

Kutztown University Office of Military and Veterans Services Fast Facts EAP

Educational Assistance Program

Website: <https://www.pheaa.org/funding-opportunities/aid-for-military-national-guard/national-guard-eap.shtml>

*Go to black box on the right to create your EAP account.

Apply: The application window typically opens in March for the next academic year. Apply one time per year. Complete the application on website, add the required information.

- You must know your Unit UIC
- Add your Personal and School information
- **Select Fall, Spring and *Summer semesters on the same application** to reserve the funds *(summer classes are not required; if you do not enroll, EAP will not pay)(winter classes do not apply)
 - If you applied but did not include all semesters on your application, you can log back into your EAP account and submit a change to your application.
- **Add TUITION and TECH FEE:** Add the total cost for each semester.
 - For 2024-2025 - \$4,250** per semester (estimated tuition + tech fee)
 - **Actual amount will be adjusted during billing
 - Add total credits for each semester – 12 or more credits (unless P/T)
- Upload your DD4 – Enlistment / Reenlistment Document
 - Access a copy of your DD4 from your personal records, your IPERMS, <https://iperms.hrc.army.mil/login/>, or your unit administrator.

Deadline: The early deadline to submit your 2024-2025 application is June 30th.

**Students unable to apply for EAP by the early deadline due to military training or duty can apply when they return, but it must be before the final deadline established by PA EAP Office.*

**All other students who missed the early deadline can still apply, however funds are not guaranteed.*

Payment (VA and KU)

Contact for more information:

Office of Military and Veterans Services veterans@kutztown.edu
Send Forms To: VA School Certifying Official kopecky@kutztown.edu

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- View your EAP back after July 15th for adjusted payment amount per semester (for 12 or more credits).
- Payment is not restricted to tuition. Payment can be applied to non-tuition costs if tuition is already paid for by other financial aid.
- Payment is made directly to the school. KU can provide a temporary courtesy credit to your tuition bill and you will not have to pay this amount upfront if:
 - Student's EAP account is showing as approved for upcoming semester (even if approved amount shows \$0.00),
 - Student's name is listed on approved PHEAA EAP roster.

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Submit Required Forms to KU

Submit these forms to KU's VA School Certifying Official (see Contact section).

- Notice of Basic Eligibility (NOBE) – *obtain from your Unit administrator. Your VA benefits may be denied if you do not obtain this form.*
- DD214, member 4 copy (Certificate of Discharge or Release from Active Duty)
- Your electronic KU Enrollment Certification form

KU Enrollment Certification Form

KU Veterans Services Enrollment Certification Form – Each semester the student plans to use military benefits he/she must submit this form. Submit form **AFTER** you register for classes and as early as possible. Mark all benefits that you qualify for and intend to use on your form.

- *New Students* - complete after you register for classes. Follow instructions during Military and Veterans Orientation.
- *Returning Students* - complete form after you register for classes. Contact Veterans Services for instructions.
- **No form submission=no benefit payment. Late form submission=late benefit payment.**

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