



9. An IHL with multiple campuses that wishes to submit a single Yellow Ribbon Program agreement covering more than one campus agrees to submit a listing of all campuses covered under this agreement as an addendum to this agreement. The listing must include the name, address, and facility code of each campus. The IHL further certifies that all campuses covered under this agreement are subject to the authority of the authorizing official signing the agreement, and each 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.

10. 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.

11. The terms of this agreement will be available for public viewing on VA's GI Bill website at [www.GIBILL.va.gov](http://www.GIBILL.va.gov).

12. 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 15 (or the following Monday if May 15 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.

13. 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.

14. 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 10 minutes 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.whitehouse.gov/omb/library/OMBINV.VA.EPA.html#VA](http://www.whitehouse.gov/omb/library/OMBINV.VA.EPA.html#VA). 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

**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](mailto: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. In addition, the IHL must be located in the United States or be a branch of such institution located outside of the United States. Foreign schools are not eligible to participate in the Yellow Ribbon Program.

**Name, Address, & Facility Code**

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

**Items 1-5**

By signing and submitting this form to VA, the IHL agrees to adhere to the provisions listed in Items 1-5.

**Item 6**

Check the appropriate boxes. If other is specified, provide the form of contribution in the space required. Refer to Line 3 concerning prohibited sources of funds for institutional contributions.

**Item 7**

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 8. Enter the dates of the upcoming academic year (e.g., 2012-2013) for which the agreement is being submitted. (NOTE: An academic year for VA purposes is August 1 to July 31.)

**Item 8**

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:** IHL's must complete columns A and D for each contribution listed. IHL's 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		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 9**

IHL's may enter into a centralized Yellow Ribbon Program agreement. If an IHL has multiple campuses (that are all subject to the authority of the official signing the agreement) and wants to use the same contribution information for multiple campuses, it may do so by attaching an addendum to this agreement which lists name, mailing address, and facility code of each participating campus. You may only include any locations/branches that have facility codes.

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

**Items 10 and 11**

Self-explanatory.

**Item 12**

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.

**Item 13**

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 are assessed tuition and/or fees that exceed the maximum amounts payable in the state or territory under the Post-9/11 GI Bill.

**Item 14**

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 or fax 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:**

1. Via e-mail to [Yellow.Ribbon@va.gov](mailto:Yellow.Ribbon@va.gov) . If submitting via e-mail, please attach a scanned copy of the signed form. **(VA cannot process applications received without a signature.)**
2. Via fax to 202-275-2636 with a cover sheet displaying **Attn: Yellow Ribbon Team.**
3. Via postal mail to the following address:

Department of Veterans Affairs  
Attn: Yellow Ribbon Program (223C)  
810 Vermont Avenue, NW  
Washington, DC 20420

If sent via email or fax, retain proof of submission (email or fax transmittal). If sent via mail return receipt requested, retain proof of receipt.