



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/dependents-scholarship/>



Student Eligibility

- ✚ Students who applied on or after July 31, 2017 are eligible to attend any qualifying college in Alabama.
 - ✚ We are the payer of last resort. ANY grants or scholarships (Not loans) that are paid to the school **MUST** be used first toward required education expenses.
 - ✚ Required education expenses are anything the school requires of the student.
 - ✚ After grants and scholarships have been utilized or accounted for, we can be billed **up to** \$400 per credit hour for tuition and **up to** \$1,000 for the combination of textbooks/Access Codes and instructional fees.



Student Eligibility

- ✚ Student's must complete a FASFA for each year that they are using the Alabama G.I. Dependent Scholarship Program.
 - ✚ The school is required to verify this prior to any billing.
- ✚ Students must meet Satisfactory Academic Progress (SAP) as defined by your school.



Alabama G.I. Dependent Scholarship Program

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

[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.



Application Platform

[Contact Us](#) [About Us](#)





About the portal

- ✚ This portal is for students, ADVA personnel, and schools.
- ✚ Students can apply for benefits, request a transfer, check remaining eligibility, update contact information and more.
- ✚ Schools will invoice through the portal, view certificates, view remaining eligibility for each student, view/save a list of current students, receive emailed certificates, receive emailed month end letters, receive emailed canceled certificates and more!



About the portal

- It is extremely important that we be updated on any personnel changes.
- We will need to create accounts for any new personnel and lock accounts of personnel that are no longer with your school.



The Tracking Inbox

✚ The Tracking Inbox is on the left hand side of the page.

- ✚ Choose Schools

- ✚ Choose your school's name

- ✚ The entitlement report can be located at the bottom of the page.

- ✚ This report can be viewed printed or saved.

- ✚ It shows your list of current students, the original amount of awarded semesters, how much they have used, their program type and expiration date

- *Please note that this list can change often as students are approved and/or transfer, exhaust or expire



The Tracking Inbox

Tracking Inbox / Schools (Troy Troy University)

Schools

Schools Invoices School Notes

School ID *	U08
School Name *	Troy University
Street Address 1 *	500 Troy Lane
Street Address 2	
City *	Troy
US State *	Alabama
Zip Code *	36104
Telephone	
School Type *	Public
Start Date	
End Date	

[View Entitlement Report](#)

[Export Entitlement Report \(XLS\)](#)





Searching

- You can search for students who have or who have had active certificates to your school.
 - You will not be able to see students who have never had a certificate at your school.
 - This means that if the student has started an application, but it has not been approved, you will not see it.
- Choose Search from the left-hand side of the page.

Alabama G.I. Dependent Scholarship Program 22.3.0_0



Home

Tracking Inbox

Search

Search

Quick Search

My Saved Searches

Shared Searches

Dashboard Options

Standard Search

Student

Veteran Main

Advanced Search

Student

Veteran Main



Searching

- For this example, we will search by student.
- From the dropdown menu, under standard search choose student.
- Then check the box beside student

A screenshot of a search interface. At the top, there are two blue buttons: "Search" and "Reset". Below them is a list of search criteria, each with an unchecked checkbox and a label. A yellow arrow points to the "Student" checkbox. The list includes:

- Student
- Application
- Certificates
- HQ Determine and Student Entitlement
- Month End Notifications
- Show English Query

At the bottom, there are two more blue buttons: "Search" and "Reset".



Searching

- A long list of searchable options appear.
- What you search for, will depend on what information you have.
- For this search, we have the last 4 digits of the students SSN.
- Beside SSN, choose the drop down box to change it from “equal to” to “ends with” in the blank box to the right, enter the last 4 digits of the SSN and search.

Student

First Name

Last Name

SSN

Parent Email Address

City

State

County of Current Residence

Student

First Name

Last Name

SSN 1436

Parent Email Address

City

State

County of Current Residence



Student Information

Nadia Lovett

Student Info Status: [Complete](#)

Application Status: [Accepted](#)

Veteran

[Student](#) [Application](#) [HQ Determine and Student Entitlement](#) [Certificates](#)

First Name * Nadia

Middle Name Arianne

Last Name * Lovett

Suffix

SSN

Date of Birth * 02/03/2005

Parent Email Address

Street Address * 2725 Elm Ridge Drive

Scholarship Program 22.3.0_0

Veteran Main: Laurence Lovett

City * Phenix City

State * Alabama

County of Current Residence * Russell

Zip Code * 36870

Primary Phone Number * (706) 566-9009

Secondary Phone Number

Email Address * nlovett2023@gmail.com

Academic Progress

Suspended Date

Reinstated Date

Voluntary Self Identification

Gender

Race/Ethnicity

[View Audit Report](#)

A list of all students with an SSN that ends in 1436 will be shown.

Choose the student you are looking for.

In this example, we are looking for Nadia Lovett.

After choosing her, you will see the student information.



Nadia Lovett
Student Info Status: Complete Application Status: Accepted Veteran:

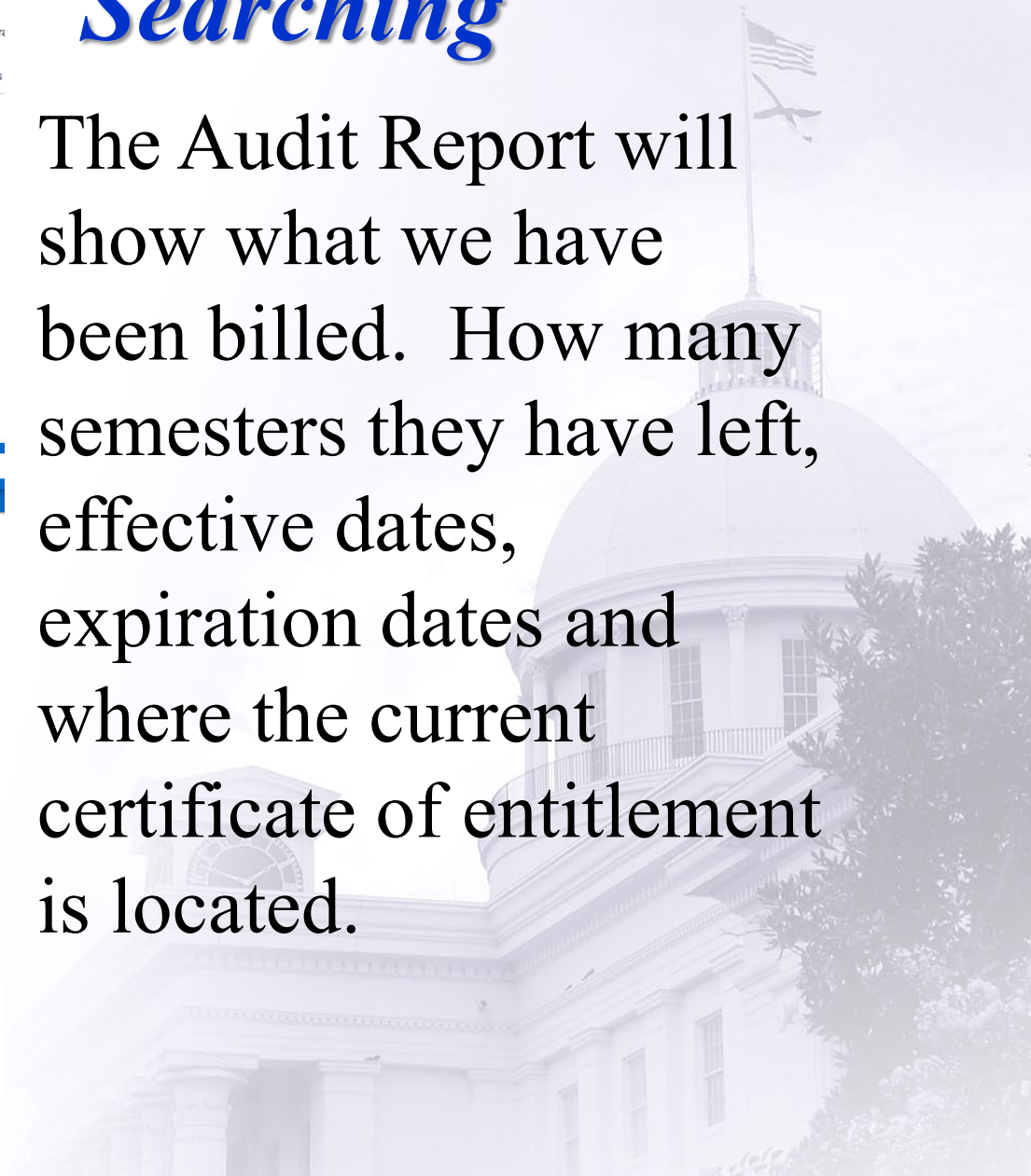
Student Application HQ Determine and Student Entitlement Certificates

First Name *	Nadia
Middle Name	Arienne
Last Name *	Lovett
Suffix	
SSN	
Date of Birth *	02/03/2005
Parent Email Address	
Street Address 1 *	3705 Elm Dicks Drive
Scholarship Program 22.3.0.0	
Veteran Main: Laurence Lovett	VA Claim Number:
City *	Phenix City
State *	Alabama
County of Current Residence *	Russell
Zip Code *	36870
Primary Phone Number *	(706) 566-9009
Secondary Phone Number	
Email Address *	nlovett2023@gmail.com
Academic Progress	
Suspended Date	
Reinstated Date	
Voluntary Self Identification	
Gender	
Race/Ethnicity	

[View Audit Report](#) ←

Searching

The Audit Report will show what we have been billed. How many semesters they have left, effective dates, expiration dates and where the current certificate of entitlement is located.





Student Audit Report



Alabama Department of Veteran Affairs Student Audit



Veteran Info

SSN	Claim Number	First Name	Middle Name	Last Name
		Laurence		Lovett

Student Info

Name	SSN	Relationship to Veteran	Entitlement	Application Date	Program Type	Expiration Date
Nadia Arianne Lovett		Legal Child	10	08/10/2023	Act 349	07/24/2031

Certificate Info

Sequence	Date	Duration	Type	Status	School Code	School Name / City
1	08/10/2023	10.00	Original	Active	U02	Alabama State University (P.O. Box 271, , Montgomery Alabama)

Invoice ID Line Number	School Name	Attendance		Entitlement		Remaining Semester	Tuition	Instructional Fees	Books	Total Cost
		Begin	End	Hours	Used					
INV-2023-00428 1	Alabama State University	08/14/2023	12/01/2023	4	0.25	9.75	\$ 1,000.00	\$ 0.00	\$ 381.16	\$ 1,381.16



Certificates

- ✚ You are not required to keep the emailed copy of the certificate that you received from the system.
- ✚ They can be accessed at any time in the portal
- ✚ From the student screen, choose the tab, “Certificates”

Student

Susan Student

Student Info Status: [Complete](#)
Status: [Complete](#)

Application Status: [Accepted](#)

Veteran Info Status: [Complete](#)

FERPA Status: [Complete](#)

Stepchild Status: [Complete](#)

Veteran Main: [Vincent Veteran](#)

VA Claim Number

Student Application HQ Determine and Student Entitlement **Certificates** Month End Notifications Notes Transfer Requests Assignments



Certificates



Student Application HQ Determine and Student Entitlement **Certificates** Month End Notifications

Print CSV

Certificate Id	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
▶ CERT-2023-01608	1	1436	Lovett	Nadia	Active	Act 349	U02	Alabama State University (P.O. Box 271, , Montgomery)	10.00	Original	Active		08/10/2023	Certificate_of_Entitlement.pdf





Certificates

Certificates

Student

SSN

Last Name Lovett

First Name Nadia

Middle Name Arianne

Student Status Active

Program Type Act 349

School

School ID U02

School Name Alabama State University

Certificate

Certificate Id CERT-2023-01608

Scholarship Program 22.3.0_0

Duration 10.00

Certificate Type Original

Eligibility Status Active

Cancelled Date

Certificate and Eligibility Date 08/10/2023

Certificate Issue Date 08/10/2023 01:39 PM

Certificate Note

Effective Date 07/24/2023

Expiration Date 07/24/2031

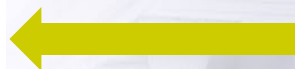
Application Date 07/24/2023

Certificate File

FERPA Release File

Certificate_of_Entitlement.pdf	
Status: Available	
FERPA_Release.pdf	
Status: Available	

Choose the certificate file to open a PDF copy of the certificate.





Certificates



Alabama G.I. Dependent Scholarship Program

Certificate of Entitlement

Presented to:
Nadia Lovett



This is to certify that the above dependent is entitled under provisions of the Alabama G.I. Dependent Education Benefit Act (Code of Alabama 1975, section 31-6-1) as amended to receive the following educational entitlements:

Instructional fees and required textbooks at the maximum combined total of \$1,000 per semester and tuition at up to the DoD tuition assistance cap at the qualifying Alabama school identified below for undergraduate courses of study. Benefits to be applied after all federal, state, institutional and third party grants and scholarships as permitted by law. The qualifying Alabama school may waive any overages at their discretion. Benefits are subject to the dependent's continued eligibility as described by law.

Institution:
Alabama State University
P.O. Box 271
Montgomery, Alabama 361010271

Entitlement: **10.00 Semesters**
Veteran: **Laurence Lovett**
Claim:

Effective Date: **July 24, 2023**
Expiration Date: **July 24, 2031**
Application Date: **July 24, 2023**



School Officials in the portal

🚩 This is your homepage, it shows your outstanding tasks, please be sure to check it frequently.

🚩 Your outstanding tasks may be an invoice that needs to be signed, or transfer requests that require your attention.

Home

Home

Invoices - Signature Requested

Show entries Search:

School Name	Invoice Id	School Id	Invoice Begin Date	Invoice End Date	Invoice Date	Fiscal	Year	Invoice Status
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

School Official Transfer Requests

Show entries Search:

Student Name	Date of Transfer Request	Transferring To School	Expected Enrollment Date
No data available in table			

Showing 0 to 0 of 0 entries Previous Next



Transfer Requests



[Home](#)

Home

Invoices - Signature Requested

Show entries

Search:

School Name	Invoice Id	School Id	Invoice Begin Date	Invoice End Date	Invoice Date	Fiscal	Year	Invoice Status
UNIVERSITY OF SOUTH ALABAMA, MOBILE	INV-2023-00015	U22	02/07/2023	02/07/2023	02/07/2023	2024	2023	Signature Requested

Showing 1 to 1 of 1 entries

Previous Next

School Official Transfer Requests



Show entries

Search:

Student Name	Date of Transfer Request	Transferring To School	Expected Enrollment Date
Smith, Stephanie	2024-10-01	UNIVERSITY OF SOUTH ALABAMA, MOBILE	01/01/2025

Showing 1 to 1 of 1 entries

Previous Next



Transfer Requests

- ✚ 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.
 - ✚ 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



School Certification

School Name UNIVERSITY OF SOUTH ALABAMA, MOBILE (1 Wilhelm Lane, Suite 1010, Madison)

School Official * Granger, Hermione

I certify that the following information includes the dates of attendance and the accompanying hours for all semesters that the above named student has been/will be billed for under their current certificate for the Alabama G.I. Dependents Scholarship Program.



PASSWORD CONFIRMATION [X]

Enter password:

.....

OK Close

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

After your signature is saved, you may Deny Request or Submit Request to HQ.

Pending Semesters - Please click the new button and after reviewing the Student Audit Report, enter only unbilled semesters below. If the student never attended your school, this portion may be left blank.

+ New



Semester Start	Semester End	Hours Billed	Notes	Action
08/01/2024	12/01/2024	12		



Transfer Requests

Notes

Save

View Audit Report

Submit To HQ

Deny Request





Invoicing

- All invoices must be uploaded into the system.
- This can be found in the tracking inbox under the invoices tab.
- Once you have chosen the invoices tab, choose new.

Tracking Inbox / Schools (Troy Troy University)

Schools

Schools Invoices School Notes

School ID * U08

School Name * Troy University

Street Address 1 * 500 Troy Lane

Street Address 2

City * Troy

US State * Alabama

Zip Code * 36104

Telephone

School Type * Public

Start Date

End Date




[View Entitlement Report](#)

[Export Entitlement Report \(XLS\)](#)



Invoicing

- ✚ The invoice date is the date you are uploading the invoice
- ✚ The invoice begin date is the beginning date of the semester
- ✚ The invoice end date is the ending date of the semester
- ✚ Fiscal and Year **do not** need to amended.
- ✚ Invoice file is the area where you will upload your invoice.
- ✚ Save
- ✚ HQ will be notified by email when a valid invoice has been submitted.

Schools	Invoices	School Notes
Invoice ID		
Invoice Status		
School ID	U08	
School Name	Troy University	
Invoice Date *	<input type="text" value="09/06/2023"/>  (mm/dd/yyyy)	
Invoice Begin Date *	<input type="text" value="08/01/2023"/>  (mm/dd/yyyy)	
Invoice End Date *	<input type="text" value="12/01/2023"/>  (mm/dd/yyyy)	
Fiscal	2024	
Year	<input type="text" value="2023"/>	
Invoice File *	<input type="text" value="No File Selected"/>	
Total Cost		
Date Paid		
<input type="button" value="Save"/>		<input type="button" value="Save & New"/>



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 then include 0's in those places
- # The correct headings **must** be used and **must** be in the correct order
Heading order: Invoice line, student name, student ssn, hours used, attend beg, attend end, tuition cost, instructional cost, book cost, total cost, tuition type
- # Tuition type does not have to be completed. Undergraduate is assumed. This is the only heading that should ever be left blank.
- # 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

- ✚ Invoices will be reviewed by us
- ✚ Once reviewed, I email you with any changes
 - ✚ You do not need to re-upload the invoice due to these changes unless I explicitly tell you to.
 - ✚ Most changes will need to be made on our side
- ✚ Once complete, the school invoice official(s) will receive notification that the invoice is ready for signature, please sign as soon as possible.
- ✚ The invoice with the signature will be used for payment purposes.
- ✚ Prior to signing, please check to ensure the invoice information matches your records.
- ✚ The invoice will not post to the student's account until the school official has checked the box to certify and "sign it"
- ✚ Please be sure not to upload an invoice again if it has already submitted to us!



Invoicing



Tracking Inbox / Schools (Addressville Brewster University) / Invoices Listing

Assignment: No Assignment

Invoices Listing

Schools **Invoices** School Notes Assignments

+New Print CSV Column Filters (OFF) ▶

Invoice ID	School ID	Invoice Begin Date	Invoice End Date	Invoice Date	Fiscal	Year	Invoice File	Workflow Status	Date Paid	Total Cost
▶ INV-2025-00071	1212	05/21/2025	08/04/2025	09/02/2025	2025		Jeff State Supplemental .xlsx	Submitted to HQ		\$1,141.00
▶ INV-2025-00067	1212	05/19/2025	07/25/2025	07/10/2025	2025		Athens.xlsx	Cancelled		
▶ INV-2025-00061	1212	08/19/2024	12/13/2024	05/12/2025	2025	2024	adva_invoice_test (1).xlsx	Submitted to HQ		\$4,711.76
▶ INV-2025-00005	1212	08/19/2024	12/13/2024	01/07/2025	2025		adva_invoice_test.xlsx	Applied		\$4,711.76
▶ INV-2025-00006	1212	08/19/2024	12/13/2024	01/07/2025	2025		adva_invoice_test.xlsx	Applied		\$4,711.76
▶ INV-2025-00007	1212	08/19/2024	12/13/2024	01/07/2025	2025		adva_invoice_test.xlsx	Applied		\$4,711.76
▶ INV-2025-00008	1212	08/19/2024	12/13/2024	01/07/2025	2025		adva_invoice_test.xlsx	Applied		\$4,711.76
▶ INV-2025-00004	1212	08/19/2024	12/13/2023	01/06/2025	2024		adva_invoice_test.xlsx	Applied		\$4,711.76





Refunds

- Refund information will be uploaded into the system using the same headings and formatting standards as an invoice.
- If hours are being refunded, it should be shown as a negative (-3)
- The amounts being refunded should be shown as a negative.
- Checks will continue to be mailed to us.
 - Please mail them as soon as possible.
 - You will **not** receive an email to sign the invoice until after the check is 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	



Alabama G.I. Dependent Scholarship Program

For all students under the Alabama G.I. Dependent Scholarship Program, the following formula is used to deduct their semesters:

1-5 hours	= $\frac{1}{4}$ of a semester
6-8 hours	= $\frac{1}{2}$ of a semester
9-11 hours	= $\frac{3}{4}$ of a semester
12 hours or more	= 1 semester



Contact Information

Kayla Kyle

Director

(334)242-5077

kayla.kyle@va.alabama.gov

Rachel Griffith

Administrative Support Assistant

(334) 242-5077

rachel.griffith@va.alabama.gov

Students can reach out to us at: adva.accounthelp@va.alabama.gov



The End

Questions?

