Enroll Anytime Courses (using VA funding)

Students using VA funding to pay for Enroll Anytime courses must complete each of the steps below in order to receive payment.

- 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.
- Students that complete the Enroll Anytime course(s) before the 9-month deadline must notify the Veterans Services office so that your completion date can be updated with the VA.

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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 30, 35, 1606 & 1607

_**SIGN UP:** Register for courses at distance.UND.edu/collegecourses._

_**MAKE A PAYMENT:** The student must pay for the Enroll Anytime class to get registered and can do so by contacting 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 will receive an email on how to start the course.

_**REQUEST AN ITEMIZED RECEIPT:** The VA will only pay a bill when they receive an itemized receipt. Students must individually request a specific receipt from Extended Learning, and then submit it to the Veteran Services office for certification and reimbursement from the VA. The following must be included on the receipt;
  - Student Name and ID number
  - Dates of Class
  - Class Number (i.e. Hist 101)
  - Number of Credits
  - Tuition and Fees

CHAPTER 31

_**SIGN UP:** Register for courses at distance.UND.edu/collegecourses._

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

_**DISTRIBUTION OF 28-1905:** Students using this funding source must have their counselor complete the VA authorization form 28-1905, found at [www.va.gov](http://www.va.gov). Once completed, scan and email it to the UND Office of Extended Learning (UND.courses@email.IUND.edu) AND the UND Student Account Services office (mary.anderson@UND.edu).

_**PAYMENT:** Student Account Services will submit the invoice to the VA counselor and they will submit the charges to the VA for payment.
CHAPTER 33

_**GET YOUR CERTIFICATE OF ELIGIBILITY; VONAPP** (Veterans On-Line Application): Visit 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, no 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) _**AND**_ the UND Veterans Services office (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/collegecourses.

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

_MAKE A PAYMENT:_ Students who 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.