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| Department of Veterans Affairs | | YELLOW RIBBON PROGRAM AGREEMENT (Under Chapter 33 of title 38, United States Code) | |
| IMPORTANT: Please read the instructions for VA Form 22-0839 on pages 4 through 6 before completing the form. | | | |
| NAME OF INSTITUTION OF HIGHER LEARNING (IHL) | | FACILITY CODE <div style="text-align: center;"> <input type="text"/> — <input type="text"/> — <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> — <input type="text"/> <input type="text"/> </div> (Check one) <input type="checkbox"/> PUBLIC IHL <input type="checkbox"/> PRIVATE IHL | |
| MAILING ADDRESS OF INSTITUTION OF HIGHER LEARNING | | <div> <div> AGREEMENT TYPE (Check one) <input type="checkbox"/> NEW OPEN-ENDED AGREEMENT <input type="checkbox"/> MODIFICATION TO EXISTING AGREEMENT <input type="checkbox"/> WITHDRAWAL OF YELLOW RIBBON AGREEMENT </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> NOTE: If selecting withdrawal of agreement, only the signature of authorizing official and date are required. </div> </div> | |
| | | DATE RECEIVED (For VA Use Only) | |

The above named institution of higher learning (IHL) agrees to participate in the Yellow Ribbon Program under the Post-9/11 GI Bill (authorized under title V of Public Law 110-252) subject to the terms, conditions, and representations provided in this agreement and applicable VA regulations.

- For all U.S. schools, once this agreement is accepted by VA, it will be considered an open-ended agreement that is in effect for the entire upcoming academic year and all future academic years unless VA or the institution notifies the other party that changes are requested during the annual open season enrollment period, March 15th - May 15th (or the following Monday if May 15th falls on a Saturday or Sunday). Foreign schools must apply annually due to currency exchange fluctuations. The annual open season enrollment period for foreign schools is June 1st - July 31st (or the following Monday if July 31st falls on a Saturday or Sunday.) Withdrawal or modifications to the terms shall be indicated in Agreement Type above. Modifications made during the open enrollment period will go into effect for the subsequent academic year and will be posted to our website at www.gibill.va.gov when the open enrollment period ends. Please see Page 6 of this form for information about how to submit the completed form.
- The IHL agrees to provide contributions to eligible individuals who apply for such program at the institution (in a manner prescribed by the institution) on a first-come-first-served basis. Funds for Yellow Ribbon contributions may derive from any source of institutional funding that is not already allocated or awarded for a non-Yellow Ribbon purpose. Student ledgers must denote contributions as "Yellow Ribbon." Yellow Ribbon funds cannot be denoted as any type of grant, scholarship or other fund sources that would be applied to the student's account regardless of Yellow Ribbon program participation.
- The IHL agrees to provide contributions on behalf of a participating individual during the current academic year and all subsequent academic years in which the IHL participates in the Yellow Ribbon Program, provided that the individual maintains satisfactory progress, conduct, and attendance according to the regularly prescribed standards of the institution.
- The IHL agrees to provide the maximum amount of contributions payable toward the net cost for each participating individual during each term, quarter, or semester the individual is enrolled if the IHL's total contribution toward the individual's net cost for the term, quarter, or semester does not exceed the maximum dollar amount payable during the academic year as specified in paragraph 6 of this agreement.
- The IHL agrees to provide Yellow Ribbon Program contributions for up to _____ eligible individuals during the _____ academic year and all subsequent academic years unless VA is notified of changes during any subsequent open-enrollment period.
- U.S. Schools only:** The IHL agrees to provide Yellow Ribbon Program contributions for each participant during the academic year up to the following amounts (fill in all applicable fields):

| A. MAXIMUM NUMBER OF STUDENTS | B. DEGREE LEVEL (Undergraduate, Graduate, Doctoral, or All) | C. COLLEGE OR PROFESSIONAL SCHOOL | D. MAXIMUM CONTRIBUTION AMOUNT <small>(NOTE: Enter dollar amount or write in "Unlimited.")</small> |
|-------------------------------|--|-----------------------------------|---|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
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| | | | \$ |

(Attach additional listings if necessary)

7. **Foreign Schools only:** The annual open season enrollment period for foreign schools is June 1st - July 31st (or the following Monday if July 31st falls on a Saturday or Sunday). The IHL must apply annually due to currency exchange fluctuations. The IHL agrees to provide Yellow Ribbon Program contributions as indicated below. You must report in the official currency of record for the institution. Per 38 CFR 21.9640, foreign currency will be converted into United States dollars using the foreign exchange conversion rate as published by the Federal Reserve effective on the first day of July that precedes the relevant academic year. The IHL agrees to provide these contributions for each eligible participant during the academic year up to the following amounts (fill in all applicable fields):

| A. MAXIMUM NUMBER OF STUDENTS | B. DEGREE LEVEL (Undergraduate, Graduate, Doctoral, or All) | C. CURRENCY TYPE USED FOR SCHOOL BILLING | D. MAXIMUM CONTRIBUTION AMOUNT (NOTE: Enter amount per student or write in "Unlimited.") |
|-------------------------------|--|--|---|
| (example) 10 | Graduate | European Euro | € 2,000 |
| | | | |
| | | | |
| | | | |

8. An IHL with multiple branch campuses that wishes to submit a single Yellow Ribbon Program agreement covering more than one branch campus agrees to submit a document listing all branch campuses covered under this agreement as an addendum to this agreement. The listing must include the name, address, and facility code of each branch campus. Please note that any location with an "X" as the 3rd position for its facility code should **NOT** be included (**Example: Facility Code 3-2-X000-00**). The IHL further certifies that all branch campuses covered under this agreement are subject to the authority of the authorizing official signing the agreement, and each branch campus has a certifying official or other employee who meets the requirements of section 21.4266(f)(3)(ii) of title 38, Code of Federal Regulations, and has access to the terms of this agreement.

9. This agreement is entered into under the authority of section 3317 of title 38, United States Code (as added by section 5003 of Public Law 110-252, effective August 1, 2009) and section 21.9700 of title 38, Code of Federal Regulations. The terms of this agreement will be effective for the entire academic year beginning on the first day of August following the date of acceptance by a duly authorized officer of VA, and all subsequent academic years unless VA is notified of changes during any subsequent open enrollment period.

10. The terms of this agreement will be available for public viewing on VA's GI Bill website at www.gibill.va.gov.

11. Completed agreements (with the original signature of an official legally authorized to bind the IHL to this agreement) must be received by VA no later than May 15th (or the following Monday if May 15th falls on a weekend). Late agreements will not be accepted. The agreement, once accepted by VA, will be considered an open-ended agreement. See Page 1 for information pertaining to modification of terms.

12. The IHL certifies that at least 1 of its VA-approved programs has tuition and/or fees that exceed the maximum rates payable by the Post-9/11 GI Bill at the time this document is being submitted.

13. Points of contact:

| School Financial Representative/ Yellow Ribbon Program Point of Contact (POC) | | |
|--|-----------------------------------|--------|
| Name (First, middle, last) | Telephone No. (Include Area Code) | E-mail |

| School Certifying Official | | |
|----------------------------|-----------------------------------|--------|
| Name (First, middle, last) | Telephone No. (Include Area Code) | E-mail |

RESPONDENT BURDEN: We need this information to determine your institution of higher learning's eligibility to participate in the Yellow Ribbon Program. Title 38 United States Code allows us to request this information. We estimate that you will need an average of 14 hours to review the instructions, find information, and complete the form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.reginfo.gov/public/do/PRAMain. You may also call 1-888-GIBILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this information collection. Your obligation to respond is voluntary.

| AGREED TO: | | | |
|------------------------------------|-------------------------------|------------------|-------------|
| SIGNATURE OF AUTHORIZING OFFICIAL | TITLE OF AUTHORIZING OFFICIAL | TELEPHONE NUMBER | DATE SIGNED |
| PRINT NAME OF AUTHORIZING OFFICIAL | | | |
| FOR VA USE ONLY | | | |
| ACCEPTED BY: | | | |
| SIGNATURE OF VA OFFICIAL | | | DATE SIGNED |

INSTRUCTIONS FOR VA FORM 22-0839 YELLOW RIBBON PROGRAM AGREEMENT

Please read through the instructions before completing the Yellow Ribbon Program Agreement. If you have any issues completing the form, please send an e-mail to Yellow.Ribbon@va.gov with any inquiries.

General Eligibility

The institution must be an Institution of Higher Learning (IHL) that offers programs of education approved for VA benefits. U.S. schools are defined as those located in the United States or as a branch campus of such institution located outside of the United States. Foreign schools are eligible to participate as of August 1, 2021.

Name, Address, & Facility Code

Enter the name, mailing address, facility code, and check the type of agreement, and the category of the IHL.

Items 1-4

By signing and submitting this form to VA, the IHL agrees to adhere to the provisions listed in Items 1-4.

Item 5

Enter the total number of students for which the IHL will provide Yellow Ribbon Program contributions.

The total number of students entered here should equal the sum of students listed in column A of the table in Item 6. Enter the dates of the upcoming academic year (e.g. 2020-2021) for which the agreement is being submitted.

(NOTE: An academic year for VA purposes is August 1 to July 31.)

Item 6 (U. S. SCHOOLS ONLY)

A. Maximum Number of Students - Enter the maximum number of students eligible for the specific contribution.

If the IHL wishes to offer Yellow Ribbon Program contributions to an unlimited number of qualifying students, enter unlimited.

B. Degree Level - Specify the degree level (undergraduate, graduate, doctoral, all) of students for which the specific contribution will be provided.

C. College or Professional School - This column may be left blank, or specify the appropriate sub-element (college or professional school) of the institution for which students must be enrolled to receive the specific contribution. **Please be advised that an IHL cannot list a specific degree program** (e.g., Masters of Business Administration, Juris Doctorate, Bachelor of Science in Nursing, etc.)

D. Maximum Contribution Amount - Specify the maximum **annual** contribution amount to be provided for each student eligible for the specific contribution. Do not enter the maximum amount payable by term or credit hour. If the IHL wishes to provide 50% of the unmet established charges for each student eligible for the specific contribution, please enter unlimited.

NOTE: IHLs must complete columns A and D for each contribution listed. IHLs must also complete column B, C, or both B and C for each contribution listed.

EXAMPLE:

| A. MAXIMUM NUMBER OF STUDENTS | B. DEGREE LEVEL (Undergraduate, Graduate, Doctoral, or All) | C. COLLEGE OR PROFESSIONAL SCHOOL | D. MAXIMUM CONTRIBUTION AMOUNT |
|-------------------------------|--|-----------------------------------|--------------------------------|
| 10 | Undergraduate | | \$ 2,000 |
| 15 | All | School of Liberal Arts | \$ 1,000 |
| 20 | Graduate | School of Business | \$ 5,000 |

**INSTRUCTIONS FOR VA FORM 22-0839
YELLOW RIBBON PROGRAM AGREEMENT (Continued)**

Item 7 (FOREIGN SCHOOLS ONLY)

A. Maximum Number of Students - Enter the maximum number of students eligible for the specific contribution. If the IHL wishes to offer Yellow Ribbon Program contributions to an unlimited number of qualifying students, enter unlimited.

B. Degree Level - Specify the degree level (undergraduate, graduate, doctoral, all) of students for which the specific contribution will be provided. **Please be advised that an IHL cannot list a specific degree program** (e. g., Master's of Business Administration, Juris Doctorate, Bachelor of Science in Nursing, etc.)

C. Currency used by School's Billing System - Specify the currency type used by your school for student billing. This can be stated by the currency's officially recognized name or you can provide the International Organization for Standardization (ISO) 4217 code. Example: European Euro or EUR

D. Maximum Contribution Amount - Specify the maximum **annual** contribution amount to be provided for each student eligible for the specific contribution. Do not enter the maximum amount payable by term or credit hour. If the IHL wishes to provide 50% of the unmet tuition and fees for each student eligible for the specific contribution, please enter unlimited. You must answer in the currency used for student billing at your institution. **Do not report in U.S. dollars. You must report in the official currency of record for the institution.** Your stated contribution for each eligible student will be converted into U.S. dollars using the foreign exchange conversion rate published by the Federal Reserve effective on the first day of July preceding the relevant academic year. VA will make a matching contribution in U.S. dollars up to 50% of the unmet tuition and fees for each eligible student.

NOTE: IHLs must complete columns A, B and C for each contribution listed in column D.

EXAMPLE 1:

| A. MAXIMUM NUMBER OF STUDENTS | B. DEGREE LEVEL (Undergraduate, Graduate, Doctoral, or All) | C. CURRENCY TYPE USED FOR STUDENT BILLING | D. MAXIMUM CONTRIBUTION AMOUNT |
|-------------------------------|--|---|--------------------------------|
| 10 | Undergraduate | CANADIAN DOLLAR (CAD) | \$ 2,000 |

EXAMPLE 2:

| A. MAXIMUM NUMBER OF STUDENTS | B. DEGREE LEVEL (Undergraduate, Graduate, Doctoral, or All) | C. CURRENCY TYPE USED FOR STUDENT BILLING | D. MAXIMUM CONTRIBUTION AMOUNT |
|-------------------------------|--|---|--------------------------------|
| 15 | All | BRITISH POUND (GBP) | £ 718.15 |

Item 8

IHLs may enter into a centralized Yellow Ribbon Program agreement. If an IHL has multiple branch campuses (that are all subject to the authority of the official signing the agreement) and wants to use the same contribution information for multiple branch campuses, it may do so by attaching and submitting a document listing all branch campuses covered under this agreement as an addendum to this agreement which lists name, mailing address, and facility code of each participating branch campus. Please note that any location with an "X" as the 3rd position for its facility code should **NOT** be included (**Example: Facility Code 3-2-X000-00**).

NOTE: Each branch campus will be held to the terms specified in the agreement.

Items 9 and 10

Self-explanatory.

Item 11

Yellow Ribbon Program Agreements must be received by VA no later than May 15th (or the following Monday if May 15th falls on a Saturday or Sunday) to be considered for participation.

**INSTRUCTIONS FOR VA FORM 22-0839
YELLOW RIBBON PROGRAM AGREEMENT (Continued)**

Item 12

By signing and submitting this agreement, an IHL certifies that, as of the date the agreement is signed, at least one of its VA approved programs is assessed tuition and/or fees that exceed the maximum amounts payable in the state or territory under the Post-9/11 GI Bill.

Item 13

Enter the contact information for the school financial representative/Yellow Ribbon Program Point of Contact (POC) and the School Certifying Official. These contacts may or may not be the same individual. (Please ensure that the information is legible.)

SIGNATURE OF AUTHORIZING OFFICIAL

The signature must be from an official legally authorized to bind the institution to this agreement with the VA. The title, telephone number, and date must be provided. Agreements will not be processed without a valid signature.

FORM SUBMISSION

The preferred method is via email. Confirmation of email constitutes VA's receipt of the agreement and should be maintained for the IHL's records. *Only submit one signed agreement.* The institution will receive an approved agreement and accompanying letter or other related communication.

This form must be submitted in the following manner:

Via e-mail to Yellow.Ribbon@va.gov. When submitting via e-mail, please attach a scanned copy of the signed form. ***(VA cannot process applications received without a signature.)***

When sending via email, retain proof of submission (email).