



## How do I use my GI Bill Benefits for the EMT to Paramedic Program?

\*AEC's Paramedic Programs are approved by the State Approving Agency to certify Veterans for GI Bill education benefits.

\*\*AEC is only approved to certify Veterans for GI Bill education benefits that are taking an EMT to Paramedic program that is face to face. AEC is *not* currently approved for distance learning courses.

- STEP 1: PRINT and Complete the VA Enrollment Agreement form and Refund Policy.
- STEP 2: Scan and email both documents in their entirety to [customerservice@aecare911.org](mailto:customerservice@aecare911.org)  
Submittal of these forms is your registration. Please do not make any payments.
- STEP 3: Gather the other necessary documents as listed on the VA Enrollment Agreement.  
DD-214, College Transcripts, and Certificate of Eligibility
- STEP 4: Email these forms as well to [customerservice@aecare911.org](mailto:customerservice@aecare911.org).
- STEP 5: A confirmation email and course itinerary will be emailed to you after your submittal of the signed Enrollment Agreement and Refund Policy have been received.
- STEP 6: AEC will certify your registration through the VA ONCE system.
- STEP 7: You will receive email notification from the VA that they have received the 22-1999 submission from the school.
- STEP 8: Benefits will begin to be paid in an approximate 2-3 weeks.

# Associates in Emergency Care



## VETERAN AFFAIRS BENEFITS ENROLLMENT AGREEMENT

Associates in Emergency Care has been approved by the State Approving Agency (SAA) to certify veterans for the mandatory fees of the program to the Veteran Affairs. Such mandatory fees have been set and approved by the SAA.

### **Emergency Medical Technician to Paramedic:**

794 program hours (max)

Tuition Rate: \$8599.00

- As a non-accredited institution under the Department of Education, Associates in Emergency Care may not certify veterans for distance learning education.
- Additional listed fees, required of the program, are not certified by the School to the VA. These additional fees are the responsibility of the veteran.
- National Registry Computer Based Test and Psychomotor Fee: \$449.00

### **Documentation Required by the School:**

1. Signed enrollment agreement acknowledging the statement of tuition & fees.
2. Provide a copy of your DD-214 (if applicable)
3. Complete either a 22-1990 application (1<sup>st</sup> time benefit use) or a 22-1995 application (transfer of benefits) with the V.A.
4. Proof of eligibility from online portal may be submitted in lieu of eligibility Cert
5. Submit a copy of the Certificate of Eligibility
6. Submit college transcripts for educational review. A review process will determine if the veteran may be exempt from any portion of the program.

### **Covered Individual Permissions**

- any covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veteran Affairs’ (VA) website – eBenefits) and ending on the earlier of the following dates:
  1. The date on which payment from the VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Associates in Emergency Care does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

- Should a student's Chapter 31 or Chapter 33 benefits not cover 100% of the tuition, it becomes the responsibility of the student to pay the remaining balance to Associates in Emergency Care. If this is the case, payment plans are available upon request.

**Educational Benefits Discontinued**

- Should a student exceed the permissible number of absence hours according to the attendance policy the last date of attendance (LDA) will be used to terminate certification for the receipt of benefits.
- Should a student not maintain satisfactory progress, (75% or higher) according to the grading policy of the program, the last date of attendance (LDA) while still in good academic standing will be used to terminate certification for the receipt of benefits.
- Should a student be dismissed for unsatisfactory conduct, the last date of attendance (LDA) before dismissal will be used to terminate certification for the receipt of benefits.
- Upon successful completion of the program, the last date of attendance (LDA) on the syllabus will be used to terminate certification for the receipt of benefits.

**Readmission**

- Should a student be dismissed from the program due to academic progress or unsatisfactory conduct, he/she would need to enroll in a new program from the beginning and be recertified for benefits.
- Should a student get deployed or have mandatory active duty training, the student must submit the orders of deployment or documentation regarding mandatory training in advance. The student must also have a signed letter from his/her superior stating that he/she did attend the training. If the student supplies both pre and post documentation, then under the Higher Education Act, no missed hours can be counted against the student.

Once a student returns from deployment, he/she may join the next available class, at the exact place that he/she left off, prior to being deployed.

- Any student using GI Bill benefits will receive a notification of termination of certification, with a Last Date of Attendance noted, as the last date attended prior to being deployed. The school (AEC) will re-certify the student in a new course, once the student returns from deployment, in order to complete what he/she had started.

I, \_\_\_\_\_, understand the statement of tuition and fees as outlined above. I concur that I am certifying for the **Emergency Medical Technician to Paramedic** course for **\$8599.00**.

I, \_\_\_\_\_, also attest that I understand all additional fees are my responsibility and are not certifiable through the Veteran Affairs.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
SCO Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
SCO Signature

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Date

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Date

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Your benefits Chapter (ie: 33, 35, Yellow Ribbon)

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Current Address

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Phone Number

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Social Security Number (Required)

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Specific Class you are Registering for

## **Refund Policy for GI Bill Students**

Refund policy; nonaccredited courses.

(1) Registration fee. An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

(2) Books, supplies and equipment.

(2i) A veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion when:

(A) He or she purchased them from a bookstore or other source, and

(B) Their cost is separate and independent from the charge made by the school for tuition and fees.

(2ii) The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:

(A) The school furnishes the books, supplies and equipment.

(B) The veteran or eligible person withdraws or is discontinued before completing the course.

(iii) The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.

(3) Tuition and other charges. Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

(4) Prompt refund. In the event that the veteran, spouse, surviving spouse or child fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be

refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this paragraph.

### Affirmation of Compliant Refund Policy

Refund policy; nonaccredited courses

Associates in Emergency Care

has and maintains a policy for the refund of the amount charged for tuition, fees, and other charges for a portion of the course that does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length. The institution may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees and other charges.

Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration. For veterans and eligible persons, this shall supersede any other school policies indicated in institutional publications.

The institution agrees to notify each veteran and eligible person (whose enrollment is certified to the Department of Veterans Affairs) of the student's right to the above refund policy. The refund policy must be listed in the school's enrollment contract/agreement and catalog.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Relief, Refund, and Reinstatement Tuition Guidelines

Institutional policies must include, but need not be limited to, the following:

A. Tuition and Required Fees. A description of the circumstances under which a student shall be entitled to receive a partial or full refund of the tuition and required fees that have been billed or paid for the term in which the student is forced to withdraw, including the factors that determine the amount of a refund.

B. Room and Board. A description of the circumstances under which the student is entitled to a full or partial refund for fees paid to the institution for room and board.

C. Deposits. A description of the circumstances under which deposits will be refunded and/or credited to the student.

D. Academic Credit. A description of a student's options concerning grades assigned for the semester in which the student is forced to withdraw due to military service. The policy shall provide reasonable time for a student to eliminate any "pending" grades (i.e., "incomplete," or "in progress," or any other label used by the institution to indicate academic work remains to be completed in a given course).

E. Reinstatement.

1. General Provision: A description of the circumstances under which a student shall be entitled to reinstatement in the institution following the student's release or return from military service, which shall provide that a student is entitled to reinstatement without having to re-qualify for admission if:

a. the student returns to the same institution after a cumulative absence of not more than five years, and

b. the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.

Institutional policies should defer to the provisions of the Higher Education Opportunity Act for application of relevant exceptions to these time periods.

2. Reinstatement into Specific Program of Study: A description of the circumstances under which a student may be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal. The policy shall provide for counseling for the student to determine the impact of absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.

3. Deferral of Enrollment: A description of the circumstances under which a student who was admitted to a program but did not begin attendance because of military service may be allowed to defer his or her enrollment in the program.

F. Documentation. A description of the types of documentation the student must submit to preserve his or her prerogatives under the policy and relevant deadlines for submission

### CANCELLATION REFUND POLICY

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$10 non-refundable registration fee.

Other Cancellations: An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class, is entitled to a refund of all monies paid.

Withdrawal Procedure:

A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.

B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. If a student fails to return at the end of the leave of absence and is not granted an extension or new leave of absence, the withdrawal date will be the date the student was scheduled to return from the leave of absence but failed to do so.

C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.

D. All refunds must be submitted within 30 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows: Please note that the following text provides an example of the refund policy pursuant to 21.4255 of the Code of Federal Regulations.

<b>Proportion of Total Program Taught by Withdrawal Date:</b>	<b>Tuition Refund</b>
Withdrawal before class beginning date	100%
Withdrawal after 10% of hours completed	90%
Withdrawal after 20% of hours completed	80%
Withdrawal after 30% of hours completed	70%
Withdrawal after 40% of hours completed	60%
Withdrawal after 50% of hours completed	50%
Withdrawal after 60% of hours completed	40%
Withdrawal after 70% of hours completed	30%
Withdrawal after 80% of hours completed	20%



Withdrawal after 90% of hours completed	10%
Withdrawal after 91% of hours completed	No Refund

Non-refundable fees not included.

Registration Fee will be refunded according to the table above, with the exception of the first \$10.00, which is nonrefundable.

Tuition fees will be refunded according to the table above. Associates in Emergency Care will refund students based upon the total number of days in the program. The number of days remaining in the course after the student's last date of attendance are eligible for refund.

Students will only be charged for supplies and books consumed and any fee charged for supplies not consumed will be refunded.

Any books, supplies, equipment, etc., purchased by the student is the property of the student and he/she may retain or dispose of it at his/her discretion.

Refund will be granted within 30 days.