



SANS Technology Institute

2019 Undergraduate Course Catalog

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Academic Calendar

The SANS Technology Institute operates on a nonstandard term model, versus a traditional semester model. Each course enrollment is itself the course term, as students progress through their programs one course at a time. Though our enrollment terms are asynchronous (term starts are individualized to each student), the length of each term is still standardized and varies only based on the type of courses students enroll in. As such, we use the calendar year as our academic year. Course lengths are detailed below in the Course Listings and Descriptions section, and full-time requirements are listed in the *Student Handbook*.

Our offices are closed on: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, and Christmas Eve and Day.

Class instruction may be taken in a live classroom or via one of several distributed learning environments, as available. The following schedule is not an exhaustive list of live classroom opportunities, but rather larger events we anticipate being most popular with students.

2019 Live Learning Event Schedule

Event	Location	Start Date
1 st Quarter		
SANS Security East 2019	New Orleans, LA	February 2, 2019
SANS Baltimore Spring 2019	Baltimore, MD	March 2, 2019
2 nd Quarter		
SANS 2019	Orlando, FL	April 1, 2019
SANS Security West 2019	San Diego, CA	May 9, 2019
SANSFIRE 2019	Washington, DC	June 15, 2019
3 rd Quarter		
SANS Columbia 2019	Columbia, MD	July 15, 2019
SANS Network Security	Las Vegas, NV	September 8, 2019
4 th Quarter		
SANS Baltimore Fall 2019	Baltimore, MD	October 7, 2019
Pen Test HackFest Summit	Bethesda, MD	November 20, 2019
SANS Cyber Defense Initiative 2019	Washington, DC	December 12, 2019

The full schedule of upcoming live events is available online at:
<https://www.sans.org/security-training/by-location/north-america>.

Tuition and Fees

Undergraduate Tuition Rates

Students pay tuition on a per course basis and are required to pay tuition at the time of registration for each course.

Undergraduate students pay a flat tuition rate per course. All course materials are included in the cost of tuition and are provided to the student directly. Students taking courses using one of the distance modalities (OnDemand, vLive, or Simulcast) will have course materials shipped to the address on file in their SANS account. Students attending live events will pick up their course materials during conference check-in.

The table below reflects tuition rates for undergraduate students admitted 7/1/2019 and after.

Program	Cost per Course	Total Cost	Total Credits
Applied Cybersecurity (ACS)	\$5,500	\$22,000	12

Discounts or promotions offered by SANS Institute, including the SANS Work Study Program, do not apply to undergraduate course tuition.

Fees

The following fees may apply:

Application Fee*	\$35
Course Change Fee	\$150
Cancellation Fee	\$300
Exam Retake Fee	\$769

* Paid during the application process

Cost of Live Learning Events

Travel and Lodging

Students are responsible for the costs of hotel, food, and travel should they choose to attend a live SANS event as part of their coursework. The average hotel and food cost, if the hotel rooms are not shared, is \$1,800 per event (\$200 per night for accommodations and \$100 per day for food), though significant savings are available through room sharing. These amounts are to be paid directly to the hotel at which the learning event is being conducted.

Live Class Add-ons

Students attending live SANS events have the option to add supplemental items, such as an OnDemand bundle or a 2-day summit pass, to their registration. As these items are not program requirements, they are not included in undergraduate course tuition and will incur an additional cost to the student. If interested, students should ask their advisor how to add these items to their registration.

Student Veterans will find that these add-ons are not covered by VA Education Benefits.

Financial Aid/Title IV Eligibility

The SANS Technology Institute is approved by the US Department of Education as an eligible Title IV institution. While we do not participate in Title IV funded student loan programs, eligibility status permits us to, from the date of eligibility forward, offer the following opportunities to our students:

- Provide a 1098-T to students who are funding part of their program cost in order for them to file for possible tax credit.
- Students may be eligible to utilize 529 educational funds where there is a state requirement for Title IV eligibility.
- Students may be eligible to utilize corporate or employer tuition reimbursement programs where Title IV eligibility is required.

Veterans Benefits

The SANS Technology Institute is authorized by the Department of Veterans Affairs to accept VA Education Benefits. Students using VA Education Benefits are responsible for any tuition not paid to STI directly by the VA by the end of their course term. Please refer to the Veterans Benefits section towards the end of this catalog for more detailed information.

Scholarships

In 2019, a select number of high performing [Cyber FastTrack](#) students will be awarded scholarships to three advanced cybersecurity courses from SANS. The *Advanced Cyber Skills Scholarship* is available exclusively to participants of Cyber FastTrack as part of the [Governors Cyber Skills Program](#), an innovative partnership between a number of State Governors and SANS CyberStart.

In order to be eligible for the scholarship, Cyber FastTrack students must:

- Be 18 or older on April 5, 2019
- Be a permanent resident of the United States
- Have been registered at a regionally accredited community college, 4-year college, or graduate school in the past 24 months in one of the following states: Alabama, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Hawaii, Idaho, Indiana, Iowa, Maine, Maryland, Michigan, Montana, Nevada, New Jersey, North Carolina, North Dakota, Pennsylvania, Rhode Island, Tennessee, Texas, Vermont, Virginia, West Virginia, Wyoming.

Cancellation and Change Fees

Students who wish to cancel and receive a refund for a particular course must submit a request by email to their student advisor. Requests must be received 45 days before the start of the course. Payments will be refunded by the method that they were submitted and a processing fee of \$300 will be deducted. Requests received within 45 days of the start of the course may not receive a refund, but credit towards enrollment in a future course.

Students who seek to change the venue, timing, or modality for a course should submit a change request by email to their student advisor. Requests must be received 45 days before the start of the course. Processing fees may apply.

No cancellations or changes will be made once:

- Online course materials have been accessed
- Print course materials have been mailed to the student
- The student has arrived at a live event

Cancellation Fee	\$300 processing fee
Course Change Fee	\$150 processing fee

Students using VA Education Benefits may cancel a course up to 7 days prior to the start of a course without incurring any cancellation or change fees. For cancellations within 7 days of a course starting, students will be responsible for paying cancellation or change fees. Refunds of military education benefits will be resolved via the VA Debt Management Center. As part of any such refund, any overpayment received by the student (e.g. Chapter 30 tuition payments or Chapter 33 book or housing stipend) will be the responsibility of the affected student.

Applied Cybersecurity Program

The Upper Division Undergraduate Certificate in Applied Cybersecurity (ACS) program is designed to complement and build upon the preparation students receive in Maryland community colleges, or in other undergraduate programs, and to prepare them for immediate employment.

Students in the ACS program will work towards two outcomes: (1) proficiency in the fundamental technical knowledge and skills that serve as the baseline for all professionals in cybersecurity, and (2) early specialization in advanced skills that can be applied to particular areas of information security practice.

Program Learning Outcomes

The intended learning objectives of the ACS program are to:

- Utilize a broad range of current tools and technologies in the design and implementation of defensive security solutions that may be deployed across an organization’s computing and network environment.
- Assemble tools and configure systems and networks to permit systems to foster resiliency and continuity of operations through attacks.
- Understand the most prevalent methods and vectors used in cyber attacks in order to assess the vulnerabilities of an organization relative to these attack vectors, and to respond to incidents associated with these activities within their organization.
- Build upon these baseline skills and choose to begin to specialize in a particular area of information security practice associated with a more specialized and job-specific role, including advanced defensive techniques, vulnerability analysis and penetration testing, or digital forensics.

Curriculum

The Upper Division Undergraduate Certificate program in Applied Cybersecurity (ACS) is a total of 12 credit hours and is made up of 3 standard courses and 1 elective course.

Required Courses		Final Exam	Credit Hours
ACS 2201	Technology Essentials	Exam	3
ACS 2202	Security Essentials	GSEC	3
ACS 2203	Security Incident Handling & Hacker Exploits	GCIH	3
Elective Courses (Select One)			
ACS 3215	Advanced Enterprise Defender	GCED	3
ACS 3220	Intrusion Detection In-Depth	GCIA	3
ACS 3315	Web App Penetration Testing & Ethical Hacking	GWAPT	3
ACS 3320	Network Penetration Testing & Ethical Hacking	GPEN	3
ACS 3425	Advanced Digital Forensics & Incident Response	GCFA	3
ACS 3515	Security Essentials for Industrial Control Systems	GICSP	3

Course Listings and Descriptions

ACS 2201: Technology Essentials

SANS CyberStart Essentials | Final Exam

ACS 2201 is purpose-built to provide students with the fundamental technical knowledge and skills that serve as the baseline for all professionals in cybersecurity, reinforcing key concepts with interactive labs. You'll establish a core understanding of technology component functions and apply that knowledge to security concepts such as reconstructing a crime from digital evidence or locating exploitable flaws in software and websites. The course ensures a solid mastery of computer, hardware, network, and cybersecurity fundamentals, including the study of operating systems, Windows security tools, Linux, programming with Python and C, advanced Google searches, reconnaissance, virtualization, and encryption. You'll explore the inner workings of packets and protocols that allow the internet to function and learn the role of a computer's central processing unit (CPU), how it executes code, its relationship with memory, and the fundamentals of how attackers disrupt intended behavior.

Credit Hours | 3 | Course Length | Full-time (45 days) or Part-time (90 days)

ACS 2202: Security Essentials

SANS SEC 401 | GIAC GSEC

ACS 2202 is a technically-oriented survey course in which you'll learn the most effective steps to prevent cyber attacks and detect adversaries. In classes and hands-on labs, you'll learn to develop effective security metrics that provide a focused playbook that IT can implement, auditors can validate, and executives can understand. You'll explore methods to analyze and assess the risk to your environment in order to drive the creation of a security roadmap that focuses on the right areas of security. And you'll learn practical tips and tricks to focus in on high-priority security problems and on the actions required to protect and secure an organization's critical information assets and business systems.

Prerequisites: ACS 2201

Credit Hours | 3 | Course Length | Full-time (45 days) or Part-time (90 days)

ACS 2203: Security Incident Handling and Hacker Exploits

SANS SEC 504 | GIAC GCIH

ACS 2203 is an in-depth focus into the critical activity of incident handling. Students are taught how to manage intrusions by first looking at the techniques used by attackers to exploit a system. Students learn responses to those techniques, which can be adopted within the framework of the incident handling process to handle attacks in an organized way. The faculty instruction, lab exercises, and exam are coordinated to develop and test a student's ability to utilize the core capabilities required for incident handling today.

Prerequisites: ACS 2201, ACS 2202

Credit Hours | 3 | Course Length | Full-time (45 days) or Part-time (90 days)

Technical Elective Course Options

ACS 3215: Advanced Enterprise Defender

SANS SEC 501 | GIAC GCED

ACS 3215 brings together all the elements of a modern cyber defense program. Students learn how to identify threats and build defensible networks to minimize the impact of an attack, use tools to detect adversaries, decode and analyze packets using various tools to identify anomalies, understand how adversaries compromise networks, perform penetration testing against their own organization to find vulnerabilities, apply the six-step incident response plan, use tools to remediate malware infections, and create a data classification program to make data loss protection systems effective.

Prerequisites: ACS 2201, ACS 2202, ACS 2203

Credit Hours | 3 | Course Length | Full-time (45 days) or Part-time (90 days)

ACS 3220: Intrusion Detection In-Depth

SANS SEC 503 | GIAC GCIA

ACS 3220 delivers the technical knowledge, insight, and hands-on training needed to defend networks with confidence. Students will learn about the underlying theory of TCP/IP and the most used application protocols, such as DNS and HTTP, so that they can intelligently examine network traffic for signs of an intrusion. Daily hands-on exercises suitable for all experience levels reinforce the course book material so that students can transfer knowledge to execution.

Prerequisites: ACS 2201, ACS 2202, ACS 2203

Credit Hours | 3 | Course Length | Full-time (45 days) or Part-time (90 days)

ACS 3315: Web App Penetration Testing & Ethical Hacking

SANS SEC 542 | GIAC GWAPT

With in-depth, hands-on labs and high-quality course content, ACS 3315 helps students move beyond push-button scanning to professional, thorough, and high-value web application testing. This enables students to demonstrate the impact of inadequate security that plagues most organizations' websites. The addition of a series of enrichment exercises that strengthen students' ability to work in Python and understand how the networks and operating systems enable web attacks to succeed so as to become even more insightful penetration testers.

Prerequisites: ACS 2201, ACS 2202, ACS 2203

Credit Hours | 3 | Course Length | Full-time (45 days) or Part-time (90 days)

ACS 3320: Network Penetration Testing & Ethical Hacking

SANS SEC 560 | GIAC GPEN

Every organization needs skilled information security personnel who can probe for vulnerabilities that attackers might exploit in networks, web-based applications, and computer systems, and mitigate them. ACS 3320 is specially designed to get you ready for that role. The course starts with proper planning, scoping and recon, then dives deep into scanning, target exploitation, password attacks, and web app manipulation, with over 30 detailed hands-on labs. After building your skills, you'll conduct an end-to-end pen test, applying knowledge, tools, and principles from throughout the course as you discover and exploit vulnerabilities in a realistic sample target organization.

Prerequisites: ACS 2201, ACS 2202, ACS 2203

Credit Hours | 3 | Course Length | Full-time (45 days) or Part-time (90 days)

ACS 3425: Advanced Digital Forensics and Incident Response

SANS FOR 508 | GIAC GCFA

ACS 3425 teaches the necessary capabilities for forensic analysts and incident responders to identify and counter a wide range of threats within enterprise networks. This course is constantly updated and addresses today's incidents by providing hand-on forensics tactics and techniques that elite responders are successfully using in real-world breach cases.

Prerequisites: ACS 2201, ACS 2202, ACS 2203

Credit Hours | 3 | Course Length | Full-time (45 days) or Part-time (90 days)

ACS 3515: Security Essentials for Industrial Control Systems

SANS ICS 410 Security Essentials for Industrial Control Systems | GIAC GICSP

ACS 3515 is designed to help traditional IT personnel fully understand the design principles underlying control systems and how to support those systems in a manner that ensures availability and integrity. In parallel, the course addresses the need for control system engineers and operators to better understand the important role they play in cybersecurity. Students will learn the language, the underlying theory, and the basic tools for industrial control system security in setting across a wide range of industry sectors and applications.

Prerequisites: ACS 2201, ACS 2202, ACS 2203

Credit Hours | 3 | Course Length | Full-time (45 days) or Part-time (90 days)

Admissions Requirements and Application Process

All applicants must meet the following criteria:

- Be at least 18 years old (or will be at the time of enrollment)
- Have completed at least 48 college credits from a recognized college or university, or obtained the equivalent international education, with a minimum cumulative GPA (grade point average) of 2.80.

All applicants must submit the following (detailed application guidelines can be found [online](#)):

- a) Application Form
- b) Current Resume (optional)
- c) Official Transcripts
- d) Aptitude Assessment
- e) Application Fee
- f) Requirements for International Students (if applicable)
 - a. Transcript evaluation through [World Evaluation Services \(WES\)](#), or similar service.
 - b. Non-native English speakers must submit TOEFL/IELTS scores.

Application Submission

The completed application for admission and supporting credentials should be submitted online at apply.sans.edu.

Invitation to Matriculate

Once the Admissions Committee reviews and approves an application for admission, the Admissions Office will send an Offer of Admission. Enrollment in the SANS Technology Institute will be contingent upon successful completion of the virtual New Student Orientation within 60 days of admission.

New Student Orientation

Our [New Student Orientation](#) (NSO) ensures that all new students are provided with the information necessary to navigate their college experience successfully. It is important that students refrain from registering for their first course before completing NSO, to prevent delays and complications in registration processing. During NSO, a student will: complete an orientation module and follow-up survey, schedule an appointment with their student advisor, and finally register for their first course. Students wishing to attend an upcoming live event as part of their first course are encouraged to communicate that at the time of admission.

We recommend students set aside 30 minutes to complete the orientation module and survey and an additional 30 minutes for the academic advising appointment. For details on the start dates and preferred deadlines, please visit <https://www.sans.edu/admissions/orientation>.

Credit Transfers and Waivers

Credit Transfers

The SANS Technology Institute does not accept transfers of credit for coursework completed at other higher education institutions.

Waivers of Course Requirements

The SANS Technology Institute waives requirements for course elements or courses within its program of studies when a student has previously attained substantially similar intended learning outcomes. Waivers may be granted for up to, but not more than, one-quarter of the total number of credit hours or credit-hour equivalents required by the program and are subject to various limits and requirements as described below.

- An evaluation of waivers, indicating all course waivers, will be completed and agreed upon before matriculation.
- Waivers will not be granted when the requirements of the waiver are met *after* a student matriculates.
- In the event a waiver is granted for an entire course, no credit hours or grade will be awarded, nor will the course figure into the calculation of a student's cumulative grade point average.
- In the event a waiver is granted for part of a course's components, the grade(s) received for the remaining components completed by the matriculated student will be used to determine the course grade.

SANS Institute Classes and GIAC Certifications

The SANS Technology Institute will grant a waiver to a student from the requirements within an undergraduate course to complete both a relevant SANS Institute class and GIAC exam if the student has sat for and passed the relevant GIAC exam within the past three years.

In cases where the student previously attended a SANS class but did not take/pass the associated GIAC exam, they can elect to take the GIAC exam once enrolled in the program. Students pursuing this option will register and pay tuition for the GIAC exam but will *not* receive current course materials for the associated SANS class.

CISSP Certification

For students who hold a current CISSP from the ISC² organization, a waiver will be granted within ACS 2202 for the SANS Institute class SEC 401. Achievement of the associated GIAC GSEC exam will still be required for the award of credit. Students pursuing this option will register and pay tuition for the GIAC GSEC exam but will *not* receive course materials for the SANS SEC 401 class.

Technology and Software Requirements

In order to fulfill the requirements of the SANS Technology Institute curriculum, you are expected to have, or have access to:

- A personal computer capable of connecting to the internet
- An email account
- A word-processor software program such as *Microsoft Word*, *iWork Pages*, or *Open Office Writer*
- A web-browser (Internet Explorer, Firefox, Chrome, etc.)

In addition, most of your classes will require special software to be loaded on your computer. Approximately a week before class, you will receive notice of that class' software requirements. This will tell you where to get any software needed for the class and labs, as well as any configuration settings that need to be applied.

Veterans Benefits

Introduction

This section provides you with explanations for how your veterans benefits will work relative to the programs at the SANS Technology Institute (STI). In addition to the information provided here, we recommend that students review the *Student Handbook*, which contains additional academic and student conduct policies.

Background Information

Our programs are delivered in non-standard academic terms and are designed to maximize the flexibility by which a student can engage in the required coursework. Rather than taking courses on-campus during fixed semesters, our programs are delivered through a series of courses taken via a mix of modalities (primarily at a student’s option), with asynchronous start dates. All students enrolled in a degree program will need to satisfy the same requirements, but the timing of individual student progression may differ according to individual schedules and the availability of courses.

PROGRAM CHARACTERISTIC	STANDARD COLLEGE	SANS TECHNOLOGY INSTITUTE
ENROLLMENT PERIOD	Typical semesters	Asynchronous start dates
STANDARD TERMS	15-19 weeks	Varying course-term lengths depending upon course
COURSE MODALITY	Either on-campus, in-person classroom instruction or 100% online	Mix of in-person and at-a-distance modalities, at the student’s option

The flexible structure of our programs – course start dates, the mix of in-classroom and at-a-distance options, the varying terms for courses, their associated credit hours, and calculated pace of progress – impacts how payment benefits are calculated by the VA. As a result, there may be significant fluctuations in the payments you receive throughout the course of your program. This is not to suggest that total available benefits are enhanced or diminished, but simply that our structure may cause a variability in payments at different times as you enroll in courses, experience gaps between courses, and engage in different instructional modalities. The resulting payments will be different and less consistent than they would be if you were to attend a traditional, brick-and-mortar college with fixed semester terms and standard credit hour assignments per course.

Because the rules and processes associated with VA educational benefits are complex, a full description is beyond the scope of this guide. However, we will generally distinguish between Post-9/11 GI Bill® and other sections in this guide, and will seek to point out where and how payment amounts you receive are determined by the courses you might be taking at the time.

Approved Live Learning Events for 2019

At this time, the SANS Technology Institute is approved and eligible to receive veterans benefits only in the State of Maryland. Because of this, Student Veterans may apply their benefits only to courses where the instruction element is delivered live at an approved location in Maryland, or delivered at-a-distance through SANS [OnDemand](#), [vLive](#), or [Simulcast](#). Resident course offerings in Maryland vary each year. Here are the approved training sites for 2019:

SANS Baltimore:

Hilton Baltimore
401 W. Pratt Street
Baltimore, MD 21201

SANS Columbia:

Sheraton Columbia Town Center
10207 Wincopin Circle
Columbia, MD 21044 US

Pen Test HackFest Summit:

Hyatt Regency Bethesda
One Bethesda Metro Center
7400 Wisconsin Ave
Bethesda, MD 20814

Chapter 33 Post-9/11 GI Bill®

For Chapter 33 benefits, tuition and fees are sent directly to the school to pay for courses that have been certified. It also provides a monthly housing allowance and book stipend which are described below. Students with questions regarding specific amounts for housing allowances are encouraged to reach out to the VA directly at the GI Bill® help line (888-442-4551) or online at <https://gibill.custhelp.va.gov/>

Housing Allowance

The Monthly Housing Allowance (MHA) is paid directly to the student on the 1st of the month, based upon enrollment time in the previous month. MHA will be paid for periods when:

- a. The student is enrolled in at least one course,
- b. The student is earning credits at a 'rate of pursuit' greater than half-time, and
- c. The student is not on active duty.

The calculation of MHA is impacted by the following considerations:

Course Modality

- Students who take a course in-person (in Maryland) will be paid per the calculation determined by the BAH for an "E-5 with Dependents" using the ZIP code of *the live event attended*.
- Students who take a distance education course will be paid a housing stipend at the online rate, set as roughly one-half the national average.
- More information about the MHA can be found at https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rates/ch33/ch33rates080118.asp#HOUSING

'Rate of Pursuit'

As detailed earlier in the catalog, each course is itself a term, as far as enrollment is concerned. This means that when we certify terms to the VA, those terms are simply each course. Additionally, we certify terms (courses) to the VA one week before the course begins, which is the deadline for any schedule changes.

- Undergraduate students using GI Bill will be considered full-time in each term (course) if they pursue the full-time version of their courses (detailed above with course descriptions).
 - *MHA payment for courses taken at less than full-time will be determined by the VA.*
- The VA will calculate a prorated MHA amount based upon a student's benefit level, the rate of pursuit, and the number of days in a month the student was enrolled in a course.
- Students may complete coursework earlier than the targeted timeframe and STI will adjust the certification to reflect the actual time taken to complete the course. These adjustments may impact MHA payments, as it relates to enrollment periods changing.

Books and Fees Stipend

The book stipend is a lump sum paid directly to the student for each enrollment certification processed, up to an annual cap. The stipend pays \$41.67 per credit certified, and is prorated by your qualification percentage. The annual cap re-sets the 1st of August each year.

Vocational Rehab and Employment

Similar to the Post 9/11 GI Bill®, Vocational Rehabilitation and Employment (VR&E) benefits pay the school directly for 100% of tuition and fees. It also provides monthly housing allowance based on the student's rate of pursuit (full-time, $\frac{3}{4}$ time, etc.).

Other GI Bill® Chapters, including Chapter 30 Montgomery Bill

Other GI Bill® Chapters (30, 35, 1606) send monthly stipend payments directly to the student based on their rate of pursuit (full-time, $\frac{3}{4}$ time, etc.), who then must pay the school for tuition and fees. Eligible students who are certified for these VA benefits do not have to remit the full tuition payment at the time of registration. However, students using benefits under these chapters will be required to pay their tuition to STI by the end of their course terms.

Yellow Ribbon Program

The SANS Technology Institute does not participate in the Yellow Ribbon Program at this time.

Registering and Paying for Courses

Once students have completed orientation and their initial advising appointment, they are able to register for their first course and request to be certified with the VA. Here is an outline of the process:

- 1) After the initial advising meeting, a student advisor will email registration instructions which will prompt the students to indicate “using GI Bill” in the special comments line of the registration form. This provides STI with consent to be “certified” with the VA for the course.
- 2) Students should select “check” as payment method to submit registration without making a payment.
- 3) STI will leave the invoice as “UNPAID” until payment has been received from the VA. Students may see another invoice in their SANS portal listed as “COMPED” to order the associated SANS components.
- 4) Students using Chapter 33 at less than 100% eligibility, or students using other Chapters, have up until the end of the course to pay tuition. Failure to have tuition paid by the end of the course term may result in academic dismissal.

Please note:

- Student Veterans do not need to use VA benefits for every course throughout the program but can instead elect to use it for only certain courses. Therefore, students need to indicate on each course registration form (as indicated in Step 1 above) if they would like to utilize their benefits.
- Many schools offer a Priority Enrollment status for students using GI Bill®. Because all students have equal registration access, STI does not have a Priority Enrollment policy in place for students using GI Bill®.

VA Requirements of GI Bill® Users

- Students who seek to use GI Bill® or VR&E must first apply for benefits online at vets.gov and submit official documentation to STI (i.e. Certificate of Eligibility or VR&E Authorization Form) at the time of admission.
- The VA will only pay for courses listed in the catalog that are required for a degree and for programs that have been approved for study by the VA.
- If students take courses in addition to those listed for their approved program, they will not be entitled to receive VA benefits for them.
- Students who do not complete a course that has been certified by the VA will owe tuition and fees back to the VA.

Course Failures

The VA requires schools to report whether a failing grade is the result of a student's lack of participation in the course thus, there are effectively two types of failing grades.

- (1) If you participate in the course (e.g. view all OnDemand material, take practice tests, comment in Canvas discussion board, submit written assignments, etc.), failing your course will not result in the VA recollecting tuition or applicable housing allowance.
 - (2) If you did not participate in the course (e.g. stopped viewing OnDemand material, did not attempt practice tests, were not active in Canvas, etc.), then we will report your non-attendance failure to the VA, as well the last date of course activity. The VA will seek to recollect tuition and applicable housing allowance for the entire course duration.
- Students are expected to maintain satisfactory academic progress as outlined in the *Student Handbook*.

VA Requirements of SANS Technology Institute

The VA requires the SANS Technology Institute to:

Monitor Course and Program Progress

STI will monitor your course activity to ensure that you are progressing appropriately. We track course activity by checking OnDemand progress, activity in STI's Student Portal, practice test performance, etc. Additionally, you will be required to follow the Satisfactory Academic Progress policy as mandated by STI to remain in good standing with the institution.

Certify Enrollments (VA Form 22-1999)

STI will submit VA form 22-1999 (Enrollment Certification) on the first day of class for courses taken in-classroom or via our vLive or Simulcast modalities, and on the 1st or 15th of the month for OnDemand courses.

Please note refunds are not given after classes begin for in-person/vLive courses and after date of registration for OnDemand courses.

Report Enrollment Information

STI is required to report any changes in your enrollment status to the VA. Enrollment changes could include withdrawals, change course date, change delivery modality, etc. These changes could affect your rate of pursuit which could impact your stipend and/or benefits payments. We also report academic progress (including academic probation or dismissal), and certify graduation/program completion.

Review of School Records by VA and Maryland State Approving Agent

By law, STI is required to maintain and make available student records (such as enrollment periods, grade information, student application, etc.) to authorized representatives of the government. STI will retain your records for a minimum of 3 years following the termination of your enrollment.

Students can expect the following of the VA:

Benefit Letters

The VA will mail an award (benefit) letter to you showing we certified you and indicating the amounts you will receive during the course enrollment period/term. You are advised to stay informed as to your remaining benefits, as you are responsible for any tuition the VA does not pay.

Funding Your Tuition

- For Montgomery GI Bill (Chapter 30): The VA will deposit money directly into the bank account you have provided to them.
- For Post-9/11 GI Bill (Chapter 33): The VA will send funds for tuition and fees directly to STI and deposit funds for the book stipend and MHA to you.

VA Resources and Contact Information

While STI will make every effort to help you navigate your benefits, it is ultimately your responsibility to understand your benefits. We cannot advise students on eligibility of benefits, as we do not represent the Department of Veterans Affairs. The following resources are available to help you find the information you need:

- GI Bill® Official Web Site: <http://www.benefits.va.gov/gibill/>
- Online benefits application portal: <https://www.vets.gov/>
- GI Bill® Education Forms hard copies: http://www.benefits.va.gov/gibill/handouts_forms.asp
- GI Bill® FAQ: <https://gibill.custhelp.com/app/answers/list>
- Payment Rates and Comparison Tool: http://www.benefits.va.gov/gibill/comparison_tool.asp
- Post-9/11 GI Bill® Summary: http://www.benefits.va.gov/gibill/post911_gibill.asp
- Harry W. Colmery Veterans Educational Assistance Act (Forever GI Bill®): <https://www.benefits.va.gov/GIBILL/FGIBSummaries.asp>
- Education Benefits Phone Number: 1-888-GIBILL-1 (1-888-442-4551)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/qibill.