Enroll Anytime Courses (using VA funding)

Students wanting to use VA funding to pay for Enroll Anytime courses, must complete each of the steps below. In addition to the required coursework, students must complete these tasks or he/she will not receive payment. This applies to Chapters 30 (Montgomery GI Bill), 31 (Vocational Rehabilitation) and 33 (Post 9/11 GI Bill).

- Federal Tuition Assistance (FTA) is no longer approved for Enroll Anytime courses.
- Courses taken for certificate programs are NOT eligible for VA payments.
- Courses taken must be in your Academic Requirements program.

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For registration and payment questions, please contact the Office of Extended Learning at UND.courses@UND.edu or call 800.CALL.UND; EXT 3000.

For course certification, please contact Veteran & Nontraditional Student Services at UND.veteranservices@UND.edu or call 701.777.3363.

*Chapter 33 students, proceed to page 2.

CHAPTERS 30 and 31

**SIGN UP:** Register for courses at distance.UND.edu.
- Be sure to check “VA Funding” as your payment choice.

**MAKE A PAYMENT:** Students that need to make payments can contact the Office of Extended Learning (800.CALL.UND; EXT 3000). Once the course is paid for, the student will be added to the class and you will receive an email on how to start the course.
- **Chapter 30** – These students must pay for the Enroll Anytime class to get registered in the course. Students can then submit the receipt directly to the VA for reimbursement.
- **Chapter 31** - Students using this funding source must complete the VA authorization form 28-1905, found at www.va.gov.

**REQUEST AN ITEMIZED RECEIPT:** The VA will only pay a bill when they receive an itemized receipt. A general receipt is automatically sent but is not accepted by the VA. Students must individually request a specific receipt from Enroll Anytime to include the following itemized information;
- Student Name and ID number
- Dates of Class
- Class Number (i.e. Hist 101)
- Number of Credits
- Tuition and Fees

**COMPLETION OF THE COURSE:** If you complete the Enroll Anytime course(s) before the 9-month deadline, you must notify the Veterans Services office so that your completion date can be updated with the VA.
CHAPTER 33

__Get Your Certificate of Eligibility; VONAPP (Veterans On-Line Application):__ Visit [http://www.vabenefits.vba.va.gov](http://www.vabenefits.vba.va.gov) to fill out the online application and to get your official Certificate of Eligibility (COE). Select the University of North Dakota as your school/institution.

- If you have already requested your COE for traditional courses, **do not** request another.
- The VA takes several weeks to process and mail your COE to you.

__Distribution of COE:__ Once your COE arrives, scan and email it to the UND Office of Extended Learning ([UND.courses@email.UND.edu](mailto:UND.courses@email.UND.edu)) and the UND Veterans Services office ([UND.veteranservices@UND.edu](mailto:UND.veteranservices@UND.edu)).

- Enroll Anytime will not let you take courses until they have proof of payment; the COE.
- Veterans Services cannot certify courses until they have proof of eligibility; the COE.

__Sign Up:__ Register for courses at [distance.UND.edu](https://distance.UND.edu).

- Be sure to check “VA Funding” as your payment choice.

__Make a Payment:__ Students that need to make payments can contact the Office of Extended Learning (800.CALL.UND; EXT 3000). Once the course is paid for and the certification has been submitted, the student will be added to the class. Students will receive an email on how to start the course.

- If you are receiving benefits at a rate below 100%, you will need to contact the Office of Extended Learning to pay the balance.
- After the student has submitted their COE and is registered for the course, the Office of Extended Learning will notify Veteran Services to complete the VA certification.
- Per VA regulations, the Veterans Services office will submit the certification to the VA for this chapter only. The VA pays the school directly for tuition and fees.

__Completion of the Course:__ If you complete the Enroll Anytime course(s) before the 9-month deadline, you must notify the Veterans Services office so that your completion date can be updated with the VA.