Canned Replies- Draft
SMILLER – OMVA Team

Original #MILNSVA

Subject Title: How to use VA Benefits at Franklin University

Auto Attachments: Plan of Attendance (current year)

Dear <Student>,

Thank you for your expressed interest in using your Veteran Affairs GI Bill benefits at Franklin University.

Each GI bill offers different stipends and some can be given to a spouse or dependent(s). We want to ensure that you are making educated and wise decisions concerning your benefits. The first step is speaking with the VA about what benefits you are eligible to use. Call **1-888-GI-BILL-1** to learn of your benefit options and status. Once you have determined and applied for the GI bill benefit that best fits your needs, paperwork for the university is required to complete your VA record and certify your enrollment with the VA.

Below is a list of documents that are required before the Office of Military and Veteran Affairs (OMVA) at Franklin University will certify any classes with the VA:

1. Complete the application for education benefits, here https://www.vets.gov/
   - Click, "Apply for Education Benefits"
   - Click, "Find your education Benefits form"
   - Ready to Apply? Click the option of either:
     - Applying for New Benefit (this option is for 1st time applicants, or to change from one VA educational benefit to a new one.
     - Update your Current Benefit (this option is to change your school or program)
2. Wait about 30 days and the VA will mail you a letter called a Certificate of Eligibility (COE)
   - Send Franklin a copy of that COE letter at OMVA@franklin.edu
3. Complete the attached Plan of Attendance form and return it to Franklin, showing you authorize the school to certify your enrollment

For additional information on using GI Bill benefits at Franklin University, please visit this http://www.franklin.edu/getting-started/military-veterans/military-educational-benefits

 Please let me know how I can assist!

Thank you,

Samantha

For additional information on using GI Bill benefits at Franklin University, please visit this [LINK]

How to use ONGSP ARNG at Franklin

Canned Replies- Draft
SMILLER – OMVA Team

Hello, <Student>!

Thank you for your expressed interest in using your ONGSP
http://ong.ohio.gov/education/index.html and possibly Veteran Affairs GI Bill benefits at Franklin
University. Attached, please find a GI Bill comparison guide for your review. I hope that document will
help to answer some of your initial questions on the different benefits available, per your service status.

- The Ohio National Guard Scholarship will pay 100% of your tuition at Franklin. We will charge
  $250.00 a credit hour for all enlisted service persons (a 50% discount!)
- The National Guard cap, per credit hour at a private institution, is currently $401.00 or
  $4,812.00 cap per semester.
- With this, you can take a load of 16 semester hours in any given semester, as that would total
  $4,000.00 a semester.

FTA First
Please understand that if you are eligible to use Federal Tuition Assistance, that you are required to use
FTA first. For the Army, you would use www.goarmyed.com and for the Air Force you would use
https://www.my.af.mil/

VA Benefits

Each GI bill offers different benefits, stipends and some can even be given to a spouse or dependent(s).
We want to ensure that you are making educated and wise decisions concerning your benefits. *The first
step is speaking with the VA about what benefits you are eligible to use. Call 1-888-GI-BILL-1 to learn of
your benefit options and status.* Once you have determined and applied for the GI bill benefit that best
fits your needs, paperwork for the university is required to complete your VA record and certify your
enrollment with the VA.

Below is a list of documents that are required before the Office of Military and Veteran Affairs (OMVA)
at Franklin University will certify any classes with the VA:

1. Complete the application for education benefits, here https://www.vets.gov/
   - Click, "Apply for Education Benefits"
   - Click, "Find your education Benefits form"
   - Ready to Apply? Click the option of either:
     - Applying for New Benefit (this option is for 1st time applicants, or to change
       from one VA educational benefit to a new one.
     - Update your Current Benefit (this option is to change your school or program)
2. Wait about 30 days and the VA will mail you a letter called a Certificate of Eligibility (COE)
   - Send Franklin a copy of that COE letter at OMVA@franklin.edu
3. Complete the attached Plan of Attendance form and return it to Franklin, showing you
   authorize the school to certify your enrollment

For additional information on using GI Bill benefits at Franklin University, please visit this
http://www.franklin.edu/getting-started/military-veterans/military-educational-benefits

 Please let me know how I can assist!

Canned Replies- Draft
SMILLER – OMVA Team

Thank you,

Samantha

Subject Title: How to use VA Benefits at Franklin University

Auto Attachments: Current year POA (?) –Jason to confirm

Dear, <Student name>,

Thank you for your expressed interest in using your Veteran Affairs GI Bill benefits at Franklin University! Each VA educational benefit offers different stipends, entitlements, and policies on how benefits will be processed. Information on eligibility to forward entitlements to a spouse or your dependent(s) could also apply to your entitlement.

We want to ensure that you are making educated decisions concerning your VA benefits before you apply for approval. The first step is speaking directly with the VA about what benefit(s) you are eligible to use. You can reach the VA Educational Hotline at 1-888-GI-BILL-1 to learn more about your specific entitlements before you apply for educational benefits. Once you have determined and applied for the GI Bill benefit that best fits your needs, paperwork for the university is required to show you have authorized Franklin University to certify your enrollment with the VA.

Please follow the two steps below to complete your VA record at Franklin and in order for (OMVA) Franklin University to certify your enrollment with the VA:

Apply for your VA benefit approval though the VONAPP site, http://vabenefits.vba.va.gov/vonapp/main.asp

It will take about 30 days for the VA to provide your approval for benefits, which will be mailed to your home address. Franklin will need a copy of the documentation that the VA sends to you, which will be one of the following:

VA form: Certificate of Eligibility (COE)

Or VA form: **22-1990** (if you have never used VA benefits before) (Or form 28-5490 for new Dependents)

Or VA form: **22-1995** (if you have used VA benefits before but at another school or program level) (Or form 28-5495 for transfer of school dependents)

Or VA form: **28-1905** (If you are using CH 31 Vocational Rehabilitation)

To complete the paperwork that the university requires to show you've authorized us to certify your enrollment, please fill out the annual attached form:

Plan of Attendance (for all VA Benefits)

For additional information on using GI Bill benefits at Franklin University, please visit https://www.franklin.edu/getting-started/military-veterans

If you have questions, please email OMVA@franklin.edu and we will be happy to walk you through the next steps.

Sincerely,

<Advisor Name>

Original: MILGACP

Subject Title: NONE (manual)

Auto Attachments: **Previous** Course Planner directions from GoArmyEd

Hello, <Student Name>!

You are currently pending Course Planner submission on your GoArmyEd portal. Franklin University has already submitted your student agreement and confirm this document can be found within your GoArmyEd student portal, student agreement efile links.

Please follow the directions in the attachment to upload your Course Planner.

Do not use the E-file tab to upload your SOC-AD document, as this will not meet the requirement and/or processes of the GoArmyEd portal Course Planner.

Once you submit Course Planner, Franklin University will be notified and we will work to approve the Course Planner you have submitted.

Sometimes edits are needed to your planner, but only you, the student, can initially create the Course Planner.

Once your Course Planner is approved, your TA funding will continue to be authorized per your approved registration for classes you've listed in your Course Planner.

Recall that you must load at least 50% of your program to permit the planner to go through to our queue.

If you have questions and would like assistance, please let me know. You can also call the GoArmyEd helpdesk team at 1-800-817-9990.

Respectfully,

Updated: MILGACP

Subject Title: Student Action Required: Course Planner

Auto Attachments: **Current** course Planner directions from GoArmyEd

Hello, <Student Name>!

You are currently pending Course Planner submission on your GoArmyEd portal. Franklin University has already submitted your SOC-AD student agreement and confirm this document can be found within your GoArmyEd student portal, efile tab. The Course Planner acts as a confirmation of the remaining requirements in your degree plan.

When you attempt to register for classes, the GoArmyEd portal will cross-reference the classes posted on the course planner, which will permit Federal Tuition Assistance funding to apply to your registration request, per the classes added and approved on the Course Planner.

Please follow the directions in the attachment to upload your Course Planner to GoArmyEd.

Add the bolded classes/unmet classes from your student agreement into the Course Planner.

Once you submit Course Planner, Franklin University will be notified and your academic advisor will approve the Course Planner.

Sometimes edits are needed to your planner, but only you, the student, can initially create the Course Planner.

Once your Course Planner is approved, your TA funding will continue to be authorized per your approved registration for classes you've listed in your Course Planner.

If you have questions and would like assistance, please let me know. You can also call the GoArmyEd helpdesk team at 1-800-817-9990.

Respectfully,

Canned Replies- Draft
SMILLER – OMVA Team

<Advisor Name>

Original: MILGACF

Subject Title: None (manual)

Auto Attachments: **None**

This message confirms that you have registered for a student funded class, [CLASS/SECTION/TERM] through the GoArmyEd portal.

The Army has agreed to pay [$] of the course tuition. Your tuition balance due to Franklin University is [$].

The tuition balance is due directly to Franklin University at the start of the course. Unpaid balances are subject to finance charges.

Failure to pay the balance due on this class may result in course withdrawal, registration restrictions, and other financial penalties.

Please visit this site to view payment options: http://www.franklin.edu/financial-aid/tuition-fees/payment-options.html . Allow ten business days from the date of registration for anticipated FTA payments to be applied to your account.

Updated: MILGACP

Subject Title: Registration Confirmation through GoArmyEd

Auto Attachments: **Current** course Planner directions from GoArmyEd

Dear, <Student Name>

Hello! This message confirms that you have registered for a class through the GoArmyEd portal.

[CLASS/SECTION/TERM]

The Army has agreed to pay [$] of the course tuition. Your student-funded tuition balance due to Franklin University is [$].

Student funded payment information: The tuition balance is due directly to Franklin University at the start of the course. Unpaid balances are subject to finance charges. Failure to pay the balance due on this class may result in course withdrawal, registration restrictions, and other financial penalties.

Army funded payment information: Allow ten business days from the date of registration for anticipated FTA payments to be applied to your account.

Please visit this site to view payment options: http://www.franklin.edu/financial-aid/tuition-fees/payment-options.html

Sincerely,

<Advisor Name>

Original: MILGASA**F**

Subject Title: None (manual)

Auto Attachments: **None**

Franklin University has completed your Student Agreement and it is now posted to the GoArmyEd portal. This agreement imports into the Auto Advisor/Degree Progress tool within GoArmyEd and will help you to choose courses specific to your program of study. Please log into your GoArmyEd account to view the student agreement document and the degree progress report tool.

The Office of Transfer & Articulation has completed your official transfer credit evaluation. Your transfer credit has been applied to your degree program and can be viewed, along with remaining degree requirements, via the degree audit. Courses requested through GoArmyEd and completed at Franklin University will appear on your GoArmyEd degree progress report tool to help you track your degree progression.

You can now access your unofficial degree audit within your www.my.Franklin.edu student portal; under the Shortcuts tab please access the Degree Audit link. Please note that the student agreement does not obligate you to anything- it simply acts as a record of your required courses.

We thank you for your service to our country!

Updated: MILGASA**F**

Subject Title: Student Agreement is now posted to GoArmyEd

Auto Attachments: **None**

Dear, <Student Name>

Hello! Franklin University has completed your SOC-AD Student Agreement and it is now posted to the GoArmyEd portal. This agreement imports into the Auto Advisor/Degree Progress tool

within GoArmyEd and will help you to choose courses required in your program of study. Please log into your GoArmyEd account to view the student agreement document and the degree progress report tool.

Course registration requested through GoArmyEd and completed at Franklin University will appear on your GoArmyEd degree progress report tool to help you track your degree progression to graduation.

To assist in registration through GoArmyEd portal, you can access your unofficial degree audit within your www.my.Franklin.edu student portal; under the Shortcuts tab > myTools link > Degree Audit pathway.

You can also email your academic advisor at OMVA@franklin.edu for course suggestions, or make an appointment by calling 1-877-341-6300.

Please note that the student agreement does not obligate you to anything- it simply acts as a record of your required courses.

We thank you for your service to our country!

Sincerely,

<Advisor Name>

Original: MILGASAE

Subject Title: Student Agreement is now posted to GoArmyEd

Auto Attachments: **None**

Franklin University has completed your Student Agreement and it is now posted to the GoArmyEd portal uploaded to the e-file tab on your account. This agreement will help you choose courses specific to your program of study. Please log into your GoArmyEd account to view the student agreement document.

The Office of Transfer & Articulation has completed your official transfer credit evaluation. Your transfer credit has been applied to your degree program and can be viewed, along with remaining degree requirements, via the degree audit in your MyFranklin portal. Courses requested through GoArmyEd and completed at Franklin University will appear on your GoArmyEd portal page to help you track your degree progression.

You can now access your unofficial degree audit within your MyFranklin student portal; under the Shortcuts tab please access the Degree Audit link. Please note that the student agreement does not obligate you to anything- it simply acts as a record of your required courses.

We thank you for your service to our country!

Canned Replies- Draft
SMILLER – OMVA Team

Suggestion: We no longer need this canned reply, as electronic e-file student agreements can use the MILGACP reply to assist students in course planner. Please delete.

Original MILGRADAPP

Subject Title: NONE (manual)

Auto Attachments: NONE

Congratulations Richard!

Get ready to celebrate, because the initial screening of your graduation application for this trimester has been completed and you are on track to graduate this term!

The courses in which you are currently enrolled will complete the requirements for the degree(s) listed below.

Associate of Science

Bachelor of Science

Major(s):

Notes:

To meet the GPA requirements, you must earn a grade of:

   or higher in the following:

   or higher in the following:

   or higher in the following:

   or higher in the following:

In addition to the courses in which you are currently enrolled, the following items are still needed to complete your degree requirements:

CLEP/FUPE/Portfolio Exam(s) for

Transcripts from

With credit for

The above requirements must be completed/received by

If you do not meet the graduation requirements, or drop any courses required for graduation, you will still be responsible for reapplying for graduation and paying applicable fees in the next eligible term.

If you indicated on your graduation application that you will be attending commencement, please [click here](#) for details on the ceremony. If you indicated on your graduation application that you will not be able to join us for commencement, please [click here](#) for information on receiving your diploma.

Hats off to you!

Sincerely,

Updated: MILGRADAPP

Subject Title: Graduation Application Initial Screening

Auto Attachments: NONE

Congratulations <Student Name>!

Get ready to celebrate, because the initial screening of your graduation application for this trimester has been completed and you are on track to graduate this term! The courses in which you are currently enrolled will complete the requirements for the degree(s) listed below.

Associate of Science

Bachelor of Science

Major(s):

Notes:

To meet the GPA requirements, you must earn a grade of:

"x" or higher in the following course:

"x" or higher in the following course:

"x" or higher in the following course:

"x" or higher in the following course:

In addition to the courses in which you are currently enrolled, the following items are still needed to complete your degree requirements:

CLEP/FUPE/Portfolio Exam(s) for

Transcripts from

With credit for

The above requirements must be completed/received by:

If you do not meet the graduation requirements, or drop any courses required for graduation, you will still be responsible for reapplying for graduation and paying applicable fees in the next eligible term.

Graduation Fee Reminder:

If you are an enlisted/active service member, Franklin University will waive the initial graduation application fee of $65.00, as Federal Tuition Assistance requires that we waive fee(s) associated with attendance.

If you are using the Post 9/11 GI Bill (CH 33), please note that the VA does not pay the initial graduation application fee in advance. This means that you must pay the application fee up-front in order to ensure you have no balance at the time of graduation, which will restrict you from graduation.

After we post your official graduation status to the VA, and increase your final class tuition and fees, the VA will reimburse you for the initial application fee as long as you were eligible for VA benefits during the time your last class was in session.

Note: Neither the VA or Federal Tuition Assistance will pay for a late graduation fee.

If you indicated on your graduation application that you will be attending commencement, please [click here](#) for details on the ceremony. If you indicated on your graduation application that you will not be able to join us for commencement, please [click here](#) for information on receiving your diploma.

Hats off to you!

Sincerely,

<Advisor Name>

CH 31 Expired

Title: Action required for CH 31 VR&E Benefits at Franklin

Hello! We are reaching out to you to request an updated VA form 28-1905. This form is an authorization from the VA which allows you to use VA Educational Benefit, CH 31. Your VA form 28-1905 form is now expired.

- We cannot place your tuition charges into sponsor billing, provide a book voucher, or certify your enrollment with the VA until we have an updated form.
- Any tuition charges, book purchases or other fees on your student account will be your responsibility if a new authorization is not on file.

Usually, a quick email or phone call to your VA counselor to request an updated form is all you will need to do. However, if you haven't checked in with the VA in some time, they may request a copy of your unofficial transcript, or degree audit. These documents can all be found at no cost within your myFranklin student portal; just access your MyTools link!

Thank you for your prompt attention to this matter!

Sincerely,

Samantha Miller

The Office of Military & Veteran Affairs

Franklin University

Course planner 10/16/2017

You are currently pending Course Planner submission on your GoArmyEd portal. Franklin University has already submitted your student agreement and confirm this document can be found within your GoArmyEd student portal, student agreement efile links.

- Please follow the directions in the attachment to upload your Course Planner.
    - Simply add the unmet classes in your attached student agreement to the course planner.
- **Once you submit your Course Planner, Franklin University will be notified and we will work to approve the Course Planner you have submitted.**
- Once your Course Planner is approved, your TA funding will continue to be authorized per your approved registration for classes you've listed in your Course Planner.

If you have questions and would like assistance, please let me know. You can also call the GoArmyEd helpdesk team at 1-800-817-9990.

Respectfully,

Samantha