

TRANSFER OF ENTITLEMENT (TOE) FOR DEPENDENTS OF SERVICE MEMBERS

SERVICEMEMBER QUALIFICATIONS

- Servicemember must have completed 6 years of service and have signed on to complete an additional 4, or have completed 10 years.
- Transfer request must be made while service member is still a member of the Armed Forces. Veterans cannot transfer benefits.
- Family members receiving benefits must be enrolled in Defense Eligibility Enrollment Reporting System (DEERS).

START THE TRANSFER PROCESS!

- Servicemembers use the Transfer of Education Benefits (TEB) website to designate, modify, and revoke a Transfer of Entitlement (TOE).
- Upon approval of the TOE by DOD, eligible dependents may apply to use transferred benefits with VA by completing and submitting the VA Form 22-1990E to your assigned VA Regional Office.
- VA Form 22-1990E should be only completed and submitted to VA after DoD has approved the request for TEB. DO NOT use the VA form 22-1990E to apply for TEB.

ADDITIONAL INFORMATION FOR TOE SPOUSES

- Spouses may use the benefit immediately and can do so while the eligible individual remains in the Armed Forces or after separation.
- Spouses ***are not*** eligible for monthly housing allowance while the eligible individual is serving on active duty.
- Spouses may use the benefit for up to 15 years after the eligible individual's last separation from active duty.

Note: Only the Post 9/11 GI Bill can be transferred to dependents. The DOD determines the eligibility criteria and benefits for Transfer of Entitlement. Eligibility questions can be directed to your branch liaison.

ADDITIONAL INFORMATION FOR TOE CHILDREN

- Children may use the benefit only after the eligible individual has completed at least 10 years of service in the Armed Forces.
- Children may use the benefit while the eligible individual remains in the US Armed Forces forces or after separation.
- Children ***may not*** use the benefit until he or she has attained a secondary school diploma (or equivalency certificate), or he or she has reached age 18.
- Children may be entitled to the monthly housing allowance stipend even though the eligible individual is on active duty.
- Dependents ***may not*** use the benefit after reaching 26 years of age.

STEPS FOR USING GI BENEFITS AT LOYOLA AS A DEPENDENT

1

SUBMIT VA FORM 22-1990E: APPLICATION FOR FAMILY MEMBER TO USE TRANSFERRED BENEFITS

The VA will process this application and send the dependent a Certificate of Eligibility, outlining the benefit eligibility. Please allow 4-6 weeks for processing.

2

SUBMIT DOCUMENTS TO LOYOLA

Submit a copy of the Certificate of Eligibility and Servicemember's/Veteran's DD-214. This will allow us to start processing your benefits!

3

CHECK YOUR EMAIL & MAIL

We will contact you via email if any additional information is needed to process your certification. The VA will send you a confirmation once Loyola has certified your enrollment for the term. It typically takes 4-6 weeks to start receiving payment from the VA once your certification has been sent.

4

VIEW ACCOUNT UPDATES IN LOCUS

Anticipated VA funds will be added to your student account in LOCUS. You will still receive a monthly bill from the Bursar's Office. You are responsible for paying any charges not covered by your benefit.

USING EDUCATIONAL BENEFITS AT LOYOLA

1 Submit eligibility documents to Loyola. This only needs to be done once, unless you change the benefit that you are using.

2 Starting three weeks before each term, the VA Certifying Official will send an initial enrollment certification to the VA. You do not need to do anything to initiate this certification. Please contact the VA Certifying Official if you do not wish to use your benefit for a given term.

3 After the add/drop period, the VA Certifying Official will send an adjusted enrollment certification to the VA to report your total credit hours and tuition costs. Anticipated VA credits will be posted to your student account in LOCUS.

4 If eligible, you will begin to receive the monthly housing stipend approximately 4-8 weeks after the initial enrollment certification has been processed by the VA.

5 Your student account will be updated when Loyola receives funds from the VA. Please note that you are responsible for any charges not covered by your educational benefit.

Note: Students that drop courses after the add/drop period must report mitigating circumstances to the VA in order for the course to be paid. In addition to your Academic Advisor, please consult our VA Certifying Official before dropping a course to determine how it will impact your benefit eligibility.