSA's associate's degree program is a 90-credit program, consisting of 30 general education, 30 core certification, and 30 elective credits. We look forward to seeing you become one of the most highly decorated trainers in the ISSA family.

Other Important Information

TUITION

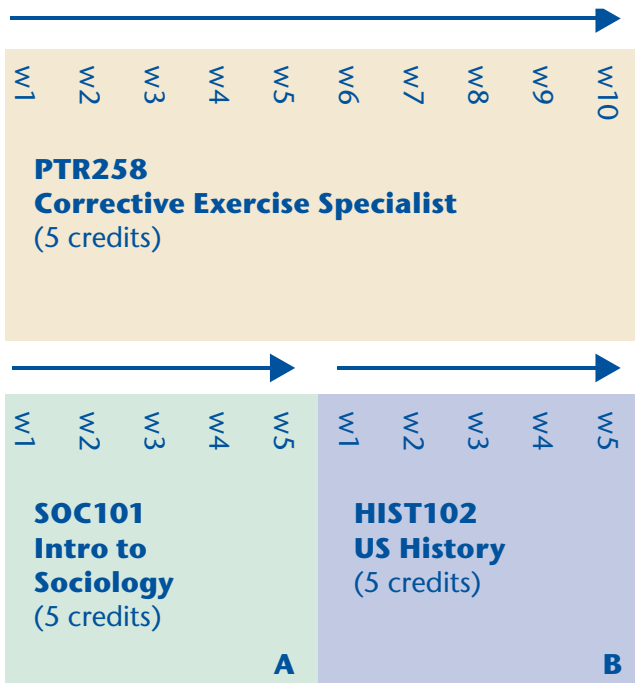
Tuition is due on a quarterly basis. The current rate of tuition is \$185/credit.

STUDENT BILL OF RIGHTS

Once we receive a copy of your Certificate of Eligibility (COE) letter from you, we will send you a Student Bill of Rights.

This document must be given to enrolling veterans and eligible persons when using GI Bill® education benefits at a private postsecondary institution approved for the training of veterans by the California State Approving Agency. All students using GI Bill® benefits to attend our institution must review and sign this document.

Please be sure to review this document carefully, as it contains important information regarding your rights and considerations that should be made prior to enrollment in any educational program.



ACADEMIC CALENDAR

Our school runs on the quarter system.

Each quarter is 10 weeks long and has two 5-week modules (Session A & Session B).

There is usually a break of 3 weeks between quarters.

All core PTR courses are 10 weeks long. These courses must be started at the beginning of the quarter.

All general education and elective courses are 5 weeks long. Some of these courses are only offered during Session A (first 5 weeks of the quarter) and some are only offered during Session B (last 5 weeks of the quarter).

WHAT IS FULL-TIME FOR THE VA?

If taking only 10-week courses, 12 or more credits per 10-week quarter is considered full-time.

If taking only 5-week courses, 5 or more credits per 5-week module is considered full-time.

If taking a core PTR (10-week) course along with a Session A (5-week) course, the 5-week course has to be at least 3 credits in order for you to be considered full-time for Session A.

Likewise, if taking a core PTR (10-week) course along with a Session B (5-week) course, the 5-week course has to be at least 3 credits in order for you to be considered full-time for Session B.

CERTIFYING YOUR ENROLLMENT

In order for you to use your GI Bill® benefits, our school needs to certify your enrollment to the VA. We do this each quarter.

In order for your enrollment to be certified to the VA, we need to have these documents on file:

- a copy of your Certificate of Eligibility (COE)
- your signed Student Bill of Rights

We only need to receive the above documents from you once.

You need to register for class(es) each quarter.

Your enrollment for the upcoming term will be certified to the VA once you have registered and signed your enrollment agreement for the quarter. You need to do this every quarter.

For students who are enrolled less-than-half-time and using Chapter 30, Chapter 35, or Chapter 1606 education benefits, we will need to wait until the first day of class to certify your enrollment.

POST-9/11 GI BILL® (CHAPTER 33)

Students using Chapter 33 education benefits register at least 5 weeks before the start of class in order to ensure timely receipt of benefit payments.

If our school has certified your enrollment to the VA for the upcoming term, then the VA will pay the eligible amount of your tuition directly to our school.

If your entitlement under the Post-9/11 GI Bill® is less than 100%, then you will be responsible for paying the remaining tuition to our school.

Tuition is due on a quarterly basis.

The Post-9/11 rate tables can be found here:

https://www.benefits.va.gov/gibill/resources/benefits_resources/rates/ch33/Ch33rates080118.asp

Please be aware that the monthly housing allowance (MHA) rate that you would qualify for is the one for exclusively online training (scroll to bottom of that webpage).

Housing allowance is authorized for release by the VA at the end of each month of class. It then takes ~5-10 business days for the funds to reach you.

Note: Active duty trainees and transferee spouses of servicemembers are not eligible to receive a housing allowance.

A books and supplies stipend is authorized for release by the VA two weeks before the start of class. It then takes ~5-10 business days to reach you. The books and supplies stipend is paid proportionately based on enrollment, up to a maximum of \$1000 per fiscal year (Aug 1 - Jul 31). Once you

reach the \$1000 max, you will no longer receive any money for books and fees until the new fiscal year (as of Aug 1st).

MONTGOMERY GI BILL® (CHAPTER 30)

You are responsible for paying your tuition to our school.

You must verify your attendance to the VA on a monthly basis (last day of the month) for each month that you are enrolled in classes.

Go here to verify your attendance:

<https://www.gibill.va.gov/wave/index.do>

You should receive payment from the VA ~5-10 business days after they receive your verification. The amount of the payment is determined by your course load / training time and the portion of the month that you attended.

The Montgomery GI Bill® rate tables can be found here:

https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rates/ch30/ch30rates1001187.asp

MONTGOMERY GI BILL® - SELECTED RESERVE (CHAPTER 1606)

You are responsible for paying your tuition to our school.

You must verify your attendance to the VA on a monthly basis (last day of the month) for each month that you are enrolled in classes.

Go here to verify your attendance:

<https://www.gibill.va.gov/wave/index.do>

You should receive payment from the VA ~5-10 business days after they receive your verification. The amount of the payment is determined by your course load / training time and the portion of the month that you attended.

The Montgomery GI Bill® – Selected Reserve rate tables can be found here:

https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rates/ch1606/ch1606rates100118.asp

SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 35)

You are responsible for paying your tuition to our school.

You must verify your attendance to the VA on a monthly basis (last day of the month) for each month that you are enrolled in classes.

Go here to verify your attendance:

<https://www.gibill.va.gov/wave/index.do>

You should receive payment from the VA ~5-10 business days after they receive your verification. The amount of the payment is determined by your course load / training time and the portion of the month that you attended.

The Survivors' and Dependents' Education Assistance Program rate tables can be found here:

https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rates/ch35/ch35rates100118.asp

VOCATIONAL REHABILITATION (CHAPTER 31)

If you are planning on using Vocational Rehabilitation benefits through the VA, our school will need to receive authorization (VA Form 28-1905) from your Vocational Rehabilitation counselor.

Please provide your counselor with this information:

School Name: International Sports Sciences Association

VA Facility Code: 24005605

Point of Contact: veteran@issaonline.edu

Your counselor will likely need additional information from our school as well.

DUAL ENROLLMENT

You are able to use your benefits to attend two schools at the same time, but you must inform both schools and be very careful to have all your documentation in order.

One school must be designated your primary school (the one that you are pursuing a degree through) and the other school must be designated your secondary/guest school.

In order for the secondary school to certify your enrollment to the VA, they must receive a parent school letter from your primary school. That letter needs to indicate the specific course(s) that you will take through your secondary school and that

they will be accepted in transfer towards your degree requirements with your primary school.

If your secondary school does not have a parent school letter on file, then you cannot use your GI Bill® benefits to attend that second school at the same time as your primary school.

Do not register for any class at a second school without having a parent school letter on file for that specific class.

If ISSA will be your primary school, please be sure to contact registrar@issaonline.edu with the following information before registering in any classes with your secondary school:

- Name of Secondary Institution (that you wish to take additional courses through)
- Course(s) that you wish to take through secondary institution (course subject/catalog, title, and number of credits)
- Term that you will be taking that coursework

Our Registrar's Office will need to verify whether we will be able to accept that coursework in transfer towards your degree requirements with our institution. If so, then they will provide you with the appropriate parent school letter to take to your secondary school.

Note: We must receive and review all official transcripts (military and/or college) in order to determine whether we can provide you with a parent school letter for your secondary school.



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