Center for Veterans and Military Families Enrollment Checklist

Please contact RMU Admissions if you have not yet applied for admission to RMU

VETERAN or SERVICE MEMBER USING POST 911 BENEFITS- CHAPTER 33

- [ ] Apply here
  - -If you have used Post 911 in the past and still using it you do not need to reapply
- [ ] Explore VR&E benefits. VR&E does not impact your Post 911 benefits
  - -If using VR&E, go to VR&E section of checklist
- [ ] Apply for FAFSA through RMU Financial Aid
- [ ] Notify your Admissions Counselor that you are a Veteran or service member so your deposit can be waived
  - -PhD programs and students living on campus do have to deposit
- [ ] Submit joint service transcripts or CCAF transcript to RMU Admissions Counselor
- [ ] Submit your COE (certificate of eligibility) or Benefits Statement to CVMF
  - -This will allow the CVMF to code you as using VA educational benefits
  - -Once coded, Student Financial Services will memo your banner account with the appropriate dollar amount of incoming VA funds for tuition and fees
  - -The timing of when memos are placed on accounts varies
  - -As long as you have submitted your COE for Post 911 benefits and are at the 100% benefit percentage, you can disregard tuition and fee balance notifications
  - -Any costs for room and board will need to be paid by the due dates RMU communicates
  - -If you need to set up a payment plan, contact Student Financial Services
- [ ] Register for student va.gov account
  - -You will manage your VA educational benefits through this account
- [ ] Review your monthly attendance verification obligation to VA
- [ ] Submit enrollment verification (EV) form
  - -Required for RMU certification and can be found under “important resources”
  - -Submit this after you have a class schedule
  - -You will receive a google form submission verification when completed, keep these for your review, they are your EV form submission receipts
- [ ] RSVP to attend the CVMF Orientation
  - -CVMF will send an invite with dates and times
- [ ] Review the CVMF webpage important resources and FAQs
- [ ] Obtain RMU ID
- [ ] If needed, obtain an RMU parking pass
- [ ] Check RMU health insurance
  - -You have to opt out of RMU insurance upon RMU enrollment and every academic year if you do not wish to receive it
  - -If you do not have health insurance please contact the CVMF
- [ ] Once enrolled download all applicable RMU apps
- [ ] Follow the CVMF on Facebook and Instagram for CVMF updates and news

VETERAN USING VR&E (VETERAN READINESS AND EMPLOYMENT)- CHAPTER 31

- [ ] Apply here- your application may take a couple of months to complete
- [ ] Once your VR&E file is complete your VR&E Counselor will submit an authorization to the CVMF
  -The CVMF will certify you to VA after authorization is received
- [ ] Apply for FAFSA through RMU Financial Aid
- [ ] Notify your Admissions Counselor that you are a Veteran or service member so your deposit can be waived
  -PhD programs and students living on campus do have to deposit
- [ ] Submit joint service transcripts or CCAF transcript to RMU Admissions Counselor
- [ ] RSVP to attend the CVMF Orientation
  -CVMF will send an invite with dates and times
- [ ] Review the CVMF webpage important resources and FAQs
- [ ] Obtain RMU ID
- [ ] If needed, obtain an RMU parking pass
- [ ] Purchase your textbooks. Contact 2313mgr@follett.com or 412-397-2665 with any questions.
  - ❏ Undergraduates are automatically enrolled into RMU's Book Bundle
  - ❏ Digital materials are delivered via blackboard or on Redshelf/BryteWave. You will be able to access your course materials no earlier than a week before the semester starts.
  - ❏ If you want to opt out of the Book Bundle you will need to do so via the Book Bundle link sent out each semester. You have until the add/drop period is over to opt out. If you have any issues contact the bookstore.
  - ❏ If you would like to have a physical copy of your textbooks, you will need to contact Student Accessibility Services.
  - ❏ File the proper paperwork for accommodations with Student Accessibility Services. Accommodation approvals are not retroactive so it is best to have this approved ahead of time in the event you need accommodations for tests, coursework, etc.
  - ❏ Grad/doctoral students will need to purchase their textbooks through the bookstore.
  - ❏ Grad/doctoral students will choose "other" for payment and submit your banner ID (begins with R).
  - ❏ Note that your VR&E account at the bookstore is open until the end of the add/drop period.
- [ ] Purchase your supplies through the bookstore. You will have a max of $50 to spend on supplies unless otherwise noted in your VR&E authorization provided by your VR&E Counselor.
- [ ] Opt out of RMU's health insurance before your first semester of enrollment AND before each fall semester- **VR&E will not pay for RMU health insurance.** If RMU health insurance has been assigned to you, the charge will be listed on your financial statement, you can access your financial statement via your banner account.
- [ ] Once enrolled download all applicable RMU apps
- [ ] Follow the CVMF on Facebook and Instagram for CVMF updates and news

DEPENDENT or SPOUSE THAT RECEIVED TRANSFERRED POST 911 BENEFITS- CHAPTER 33

- [ ] Apply here
  - -If you have used Post 911 in the past and still using it you do not need to reapply
- [ ] Apply for FAFSA through RMU Financial Aid
- [ ] Submit your COE (certificate of eligibility) or DOD authorization letter from veteran to CVMF
  - -This will allow the CVMF to code you as using VA educational benefits
  - -Once coded, Student Financial Services will memo your banner account with the appropriate dollar amount of incoming VA funds for tuition and fees
  - -The timing of when memos are placed on accounts varies
  - -As long as you have submitted your COE for Post 911 benefits and are at the 100% benefit percentage, you can disregard tuition and fee balance notifications
  - -Any costs for room and board will need to be paid by the due dates RMU communicates
  - -If you need to set up a payment plan, contact Student Financial Services
- [ ] Register for student va.gov account
  - -You can view VA payment history
- [ ] Review your monthly attendance verification obligation
- [ ] Submit enrollment verification (EV)
  - -Required for RMU certification and can be found under “important resources”
  - -Submit this after you have a class schedule
  - -You will receive a google form submission verification when completed, keep these for your review, they are your EV form submission receipts
- [ ] RSVP to attend the CVMF Orientation
  - -CVMF will send an invite with dates and times
- [ ] Review the CVMF webpage important resources and FAQs
- [ ] Obtain RMU ID
- [ ] If needed, obtain an RMU parking pass
- [ ] Check RMU health insurance
  - -You have to opt out of RMU insurance upon RMU enrollment and every academic year if you do not wish to receive it
  - -If you do not have health insurance please contact the CVMF
- [ ] Once enrolled download all applicable RMU apps
- [ ] Follow the CVMF on Facebook and Instagram for CVMF updates and news

DEPENDENT or SPOUSE USING DEA (DEPENDENT EDUCATIONAL ASSISTANCE)- CHAPTER 35

- [ ] Apply here
  - -If you have used DEA in the past and still using it you do not need to reapply
- [ ] Apply for FAFSA through RMU Financial Aid
- [ ] Submit your COE (certificate of eligibility) to CVMF
  - -This will allow the CVMF to code you as using VA educational benefits
  - -Chapter 35 is a monthly stipend so you are responsible to pay any RMU balances by their due dates
  - -If you need to set up a payment plan, contact Student Financial Services
- [ ] Register for student va.gov account
  - -You can view VA payment history
- [ ] Submit enrollment verification (EV) form
  - -Required for VA certification and can be found under “important resources”
  - -Include the name and SS# of the veteran, the VA requires RMU to submit this information in the VA system to process DEA benefits
  - -Submit this after you have a class schedule
  - -You will receive a google form submission verification when completed, keep these for your review, they are your EV form submission receipts

- [ ] RSVP to attend the CVMF Orientation
  - -CVMF will send an invite with dates and times
- [ ] Review the CVMF webpage important resources and FAQs
- [ ] Obtain RMU ID
- [ ] If needed, obtain an RMU parking pass
- [ ] Check RMU health insurance
  - -You have to opt out of RMU insurance upon RMU enrollment and every academic year if you do not wish to receive it
- [ ] Once enrolled download all applicable RMU apps
- [ ] Follow the CVMF on Facebook and Instagram for CVMF updates and news

DEPENDENT or SPOUSE USING FRY SCHOLARSHIP

- [ ] Apply here
  - -If you have used the Fry Scholarship in the past and still using it you do not need to reapply
- [ ] Apply for FAFSA through RMU Financial Aid
- [ ] Register for student va.gov account
  - -You can view VA payment history
- [ ] Submit your COE (certificate of eligibility) to CVMF
  - -This will allow the CVMF to code you as using VA educational benefits
  - -Once coded, Student Financial Services will memo your banner account with the appropriate dollar amount of incoming VA funds for tuition and fees
  - -The timing of when memos are placed on accounts varies
  - -As long as you have submitted your COE for the Fry Scholarship, you can disregard tuition and fee balance notifications
  - -Any costs for room and board will need to be paid by the due dates RMU communicates
  - -If you need to set up a payment plan, contact Student Financial Services
- [ ] Submit enrollment verification (EV) form
  - Required for RMU certification and can be found under “important resources”
  - -Submit this after you have a class schedule
  - -You will receive a google form submission verification when completed, keep these for your review, they are your EV form submission receipts
- [ ] RSVP to attend the CVMF Orientation
  - -CVMF will send an invite with dates and times
- [ ] Review the CVMF webpage important resources and FAQs
- [ ] Obtain RMU ID
- [ ] If needed, obtain an RMU parking pass
- [ ] Check RMU health insurance
  - -You have to opt out of RMU insurance upon RMU enrollment and every academic year if you do not wish to receive it
  - -If you do not have health insurance please contact the CVMF
- [ ] Once enrolled download all applicable RMU apps
- [ ] Follow the CVMF on Facebook and Instagram for CVMF updates and news

GUARD/RESERVE- not all boxes may apply to you, please read carefully

- [ ] Apply here
  - -If you have used Chapters 30 or 1606 MGIBs in the past and still using either benefit you do not need to reapply
- [ ] Notify CVMF if using tuition assistance
  - -Review TA section below
- [ ] CCAF students- use RMU's GEM webpage for instructions
- [ ] Apply for FAFSA through RMU Financial Aid
- [ ] Submit joint service transcripts or CCAF transcript to RMU Admissions Counselor
- [ ] Submit your COE (certificate of eligibility) to CVMF if using VA educational benefits
  - -This will allow the CVMF to code you as using VA educational benefits
  - -If using MGIB, Chapter 1606, you are receiving a monthly stipend, therefore, you are responsible to pay any RMU balances by their due dates
  - -If you need to set up a payment plan, contact Student Financial Services
- [ ] Notify your Admissions Counselor that you are a Veteran or service member so your deposit can be waived
  - -PhD programs and students living on campus do have to deposit
- [ ] Register for student va.gov account
  - -You will manage your VA educational benefits through this account
- [ ] Submit enrollment verification (EV) form
  - -Required for RMU certification and can be found under "important resources"
  - -Submit this after you have a class schedule
  - -You will receive a google form submission verification when completed, keep these for your review, they are your EV form submission receipts
  - -Indicate on EV if using EAP
- [ ] Apply for EAP if PA National Guard
  - -EAP is managed by the National Guard and paid out through PHEAA
  - -RMU Student Financial Aid receives EAP payments and then populates them onto your student account
  - -National Guard EAP payouts vary
- [ ] Review your monthly attendance verification obligation to VA
- [ ] RSVP to attend the CVMF Orientation
  - -CVMF will send an invite with dates and times
- [ ] Review the CVMF webpage important resources and FAQs
- [ ] Obtain RMU ID
- [ ] If needed, obtain an RMU parking pass
- [ ] Check RMU health insurance
  - -You have to opt out of RMU insurance upon RMU enrollment and every academic year if you do not wish to receive it
- [ ] Once enrolled download all applicable RMU apps
- [ ] Follow the CVMF on Facebook and Instagram for CVMF updates and news

MILITARY TUITION ASSISTANCE (TA)

-TA can assist in paying for your tuition. TA is approved and administered by your service base. Please start by contacting your base education officer to make sure you are eligible to request TA.

-TA pays out $250 per credit towards your tuition. TA will not cover your full tuition cost at RMU and you will be left with an out of pocket cost. Please refer to RMU's tuition rates to calculate your total cost of attendance.

-Links for TA information per branch:

- Army (enter Tuition Assistance in the search bar)
- Air Force
- Navy (click on the box labeled Tuition Assistance)
- Marines
- Coast Guard

- [ ] Have a completed RMU schedule
- [ ] Request TA
  - -Army
    - -Request your Evaluated Degree Plan (EDP) from the CVMF or PDF your RMU degree audit (aka checksheet - found on your RMU Banner profile page)
    - -Request TA for the courses on your schedule- make sure the term dates and courses you are requesting match your RMU schedule
  - -Air Force
    - -Request TA via Air Force Virtual Education Center
    - -Make sure the term dates and courses you are requesting match your RMU schedule
- [ ] Adhere to the branch's request date timeline
  - -Army - 60 to 7 days prior to the term start date
  - -Air Force - 45 to 7 days prior to the term start date, contact your base education office if you are outside the 45-7 day window
- [ ] Notify your Admissions Counselor that you are a Veteran or service member so your deposit can be waived
  - -PhD programs and students living on campus do have to deposit
- [ ] If needed, obtain an RMU parking pass
- [ ] If needed, obtain RMU ID
- [ ] Contact Jodi Hample with any questions or concerns, hample@rmu.edu, 412-397-5498

RESOURCES

VA Educational Benefits explanations
VR&E information
Edith Nourse Rogers STEM Scholarship
RMU Military Experience Credit