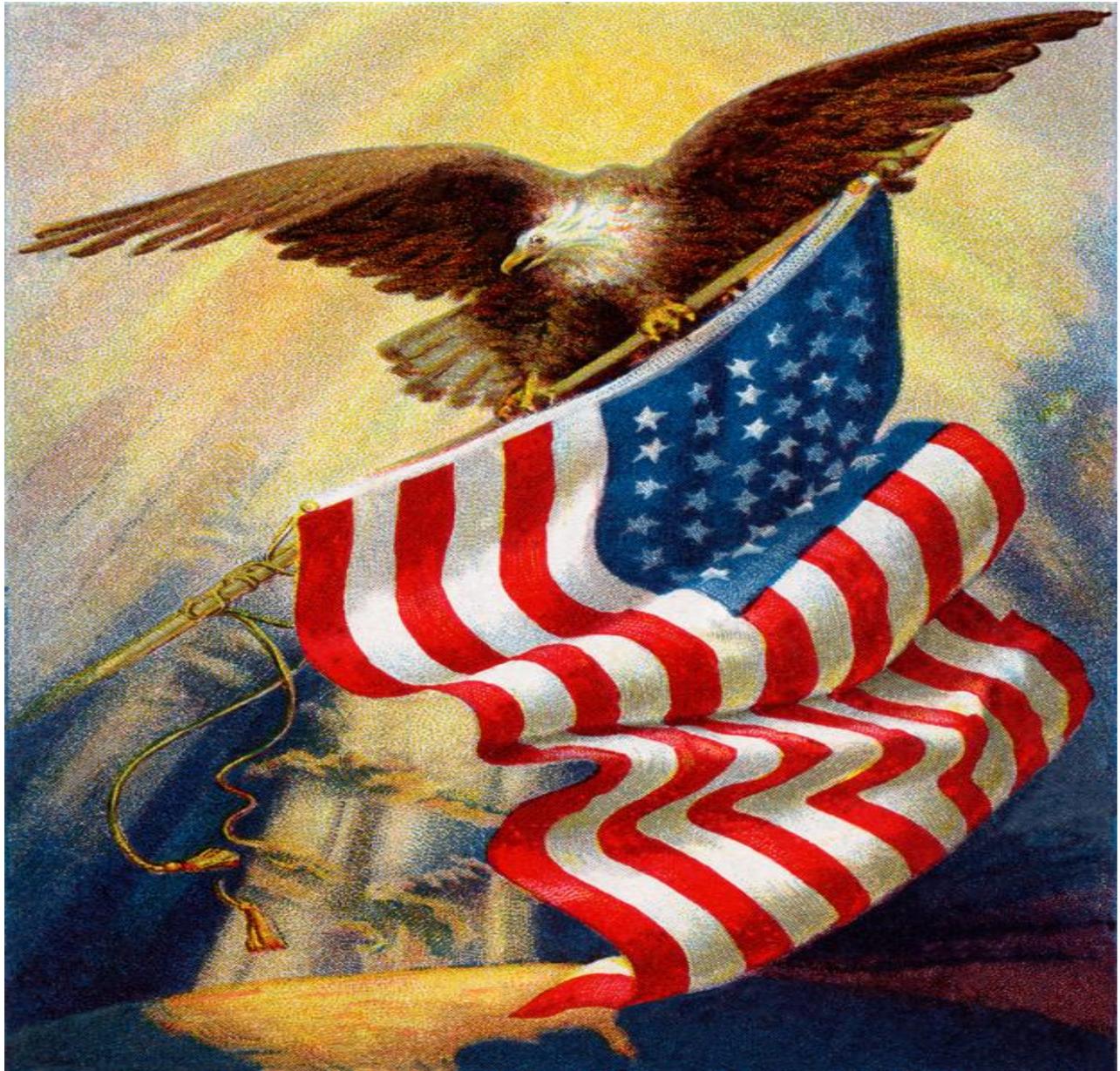


# Daytona State College

## Veteran's Handbook



A reference guide for using your VA education benefits

# Veteran's Handbook

A reference guide for using your VA education benefits at Daytona State College

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# Applying for VA Education Benefits

The Department of Veterans Affairs (VA) requires each applicant for VA Education Benefits be accepted to an approved curriculum (program of study) before initial certification of attendance can be sent to the VA.

## Acceptance to Daytona State is achieved by completing the following:

1. Daytona State admissions application.\*
2. Submission of official high school transcripts, official copies of GED scores or Adult High School diploma.
3. Submission of official transcripts from all other colleges attended.
4. Placement testing. All new students admitted to a program must take an assessment test. Some exemptions exist. Go to [http://go.daytonastate.edu/assessment/placement\\_testing.html](http://go.daytonastate.edu/assessment/placement_testing.html) for specific placement testing requirements and exemptions.
5. Orientation program and requirements.
6. Meeting with a counselor/advisor to discuss requirements of your program.

\* Some programs may require additional admission requirements.

## Benefit Programs and Requirements

All forms needed to apply for education benefits are available in the Veterans' Services Office at Daytona State. Application requirements for education benefits vary from program to program. Your application package must be complete prior to submission to the VA for approval.

- **Combat Decoration Superior in Precedence**

If the student is currently a Florida resident as well as a Florida resident when awarded a superior combat decoration can give their DD-214 to the school veterans' office to have the tuition and fees taken care of. This waiver is applicable for 110% of the number of required credit hours of the degree or certificate program for which the student is enrolled.

### List

Purple Heart  
Bronze Star (must be "V" designation or device)  
Distinguished Flying Cross  
Legion of Merit (must be "V" designation or device)  
Silver Star  
Air Force Cross  
Navy Cross  
Distinguished Service Cross  
Medal of Honor

- **CHAPTER 33- POST 9/11 GI BILL**

Individuals who have served at least 90 aggregate days on active duty after September 10, 2001 may be eligible for this program. Individuals who were in a selected reserve component and served on active duty on or after September 11, 2001 for at least 90 consecutive days may be eligible for this program. **NOTE: To obtain your monthly housing allowance (BAH) for Chapter 33, you must be attending one credit hour in an onsite course.**

*Application package includes:*

Form 22-1990 – Application of Education Benefits

DD214 #4 copy – Certificate of Release or Discharge from Active Duty

**Individuals training at 50% pursuit or less are not eligible for a housing allowance.**

- **CHAPTER 30 - MONTGOMERY GI BILL**

Individuals entering military service, on or after July 1, 1985, and elected to have their basic pay reduced by \$100 per month for 12 months of their service may be eligible for this program.

*Application package includes:*

Form 22-1990 -- Application for Education Benefits

DD214 #4 copy – Certificate of Release or Discharge from Active Duty

- **CHAPTER 31 - VOCATIONAL REHABILITATION**

This benefit is designed to assist veterans with a service-related disability in obtaining and maintaining employment. A service-related disability rating of 20% or more is required as part of the eligibility requirements.

*Veterans should apply for vocational rehabilitation through the Department of Veterans Affairs and must follow guidelines from the Vocational Rehabilitation and Counseling Division of the DVA regarding application and admission requirements.*

- **CHAPTER 1606 - SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM**

Individuals who have agreed to serve six years, on or after July 1, 1985, or extended an enlistment for a period of at least six years in the selected reserve may be eligible for this program.

*Application package includes:*

Form 22-1990 -- Application for Educational Assistance

DD Form 2384 -- Notice of Basic Eligibility (NOBE). Copies are obtained from your National Guard or Reserve component.

- **CHAPTER 1607 - RESERVE EDUCATIONAL ASSISTANCE PROGRAM**

Individuals in a selected reserve component who served on active duty on or after September 11, 2001 for at least 90 consecutive days may be eligible for this program.

*Application package includes:*

Form 22-1990 -- Application for Educational Assistance

DD Form 2384 -- Notice of Basic Eligibility (NOBE). Copies are obtained from your National Guard or Reserve component.

DD214 #4 copy – Certificate of Release or Discharge from Active Duty

- **CHAPTER 35 - SURVIVORS AND DEPENDENT'S EDUCATIONAL ASSISTANCE**

Surviving spouses and children of veterans who meet the following criteria may be eligible for this program:

- a. Suffered a service-related death,
- b. Died as a result of a service-related disability or
- c. Receive a 100% permanent and total service-related disability.

*Application package includes:*

Form 22-5490 -- Application for Survivor's and Dependent's Educational Assistance

- Child's application must be accompanied by a birth certificate.
- Spouse's application must be accompanied by a marriage license.

## **Certifying Enrollment**

**Note: All paperwork for certification must be submitted at least 48 hours prior to the scheduled payment due date to ensure your courses will not be dropped for non-payment.**

Certification is the process by which the College verifies to the VA a student's dates of attendance, degree program and number of credit hours taken. The VA will not pay any student without receiving this certification. You must bring your schedule each semester to the VA Office and complete the Veteran's Worksheet before being certified for that semester to ensure all classes meet requirements. Forms can also be obtained on-line via Daytona State website and submitted by email to [baileyw@daytonastate.edu](mailto:baileyw@daytonastate.edu) or [maultso@daytonastate.edu](mailto:maultso@daytonastate.edu).

**Note:** All courses taken must be in your selected program. VA students will not be certified for, nor paid by the VA, for courses that are not in their program, audited classes, withdrawals or non-required courses.

### **TELEPHONE/INTERNET CERTIFICATION FOR CHAPTERS 30, 1606 and 1607**

Students receiving GI Bill benefits under Chapter 30, 1606 or 1607 must verify enrollment with the VA at the end of every month they attend class. All students enrolled in Non-College Degree (NCD) programs measured in vocational/clock hours must also submit attendance sheets on a weekly bases to the Veterans Affairs Office at Daytona State College. Chapter 35 recipients are not required to certify with the VA unless enrolled in a Non-College Degree (NCD) program. To verify enrollment, students can call 1-877-823-2378 or access the VA's website [www.gibill.va.gov](http://www.gibill.va.gov) and click on "verify school attendance".

## **Determining Which Courses to Take**

The Daytona State catalog and program guides outline the courses required for graduation in each program. All courses must be drawn directly from the outline as it appears in the catalog in effect at the time of your enrollment. You will be certified for only those courses required for your degree. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect at the time of their re-entry. Summer semester attendance is not necessary to be considered in continuous attendance.

## REPEATING CLASSES

Benefits will not be paid for repeating courses in which a passing grade ('D' or above) is received. An exception is if the College's policy or a state statute require a 'C' or above to successfully complete the course. For Chapter 31 students, see your case manager.

## ATTENDANCE

Students must attend classes regularly. Faculty will report students who stop attending classes, and the last date of attendance will be reported to the VA.

## VOCATIONAL CERTIFICATE PROGRAMS

VA regulations require attendance records be kept on students enrolled in programs not leading to a standard college degree. VA benefits may be suspended if the student accumulates three or more unexcused absences during any calendar month. Three tardy days will count as one absence and two partial days count as one absence. Also, all students enrolled in Non-College Degree (NCD) programs measured in vocational/clock hours must also submit attendance sheets on a weekly bases to the Veterans Affairs Office at Daytona State College.

## TRAINING RATES

### STANDARD SEMESTER (15-19 weeks)

CREDIT HOURS	TRAINING TIME	MONTHLY RATE OF PAY
12 or more	full time	maximum allowance
9 – 11	3/4 time	75% of maximum
6 – 8	1/2 time	50 % of maximum
5 or less	below 1/2 time	tuition and fees

For training less than 1/2 time, the VA will pay total tuition and fees only up to a maximum amount. Payment may be issued in a single check or on a monthly basis.

### ACCELERATED & SUMMER SESSIONS

	6 WEEK	8 WEEK	10 WEEK	12 WEEK
Full time	4 or more	6 or more	7 or more	8 or more
3/4 time	3	4-5	5-6	6-7
1/2 time	2	3	4	4-5

\*\*Chapter 33 recipients must be enrolled more than half-time and cannot be in all on-line classes in a semester to be eligible for BAH payments.

### CHANGES

All add/drop changes after initial certification should be reported by the student to the Daytona State Veterans' Services Office and are forwarded to the VA Regional Office. Withdrawing or adding classes may change the eligible monthly rate received by the student, and if not reported in a timely manner could lead to an underpayment or overpayment of benefits. Students are encouraged to report these changes in a timely manner to avoid these situations.

## **CHANGING MAJOR**

Students must report a change of major to the College's Veterans' Services office at the beginning of the semester in which the change occurs. Students will be required to complete a change of program request, VA Form 22-1995 (chapters 33, 30, 1606 and 1607) or 22-5495 (chapter 35). For chapter 31 students, see your case manager.

## **Financial Aspects**

### **PAYMENT OF TUITION AND FEES**

Unless a deferment is granted, students are responsible for making payment by the due date listed on their fee statement schedule to avoid being dropped from courses. In some cases, checks have been delayed for two or more months after the start of classes. If checks are delayed, benefits are retroactive to the first day of classes.

### **DEFERMENT**

All eligible veterans (except Chapter 31 and 33 where tuition/fees are automatically put on hold) may request and be granted a 30-60 day deferment of payment for tuition and fees (books and supplies not included). Please be aware that withdrawal from any classes after the end of the Drop/Add period must still be paid for, even if dropped prior to paying for the deferment.

### **NON-VA FINANCIAL AID**

The veteran/dependent student is also eligible to apply for any other financial aid available to the general campus population. This financial aid includes loans, grants, scholarships and student employment. The Free Application for Federal Financial Aid ( FASFA) is used to determine financial need for all forms of federal aid, as well as most scholarships. You can apply for federal aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## **Initial Check for First Time Students**

The monthly VA educational award may be prorated if necessary. For example, if the first term of your enrollment begins on the 15th of the month, the monthly rate will be divided by 30 (the number of days in a standard month) and the daily rate is multiplied by the number of days you attended class that month. This is the amount of your check for the first month of attendance. Payment is made at the beginning of the month for the previous month.

## **Break/Interval Pay**

Effective for enrollment periods beginning on or after August 1, 2011, payment for any breaks between any terms is prohibited for any GI Bill program. Breaks occurring during a term or session (such as Spring Break for example) will be paid.

## **Standards of Progress**

Students must maintain satisfactory academic progress and conduct to continue receiving VA education benefits. Education benefits will be suspended for unsatisfactory progress immediately following any semester when an eligible person receives **all** grades of 'I' or 'F' or a combination.

An eligible person is placed on academic warning if the student's cumulative grade point average (CGPA) falls below a 2.0 in any semester. Education benefits would be suspended for failure to achieve satisfactory progress if their CGPA falls below 2.0 for a second consecutive semester. Benefits will be suspended until the student completes one semester without VA assistance and attains a minimum of a 2.0 CGPA.

## **Appeals**

The veteran or dependent may appeal a VA decision to the Board of Veterans Appeals at any time within one year of the date of his or her notification letter. Each notice of decision the VA issues contains your legal rights and appeal procedures. The appeal process is initiated by filing a Notice of Disagreement with the VA. The VA will advise the student of their procedural rights as the claim progresses through the appeals process.

\* It is not within the realm of responsibility for the Daytona State College VA office to assist with appeals claims.

## **VA Web Site and Phone Numbers**

### **VA - Atlanta Regional Office**

Your official source for information on VA Education Benefits:

[www.gibill.va.gov](http://www.gibill.va.gov)

Call: 1-888-442-4551

**Certify by telephone at the end of each month:**

1-877-823-2378

or

[www.gibill.va.gov](http://www.gibill.va.gov) and click on "verify attendance"