



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

**\*This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.**

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

*GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.*

- STEP 1: PRINT and Complete the VA Enrollment Agreement form and Refund Policy.
- STEP 2: Scan and email both documents (ALL PAGES) 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 Enrollment Manager 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 approximately 2-3 weeks.

Approved Locations:

**ONLY THE MAIN CAMPUS IN MANASSAS, VA**

# 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:**

784 program hours (max)

Tuition Rate: \$9224.00

- The above tuition rate is covered by VA Education Benefits as long as the student has enough benefits remaining on his/her eligibility.
- As a non-accredited institution under the Department of Education, Associates in Emergency Care may not certify veterans for distance learning education.
- Associates in Emergency Care does not offer any other type of Federal financial aid at this time.

### **Cost of Living Expenses:**

- Since ASSOCIATES IN EMERGENCY CARE does not have living quarters (dorms) on campus, the cost-of-living expense to the student is unknown. Such expenses can only be determined by the distance between the student's residence and the school for travel.

### **Additional Fees Not Covered by the VA**

- 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 after July 1, 2024: \$175.00
- Immunizations and Vaccinations
- Printed set of textbooks (Optional)

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

#### **PLEASE PROVIDE THE FOLLOWING:**

1. Signed Enrollment Agreement acknowledging the statement of tuition & fees.
2. Signed Refund Policy
3. Provide a copy of your DD-214 (if applicable)
4. 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.
5. Proof of eligibility from online portal may be submitted in lieu of eligibility Cert
6. Submit a copy of the Certificate of Eligibility
7. Submit college transcripts for educational review. A review process will determine if the veteran may be exempt from any portion of the program.

8. If you do not have any prior college, please email us stating “I have not previously attended any college level classes and therefore do not have college transcripts to submit”.

### **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 Veterans 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.
- A graduate will have no remaining debt upon graduation from the program.

### **Educational Review**

- Although ASSOCIATES IN EMERGENCY CARE will review all previous education of an enrolling student, it is highly unlikely that such a review will reduce any classroom time or portion of the course.
- A copy of the student’s college transcripts is required for this review or an email stating that the student has had no prior college.
- A Virginia AEMT certification or VA Intermediate certification will be accepted to challenge Advanced Placement testing to qualify for the Advanced Placement Paramedic course; should a standalone be available face to face. Virginia AEMT’s and/or Virginia Intermediates may not use GI Bill benefits for an Advanced Placement Paramedic “status” within a state announced Emergency Medical Technician to Paramedic program. The School has to announce a standalone Advanced Placement Paramedic program that would be 100% face to face for AEMT’s and Intermediates to utilize their GI Bill benefits.

### **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 course schedule 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 outlining the 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 USERRA, 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 (ASSOCIATES IN EMERGENCY CARE) will re-certify the student in a new course, once the student returns from deployment, in order to complete what he/she had started.
- Associates in Emergency Care and the student shall determine what is considered a “short absence”, able to return to the course in session, and what is considered a “long absence or deployment”, in which the student will need to terminate from the current program and be certified in a new program upon his/her return.

The below figures are based upon the most current submission to our national accreditor, CAAHEP, **annual report 2022. The 2023 Annual Report will be submitted in March 2025 and the table below will be updated.**

Year	Retention Rate (in %)	Positive Job Placement (in %)
2018	82.0	91.5
2019	80.0	92.2
2020 (COVID YEAR)	71	90.3
2021	73.4	93.7
2022	72.6	90.2

**Successful completion of this course awards the graduate with the opportunity to challenge the National Registry computer-based test, to gain certification as a Nationally Registered Paramedic.**

Should you have any questions regarding this Enrollment Agreement or registration process, please contact Shaun Marini, SCO (School Certifying Official) via email at [shaunmarini@aecare911.org](mailto:shaunmarini@aecare911.org).

Shaun Marini will serve as the school's point of contact for covered individuals and family members seeking assistance with:

- Academic Counseling
- Financial Counseling
- Disability Counseling
- Other information regarding completing a course of education.

### **Monthly Housing Allowance Payments**

- Text Message Verification:

Students will be able to use text messages as a simple, quick option for verifying enrollment to receive your MHA payment uninterrupted. To streamline the verification process, VA is encouraging students to sign up for text messaging. To do so, students can contact the Education Call Center (ECC) at 1-888-GIBILL-1 (1-888-442-4551) to ensure VA has their mobile phone number.

All impacted students with a mobile phone number on file will receive an opt-in text beginning on August 1. After opting-in, students can simply reply to a VA text message to verify enrollment monthly.

**SIGNATURE AND STUDENT INFORMATION ON NEXT PAGE**

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 **\$9224.00**.

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

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Starting date and location of the 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.