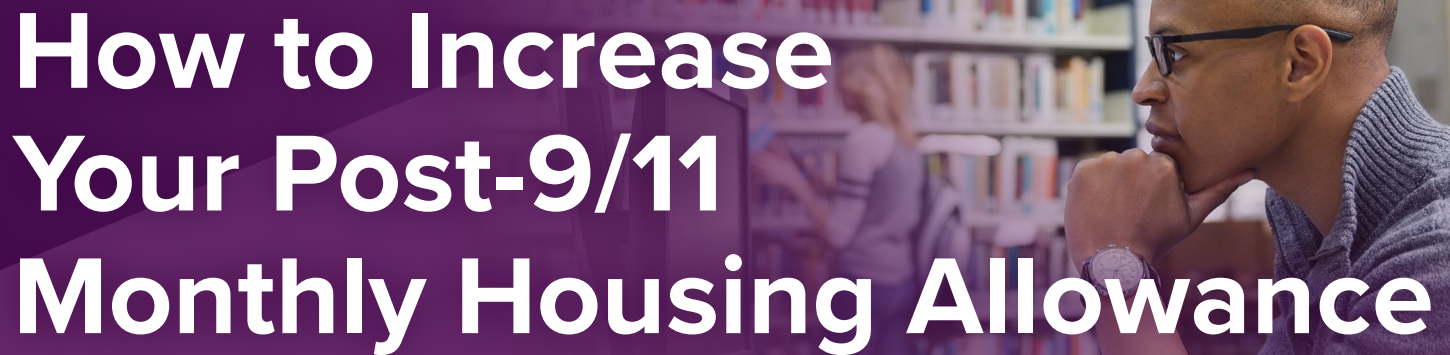


How to Increase Your Post-9/11 Monthly Housing Allowance



To receive a higher monthly housing allowance while enrolled at Excelsior College, you must also take at least one course as a guest student at a traditional institution (in-residence). Your monthly housing allowance would be based on the zip code of the in-residence institution during the time the courses at both institutions overlap.

Follow these steps prior to each term:

- Request approvals from your Excelsior College academic advisor for the courses you want to take at Excelsior as well as for the courses you want to take at the guest/in-residence institution.
 - You will also need to send a copy of your Post-9/11 certificate of eligibility to the guest institution.
- Request a parent letter from Excelsior's Financial Aid/Veterans Assistance Office each term that you will be taking courses as a guest student. Parent letter requests can be sent through your MyExcelsior message center, emailed to VABenefits@excelsior.edu, or faxed to 518-464-8660 with the subject line: *Parent Letter Request*.

A parent letter informs the guest school that Excelsior will accept the credits you are taking at their institution toward your Excelsior College degree. Without a parent letter, the Department of Veterans Affairs will not pay for courses at both schools.

- Parent letter requests must include the name of the guest institution, the course number(s) and title(s), the number of credits, and the contact information for the VA-certifying official at the guest institution, including their name, phone number, and either their email address or fax number.
- After completing the course(s) at the guest school, request a transcript be sent to Excelsior College.

If you have questions,
contact Excelsior College's
VA certifying officials at 888-647-2388

