



7. **Foreign Schools only:** The annual open season enrollment period for foreign schools is June 1st - July 31st (or the following Monday if July 31st falls on a Saturday or Sunday). The IHL must apply annually due to currency exchange fluctuations. The IHL agrees to provide Yellow Ribbon Program contributions as indicated below. You must report in the official currency of record for the institution. Per 38 CFR 21.9640, foreign currency will be converted into United States dollars using the foreign exchange conversion rate as published by the Federal Reserve effective on the first day of July that precedes the relevant academic year. The IHL agrees to provide these contributions for each eligible participant during the academic year up to the following amounts (fill in all applicable fields):

A. MAXIMUM NUMBER OF STUDENTS	B. DEGREE LEVEL (Undergraduate, Graduate, Doctoral, or All)	C. CURRENCY TYPE USED FOR SCHOOL BILLING	D. MAXIMUM CONTRIBUTION AMOUNT <i>(NOTE: Enter amount per student or write in "Unlimited.")</i>
(example) 10	Graduate	European Euro	€ 2,000

8. An IHL with multiple branch campuses that wishes to submit a single Yellow Ribbon Program agreement covering more than one branch campus agrees to submit a document listing all branch campuses covered under this agreement as an addendum to this agreement. The listing must include the name, address, and facility code of each branch campus. Please note that any location with an "X" as the 3rd position for its facility code should **NOT** be included (*Example: Facility Code 3-2-X000-00*). The IHL further certifies that all branch campuses covered under this agreement are subject to the authority of the authorizing official signing the agreement, and each branch 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.

9. 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.

10. 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).

11. 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 15th (or the following Monday if May 15th 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.

12. 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.

13. 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

**PRIVACY ACT INFORMATION:** VA will not disclose information collected on this form to any sources other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations, Section 1.526 for routine uses (e.g. VA sends education forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training as identified in the VA System of Records, 58VA21/22/28, Compensation, Pension, Education and Veteran Readiness and Employment Records - VA, published in the Federal Register.

**RESPONDENT BURDEN:** An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 2900-0718, and it expires October 31, 2025. Public reporting burden for this collection of information is estimated to average 14 hours per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing the burden, to VA Reports Clearance Officer at [VACOPaperworkReduAct@va.gov](mailto:VACOPaperworkReduAct@va.gov). Please refer to OMB Control No. 2900-0718 in any correspondence. Do not send your completed VA Form 22-0839 to this email address.

<b>AGREED TO:</b>			
SIGNATURE OF AUTHORIZING OFFICIAL	TITLE OF AUTHORIZING OFFICIAL	TELEPHONE NUMBER	DATE SIGNED
PRINT NAME OF AUTHORIZING OFFICIAL			
<b>FOR VA USE ONLY</b>			
<b>ACCEPTED BY:</b>			
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. U.S. schools are defined as those located in the United States or as a branch campus of such institution located outside of the United States. Foreign schools are eligible to participate as of August 1, 2021.

**Name, Address, & Facility Code**

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

**Items 1-4**

By signing and submitting this form to VA, the IHL agrees to adhere to the provisions listed in Items 1-4.

**Item 5**

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 6. Enter the dates of the upcoming academic year (e.g. 2020-2021) for which the agreement is being submitted. (NOTE: An academic year for VA purposes is August 1 to July 31.)

**Item 6 (U. S. SCHOOLS ONLY)**

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:** IHLs must complete columns A and D for each contribution listed. IHLs 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	All	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 7 (FOREIGN SCHOOLS ONLY)**

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. **Please be advised that an IHL cannot list a specific degree program** (e. g., Master's of Business Administration, Juris Doctorate, Bachelor of Science in Nursing, etc.)

C. Currency used by School's Billing System - Specify the currency type used by your school for student billing. This can be stated by the currency's officially recognized name or you can provide the International Organization for Standardization (ISO) 4217 code. Example: European Euro or EUR

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 tuition and fees for each student eligible for the specific contribution, please enter unlimited. You must answer in the currency used for student billing at your institution. **Do not report in U.S. dollars. You must report in the official currency of record for the institution.** Your stated contribution for each eligible student will be converted into U.S. dollars using the foreign exchange conversion rate published by the Federal Reserve effective on the first day of July preceding the relevant academic year. VA will make a matching contribution in U.S. dollars up to 50% of the unmet tuition and fees for each eligible student.

**NOTE:** IHLs must complete columns A, B and C for each contribution listed in column D.

EXAMPLE 1:

A. MAXIMUM NUMBER OF STUDENTS	B. DEGREE LEVEL (Undergraduate, Graduate, Doctoral, or All)	C. CURRENCY TYPE USED FOR STUDENT BILLING	D. MAXIMUM CONTRIBUTION AMOUNT
10	Undergraduate	CANADIAN DOLLAR (CAD)	\$ 2,000

EXAMPLE 2:

A. MAXIMUM NUMBER OF STUDENTS	B. DEGREE LEVEL (Undergraduate, Graduate, Doctoral, or All)	C. CURRENCY TYPE USED FOR STUDENT BILLING	D. MAXIMUM CONTRIBUTION AMOUNT
15	All	BRITISH POUND (GBP)	£ 718.15

**Item 8**

IHLs may enter into a centralized Yellow Ribbon Program agreement. If an IHL has multiple branch campuses (that are all subject to the authority of the official signing the agreement) and wants to use the same contribution information for multiple branch campuses, it may do so by attaching and submitting a document listing all branch campuses covered under this agreement as an addendum to this agreement which lists name, mailing address, and facility code of each participating branch campus. Please note that any location with an "X" as the 3rd position for its facility code should **NOT** be included (**Example: Facility Code 3-2-X000-00**).

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

**Items 9 and 10**

Self-explanatory.

**Item 11**

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.

**INSTRUCTIONS FOR VA FORM 22-0839  
YELLOW RIBBON PROGRAM AGREEMENT (Continued)**

**Item 12**

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

**Item 13**

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 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:**

Via e-mail to [Yellow.Ribbon@va.gov](mailto:Yellow.Ribbon@va.gov). When submitting via e-mail, please attach a scanned copy of the signed form. ***(VA cannot process applications received without a signature.)***

When sending via email, retain proof of submission (email).