Alabama Department of Veterans Affairs

Alabama G.I. Dependent Scholarship Program

Portal Information/Training

Alabama G.I. Dependent Scholarship Program

The Alabama G.I. Dependent Scholarship Portal:

Can be found online at:

https://adva.caseapp.tylerfedapp.com/

Or on our website at:

https://va.alabama.gov/education-training/alabama-g-i-dependent-scholarship-program/

About the portal

The portal is used by **students, ADVA personnel, and schools**.

Students:

- Apply for benefits.
- Request transfers.
- Check eligibility.
- Update their information.

Schools:

- Manage student information.
- Access certificates and eligibility.
- Submit invoices.
- Complete transfer requests.
- Receive program notifications.

About the portal

- Please notify ADVA promptly of any school personnel changes.
- Our office will need to create portal accounts for new employees.
- We also must lock and deactivate accounts for employees who are no longer with your school.



Alabama G.I. Dependent Scholarship Program

BY SIGNING ON TO THIS SYSTEM YOU ARE AGREEING TO THE SITE'S SECURITY POLICY.

Username

Password

Sign On | Register | Reset Password

Security Policy

This is a Government computer system and is intended for official and other authorized use only. Unauthorized access or use of the system may subject violators to administrative action, civil, and or criminal prosecution under the Criminal Code (Title 18 USC 1030).

All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. You have no expectations of privacy regarding monitoring of this system.

Any authorized or unauthorized use of this computer system signifies consent to and compliance with agency policies and their terms.

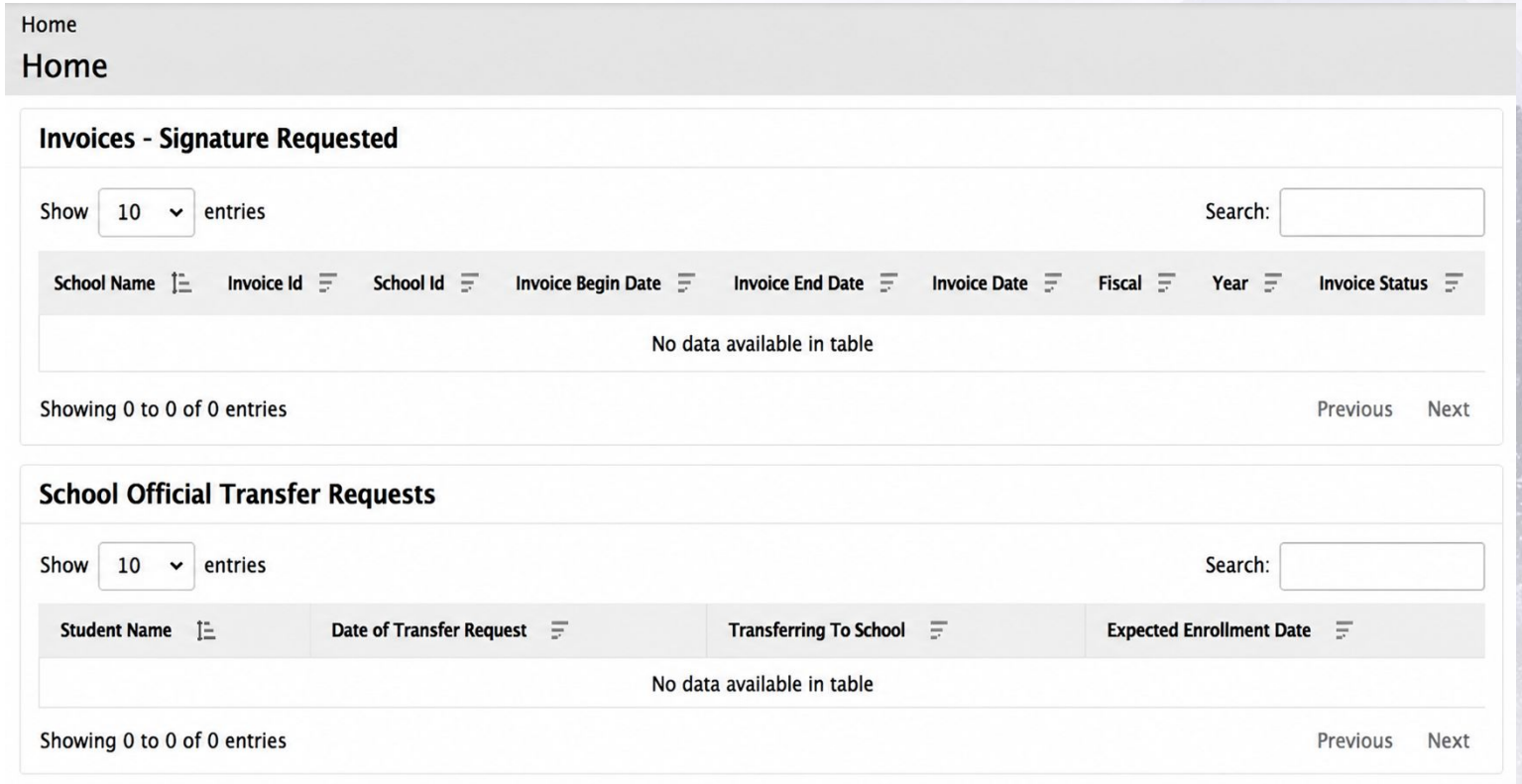
tyler technologies

Application Platform

Contact Us About Us

School Officials in the portal

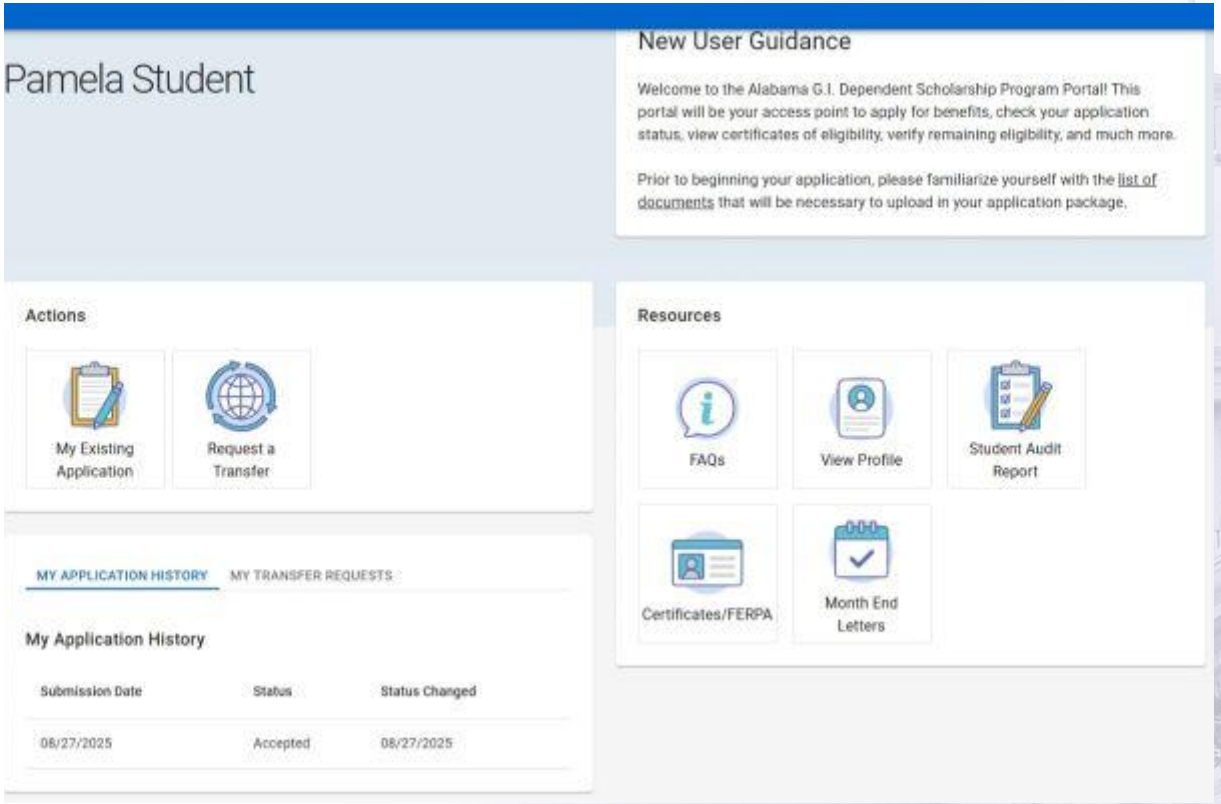
- Your homepage shows outstanding tasks that require your attention.
- Checking the portal regularly will help you stay on top of any tasks that need your attention.



Transfer Requests

- Transfer requests are completed when a student needs to transfer their benefits to a new school.
- You will need to complete the school certification.
- Please check the portal for transfer requests often and try to get them completed as soon as possible.
  - You will also receive notification through email.
  - Waiting can make things difficult for the student and their next school.
- Under pending semesters, you will **only** include semesters that have not already been invoiced.
  - Semesters listed under pending will be taken into account when creating the new certificate to the new school.
  - Please double check the dates and hours you list under pending semesters.
- Please **do not** include semesters already listed on the student audit report.
- You will receive a canceled certificate once it has been processed.

Transfer Requests



Transfer Requests

Home

Home

Invoices - Signature Requested

Show 10 entries Search:

School Name	Invoice Id	School Id	Invoice Begin Date	Invoice End Date	Invoice Date	Fiscal	Year	Invoice Status
Coastal Alabama Community College	INV-2023-00015	U22	10/06/2026	10/06/2026	10/06/2026	2026	2026	Signature Requested

Showing 1 to 1 of 1 entries Previous 1 Next

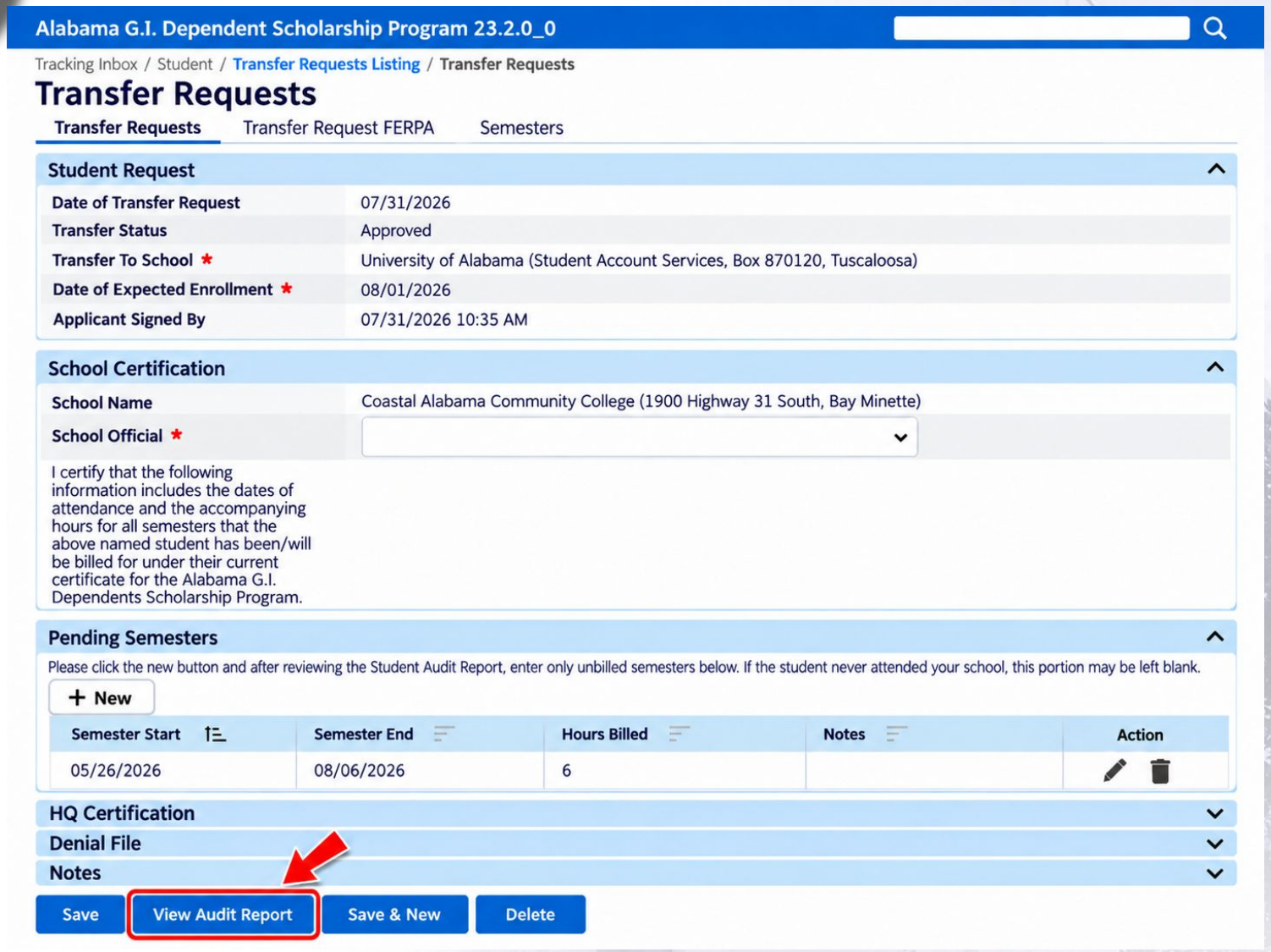
School Official Transfer Requests

Show 10 entries Search:

Student Name	Date of Transfer Request	Transferring To School	Expected Enrollment Date
Pamela Student	07/18/2026	Coastal Alabama Community College	08/13/2026

Showing 1 to 1 of 1 entries Previous 1 Next

Transfer Requests



Transfer Requests

Alabama Department of Veteran Affairs

Student Audit

Student Info

Relationship to Veteran	Entitlement	Application Date	Program Type	Expiration Date
Legal Child	10	03/10/2025	Act 349	03/10/2033

Certificate Info

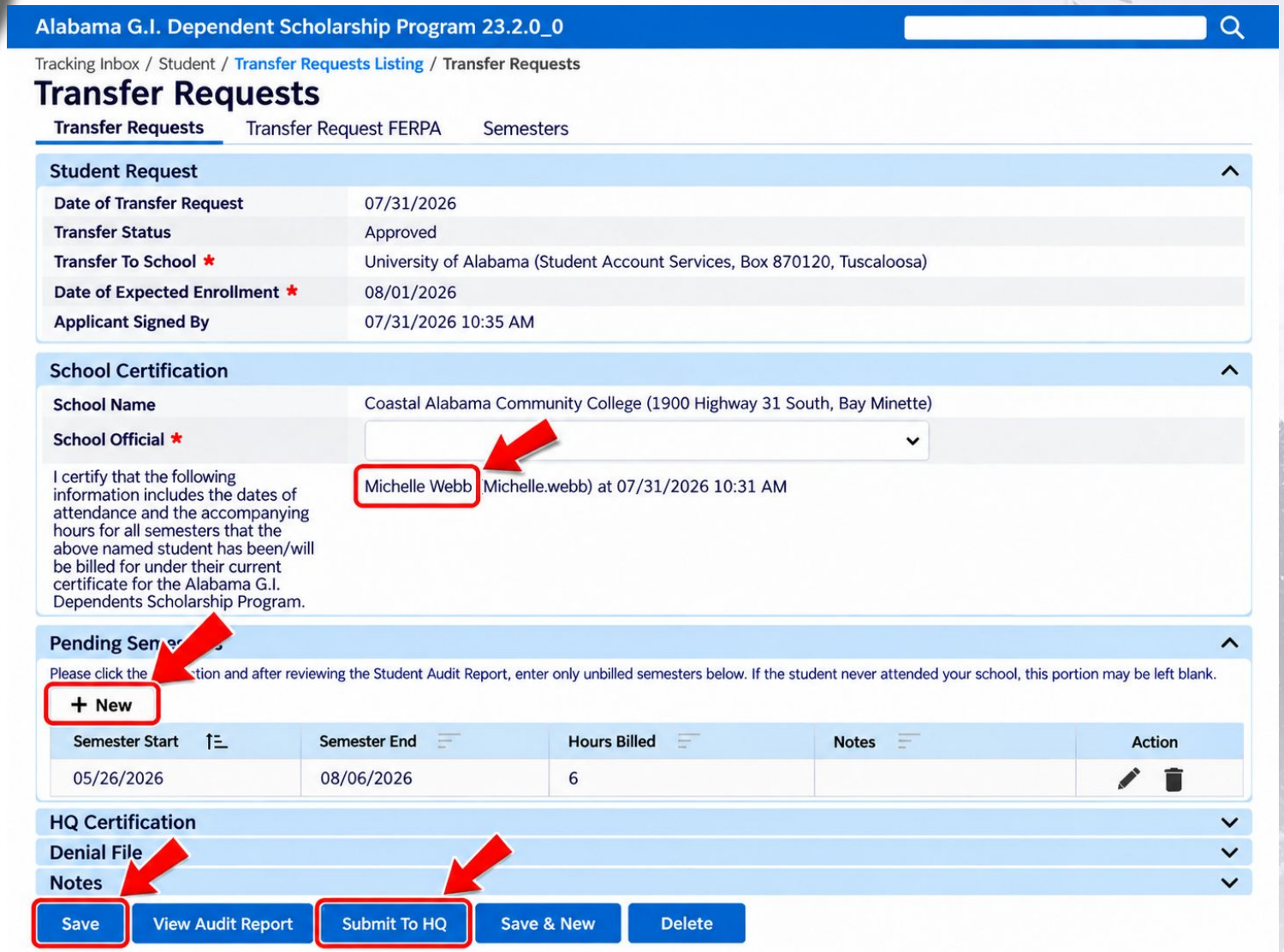
Sequence	Date	Duration	Type	Status	School Code	School Name / City
1	03/10/2025	10.00	Original	Inactive	U15	University of Alabama (Student Account Services, Box 870120, Tuscaloosa Alabama)

Invoice ID | Line Number	School Name	Attendance		Entitlement		Remaining Semester	Tuition	Instructional Fees	Books	Total Cost
		Begin	End	Hours	Used					
INV-2025-00492 | 206	University of Alabama	08/20/2025	12/12/2025	13	1.00	9.00	$ 5,200.00	$ 377.00	$ 196.36	$ 5,773.36
INV-2026-00237 | 196	University of Alabama	01/07/2026	05/01/2026	15	1.00	8.00	$ 5,842.00	$ 485.00	$ 440.97	$ 6,767.97

Certificate Info

Sequence	Date	Duration	Type	Status	School Code	School Name / City
2	05/02/2026	8.00	Supplemental	Inactive	J08	Coastal Alabama Community College (1900 Highway 31 South, , Bay Minette Alabama)

Transfer Requests

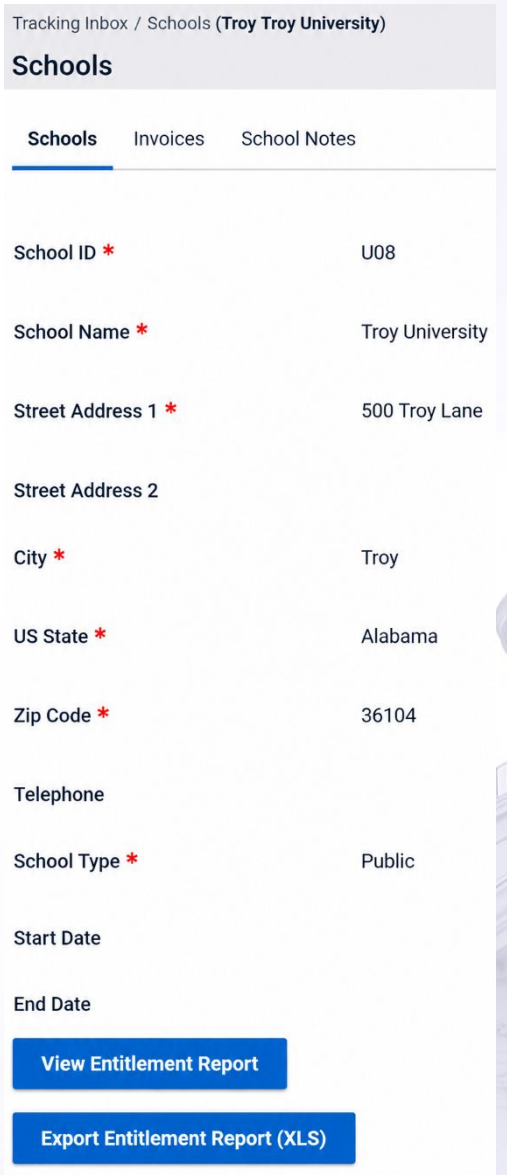


The Tracking Inbox

- The Tracking Inbox is on the left hand side of the page.
  - Select Schools.
  - Select your school's name.
  - The entitlement report can be located at the bottom of the page.
  - This report can be viewed printed or saved.
  - The report includes: current students, the original amount of awarded semesters, how much they have used, their program type and expiration date.

*Please remember that this list may change as students are approved, transfer, exhaust benefits, or reach their expiration date.

The Tracking Inbox

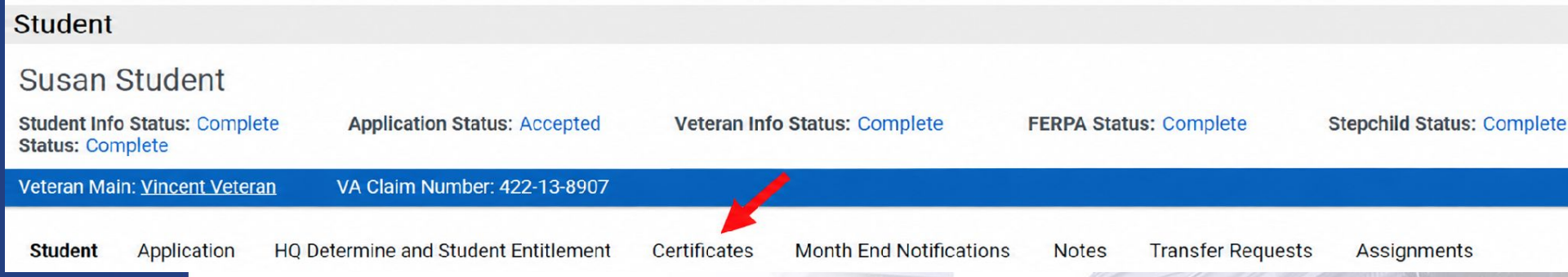


Searching

- You can search for students <u>who have or who have had</u> active certificates to your school.
  - Students who have never had a certificate issued to your school will not appear.
  - A student with an application that has not yet been approved will not appear in your school search.
- To Search:
- Select Search from the left side of the page.
- Under Standard Search, select Student.
- Search by name, SSN, or other available criteria.
- A quick option is to search using the last four digits of the SSN.
- Beside SSN, select ends with.
- Enter the last four digits and select Search.
- Select the student's name to view their information.

Certificates

- You are not required to keep the certificate emailed by the system.
- Certificates can be accessed at any time through the portal.
- From the student screen, select the Certificates tab.



Certificates Continued

- The Certificates screen shows all certificates issued to the student.
- Choosing the certificate file will allow you to view/save a copy of the certificate.
- The Eligibility Status identifies which certificate is active.
- Select the Certificate File to view or save a copy of the certificate.
- A student may have an active certificate even if a PDF certificate file is not available.
- This generally means the student was approved before the current system was implemented.

Certificate Sequence Number	SSN	Last Name	First Name	Eligibility Status	Program Type	School ID	School Name	Duration	Certificate Type	Student Status	Cancelled Date	Certificate and Eligibility Date	Certificate File
1	9874	Student	Pamela	Inactive	Act 349	TEST1	Test College	10.00	Original	Active	07/29/2026 12:00 AM	08/27/2025	Cancelled_Certificate_of_Entitlement.pdf
2	9874	Student	Pamela	Active	Act 349	TEST2	Imaginary University (2 Tyler Lane, Test2 Address Line 2, Balwin)	10.00	Supplemental	Active	07/30/2026		Supplemental_Certificate_of_Entitlement.pdf

Invoicing

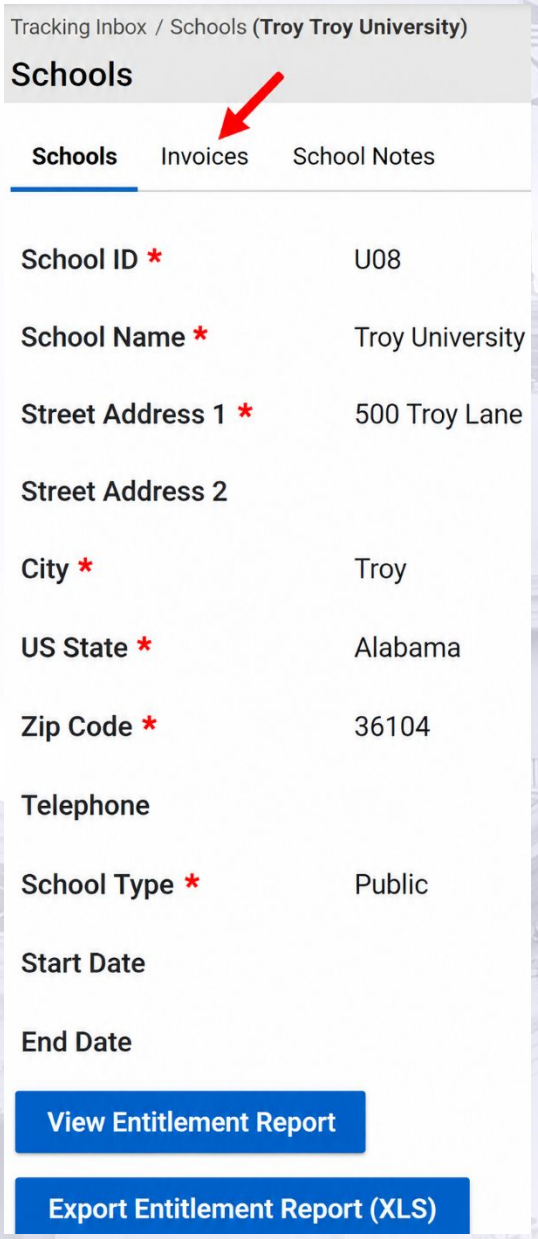
- We are the payer of last resort.
- Students must have a FASFA on file to invoice us.
- Students must meet SAP as determined by your school.
- All grants and scholarships paid to your school for the student must be accounted for before we are calculated.
- The other grants and scholarships must be used toward the students' required education expenses (anything required of your students by the school).
  - This can include housing and meal plans if your school requires the student to live on campus and/or have a meal plan.
  - They should also be used for fees we do not cover.
  - After that if anything is left of grants and scholarships it should be used toward tuition, textbooks and instructional fees.
- After that, we can be calculated at up to $400 per credit hour for tuition and up to $1,000 for the combination of textbooks and instructional fees.
- Credit hours must still be included on the invoice when only textbooks or instructional fees are being billed.

Invoicing

- We cannot be billed for more than the balance that is left after other grants and scholarships or more than what your school charges for tuition, textbooks and instructional fees. Whichever is **less** (Caps are still applicable).
- Please wait to invoice until drop/add dates have passed and all textbooks have been purchased to help ensure correct invoicing.
- If grants/scholarships are received after invoicing, we must be recalculated and appropriately invoiced or refunded if payments have been made.
- Payments cannot be made until after the semester ends.
- Schools should estimate the expected scholarship amount and reflect it on the student's account.
- Students should not be adversely affected in future semesters when an invoice has already been submitted and posted to their account.

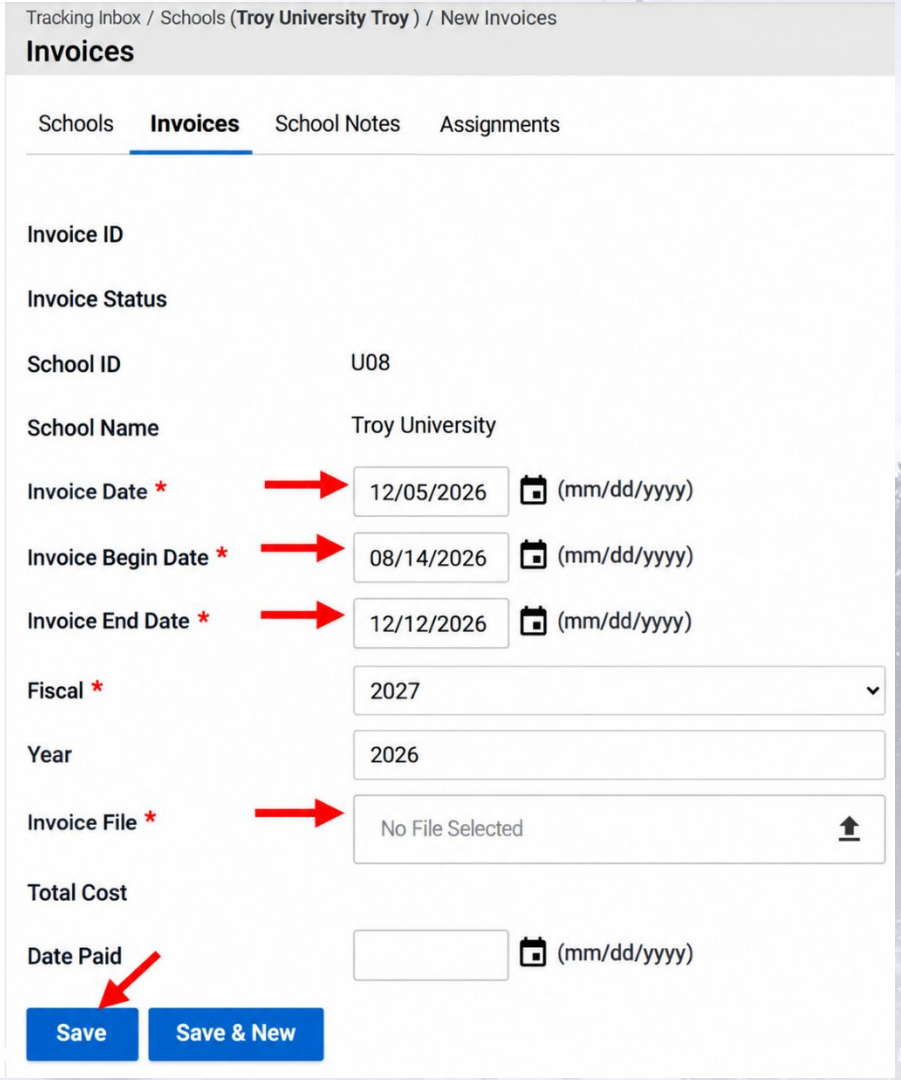
Invoicing

- All invoices must be uploaded through the portal.
- From the Tracking Inbox:
  - Select Schools.
  - Select your school.
  - Select the Invoices tab.
  - Select New to begin a new invoice.



Invoicing

- Invoice Date: The date the invoice is uploaded.
- Invoice Begin Date: The first day of the semester.
- Invoice End Date: the last day of the semester.
- Fiscal and Year: These fields do not need to be changed.
- Invoice File: Upload the completed invoice file.
- Select Save after the required information has been entered.
- HQ will receive an email notification when a valid invoice has been submitted.



Invoicing

How should your invoice be formatted?

- It **must** be an excel spreadsheet in .XLSX format.
- **Must** be on Sheet1.
- **Cannot** be password protected.
- Only **new** information should be included on the invoice.
  - If hours, tuition, fees, or books have already been invoiced for the semester, enter 0 for those fields.

Heading order: Invoice line, student name, student ssn, hours used, attend beg, attend end, tuition cost, instructional cost, book cost, total cost, tuition type.

- Additional information can be added **after** tuition type if it is **absolutely necessary**.

Invoicing

Formatting Continued

1. Column one-Invoice line must be formatted as "general"
   *Only Invoice lines should have a line number.
   * Please don't include extra lines or blank lines.
2. Column 2 –Student's names should be formatted as general
3. Column 3- students' SSN must be formatted as text.
   *Please do not include extra spaces before or after the SSN.
   *Be sure all SSN's have 9 digits
4. Column 4- Hours should be formatted as general.
5. Column 5 - Attending Beginning Date must be formatted as: MM/DD/YY.
6. Column 6 - Attending End Date must be formatted as: MM/DD/YY.
7. Column 7 -Tuition Cost must be formatted as currency
8. Column 8 -Instruction Cost must be formatted as currency
9. Column 9- Book Cost must be formatted as currency
10. Column 10 -Total Cost must be formatted as currency
    *Please note: empty cells should not contain dashes
11. Any additional columns may be on the spreadsheet after column 11.

*You will receive an email if the invoice is canceled by the system. Please check the formatting of the invoice and re-upload as soon as possible.

Invoicing

- ADVA will review all submitted invoices.
- After review, you will be contacted regarding any needed changes.
- Do not re-upload the invoice because of requested changes unless you are specifically instructed to do so.
- Most corrections will be completed by ADVA.
- Once the review is complete, the school invoice official(s) will receive notification that the invoice is ready for signature.
- Please sign the invoice as soon as possible.
- The signed invoice will be used for payment purposes.
- Before signing, verify that the invoice information matches your records.
- The invoice will not post to the student's account until the school official:
  - Checks the certification box.
  - Electronically signs the invoice.
  - Choose Save.

Invoicing

Invoice Signature

I hereby certify that the charges on this invoice are correct, not in excess of those charged to other students, and that payment has not yet been received.

I certify that charges for registration fees, health fees, building fees, student activity fees, insurance, housing, identification cards, equipment, etc., are not included on this invoice; and that textbooks and access codes furnished to students were prescribed and necessary for their courses of instruction.

I certify that all students on this invoice have met SAP, completed a FASFA , and a FERPA release form that covers the billing period. I have ensured that all grants and scholarships allowed by law have been utilized first, that the Alabama G.I. Dependent Scholarship is charged no more than the tuition at up to $400 per credit hour and that the combination of required textbooks and applicable fees do not exceed $1,000

Please check box to certify. * ◯ Yes ◯ No

School Signature ✎ Sign here by entering your password.

After entering your password, please save this form using the button below.

Form Record Audit ⌄

Save

Refunds

- Refund information must be uploaded through the portal using the same headings and formatting requirements as an invoice.
- If credit hours are being refunded, enter the hours as a negative number.
  - Example: -3
- All refunded dollar amounts must also be entered as negative amounts.
- Refund checks should continue to be mailed to ADVA.
- Please mail refund checks as soon as possible.
- You will not receive the email requesting the school's signature until the refund check has been received.

invoice_line	student_name	student_ssn	hours_used	Attend_beg	Attend_end	tuition_cost	Instruction_cost	Book_Cost	Total_cost	tuition_type
1	Brown, Susie	555-55-5555	-3	08/01/2022	12/01/2022	-750.00	-50.00	0.00	-800.00	

Contact Information

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adva.accounthelp@va.alabama.gov

Questions?