

## VA National Education for Employees Program (VANEEP)

VANEEP provides scholarships to employees pursuing degrees or training in health care disciplines for which recruitment and retention of qualified personnel is difficult. VANEEP provides scholarship and replacement salary funding to VA facilities to allow certain scholarship participants who are enrolled full-time in an approved education program to accelerate their degree completion by attending school full time. VANEEP participants agree to work at their VA facility during academic breaks and, in return, receive full salary and payment for education costs, including tuition, books, and certain fees. *(Note: VANEEP is a policy-derived program that stems from the legislative authority of EISP.)*

### Eligibility

- VANEEP funding is limited to first-time licensure/certification programs requiring clinical or practicum hours.

#### Applicants:

- Must be in a permanent full-time/part-time appointment at the time of application submission and during participation in program.
- Must have been continuously employed for at least one year with VHA, immediately preceding submission of application.
- Must be enrolled in, or unconditionally accepted for enrollment in, an academic program that prepares the applicant to meet the [VA Qualification Standards](#) for employment in a Title 38 or Hybrid Title 38 Occupation (specific degree program must be accredited and meet VA qualification standard).
- Must attend academic institutions located in the United States or its territories and accredited by the professional accrediting body identified in [VA Qualification Standards](#) as required for the applicable occupational series.
- Must have a cumulative 3.0 grade point average on a 4.0 scale.
- Must be within credit and funding limits of VANEEP.
- Cannot have an obligation under any other Federal program to perform service after completion of the course of education or training.

### Covered Expenses

- VANEEP awards cover tuition and related expenses such as registration, fees, and books.
- Sponsoring facility receives salary replacement funds for up to 24 months.
- Scholarship funding limitations:
- The maximum funding that may be awarded to an employee enrolled in a full-time curriculum is \$44,228.56 for the equivalent of 3 years of full-time coursework.
- The maximum credit hours that may be funded are 90 for undergraduate course work or 54 for graduate level course work.
- The maximum funding that may be awarded per credit is \$491.43 per undergraduate credit hour or \$819.05 per graduate credit hour.
- Scholarship awards are not taxable.
- Students have a maximum of 2 years to complete their education.

## Service Obligation

- Upon completing their educational program and licensure/certification, participants work as permanent, full-time VA employees in the occupation for which the scholarship was provided.
- Participants agree to a 3-year service obligation.

## How Are Awards Determined

- VHA facilities recommend employees for scholarships based on local Workforce Succession and Strategic Plans.
- National funding is prioritized based on VA and VHA workforce needs.

## How to Apply

- Determine the scholarship program for which you want to apply (see [Scholarship Program Decision Tree](#)).
- Contact your local Scholarship Coordinator for local criteria, application instructions, deadlines, and additional assistance.
- Applications are submitted through your local VHA facility.
- Facility Directors recommend employees for scholarship program participation.
- See your local facility intranet for the additional information.

## Application Requirements:

- Complete Scholarship Application Form
- Letter of acceptance from the school
- Tuition, book, and fee costs (plan of study)
- Program curriculum and cost per credit hour
- Documentation of any credits previously earned (transcripts, may be unofficial)
- Credit Hour Verification Worksheet
- Copy of resume
- Copy of most recent completed appraisal or proficiency
- References
- Cover Letter

## Student Responsibilities:

- Maintain an acceptable performance and leave usage (confirmed quarterly with supervisor).
- Provide coordinator with completed grades (C or better) and bills in a timely manner.
- Communicate program changes.
- Within 6 months of graduation provide diploma and transcripts to scholarship coordinator, find and secure a position using the degree for which you went to school.
- Work in a full-time status during service obligation period.
- If breach occurs:
  - Before school starts and payment is made the amount owed is \$1500.00.
  - During your program, payback is all funding you received up to that point.
  - During service obligation period, typically payback is up to 3 times that of the original awarded scholarship funding. In some cases, a waiver from repayment can be requested.