

BENEFITS OF THE DUAL CERTIFICATION PROCESS

Did you know that school overpayments can easily be prevented? VBA Education Service would like to share a few tips with you about the common types of errors resulting in school overpayments and how to utilize the Dual Certification Process to avoid them.

What is the Dual Certification Process

Dual certification is the process by which a school may certify an enrollment and fill out the term dates, credit hours, and other pertinent information (claimant's SSN, address, school facility code etc.).

- As early as possible, submit an enrollment certification (VA Form 22-1999) leaving the tuition and fees field blank with \$0.00
- Include the term dates, credit hours, and other pertinent information (claimant's SSN, address, school facility code, etc) in the initial enrollment certification
- After the drop/add period or another specified time by the school, submit an amended enrollment certification (VA Form 22-1999b) with the updated tuition and fees amount

Seven Reasons a School Debt is Established

Sometimes a student receiving education benefits will need to drop classes or leave school for various reasons. In some cases, the VA will have already processed a payment for tuition and fees before the student has had a chance to alert the VA of the change in credit hours. This could result in an **overpayment** to the student and potential **school liability** for the institution. Here are the most common reasons for overpayment:

- Student never attended classes
- Student completely withdrew on or before the first day
- Student passed away during or before the term started
- School received a payment for the wrong student
- School received a duplicate payment
- School submitted an amended certification to report reduced tuition and fee charges and/or Yellow Ribbon
- VA issued payment above the amount certified



Benefits of Dual Certification

- Allows the school to certify an enrollment in a timely manner while ensuring the student receives housing allowance, books and supplies, stipend, and;
- It allows for a more precise report from the schools when they certify tuition and fees and **prevents overpayments**

Overpayments

An overpayment is an action (purposeful or through omission) by the school or training establishment that results in a payment of benefits to which the beneficiary was not entitled

School Liability

Schools are required to report without delay, the enrollment, interruption, and termination of attendance for each person enrolled in all programs under Title 38 and Title 10

