



CHANDLER-GILBERT COMMUNITY COLLEGE

Veterans Educational Benefits

Information Packet

2016

Table of Contents

CGCC Veterans Services Office.....	1
Important Resources and Phone Numbers.....	1
GI Bill Education benefit chapters.....	2
How to Apply for Veterans Educational Benefits.....	3
• Proof of Benefits Entitlement documentation	
• CGCC Veterans Services Forms	
Enrollment Certification.....	4
• Tuition Deferment	
• Concurrent Enrollment	
• Advance Payment	
Payment.....	5
• Enrollment verification for Ch. 30 & 1606	
• Chapter 33	
• Direct Deposit	
Academic Progress.....	6
Grades & Withdrawals.....	6
• Grades VA will/will not pay for	
• Consequences of class withdrawal	
Residency classification.....	7
Monthly Pay Rates.....	7
Other Programs and Additional Information.....	7
• Tutorial Assistance	
• Licensing and Certification Benefit	
• VA Work Study Program	
• Veterans Upward Bound	
Tuition Assistance.....	8
Military Transcripts.....	8

CGCC Veterans Services

The CGCC Veterans Services Office is proud to serve our veterans and their dependents. The CGCC Veterans Services Office is an arm of CGCC Enrollment Services. We act as the liaison between the college and the Department of Veterans Affairs (VA). The purpose of our office is to coordinate the processing of students' GI Bill educational benefits and, in a broader sense, to help them successfully reach their goals as students at CGCC.

Office Locations & Contact Information

<p><u>Pecos Campus (Bldg. AGA)</u> 2626 East Pecos Road Chandler, AZ 85225 480-726-4122 Reda Chambers, Veterans Services Coordinator, 480-726-4094 Fax: 602-396-5057 Email: veteranservices@cgc.edu</p>	<p><u>Williams Campus (Bluford Hall)</u> 7360 East Tahoe Avenue Mesa, AZ 85212 480-988-8177</p>
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Phone Numbers & Resources

Pecos Campus

Chandler-Gilbert Community College	(480) 732-7000
Admissions & Records	(480) 732-7320
Advisement	(480) 732-7317
Career Services	(480) 857-5211
Disability Resources	(480) 851-5188
Financial Aid Office	(855) 622-2332
Learning Center	(480) 732-7231
Student Life	(480) 732-7104

Williams Campus

Admissions & Records	(480) 988-8000
Advisement	(480) 988-8180
Career Services	(480) 857-5211
Disability Resources	(480) 851- 5188

Department of Veterans Affairs

GI Bill Website	www.benefits.va.gov/gibill
VA Regional Office, Muskogee, OK	1-888-442-4551
Monthly Enrollment Certification (Ch. 30 & 1606 only)	1-877-823-2378
	OR
	www.gibill.va.gov/wave/index.do
Vocational Rehabilitation Information	(602) 627-2800
VA Direct Deposit/Address Change	1-877-838-2778
VA Fax number	918-781-7863

GI Bill benefit chapters

CGCC Veteran Services does not determine eligibility for benefits. Only the Department of Veterans Affairs can do that. The information below is presented only as a rough guide to the payment you can expect if the Department of Veterans Affairs finds you eligible for a program.

FOR VETERANS:

- **Chapter 33, Post-9/11 GI Bill:** The veteran is awarded a percentage of entitlement based on length of active military service after 9/10/2001. VA will pay this percentage of:
 - in-state tuition and fees
 - BAH (rate for an E5 with dependents in zip code 85225 for in-person enrollment; one-half the national average rate for completely online enrollments)
 - book stipend of up to \$1000 per academic year based on number of credits
- **Chapter 30, Montgomery GI Bill:** VA pays veteran a monthly stipend.
- **Chapter 31, Vocational Rehabilitation:** Veteran must have 20% or higher service-connected disability to be eligible. Benefits are authorized through a VA case manager. Program will pay tuition and fees, actual cost of books, and a supplies stipend. The veteran also receives a monthly living stipend.

FOR RESERVISTS:

- **Chapter 1606, Selected Reserves:** Reservists and National Guard members who have never activated. VA pays a small monthly stipend. Cannot use Tuition Assistance and chapter 1606 in same semester.
- **Chapter 1607, Reserve Educational Assistance Program: (NOTE: This program being phased out as of Nov. 25, 2015.)** Reservists who have served active duty time. VA pays a monthly stipend based on length of active duty service. Cannot use Tuition Assistance and chapter 1607 in same semester.

FOR SPOUSES AND DEPENDENTS:

- **Chapter 35, Survivors and Dependents Educational Assistance (DEA):** For spouses and children of veterans who are deceased or who have a 100% service-connected disability rating. Recipient is paid a monthly stipend.
- **Chapter 33, Post-9/11 GI Bill Transfer of Education Benefit (TEB):** Eligibility to transfer benefits to a spouse or dependents is based on length of service and retirement eligibility date. Only active service persons can transfer entitlement. See www.benefits.va.gov/gibill/post911_transfer.asp for full details.

Transferring Post-9/11 benefits is a three-step process:

1. The service member applies for his/her benefits through VONAPP at www.benefits.va.gov/gibill
2. Once approved for benefits, the service member applies with Department of Defense (through <https://www.dmdc.osd.mil/milconnect/>) for approval to transfer the benefits
3. Once DoD approval is received, the spouse or child applies through VONAPP at www.benefits.va.gov/gibill to complete the transfer.

How to Apply for and use Veterans Educational Benefits at CGCC

1. **Apply for your VA benefits online:** Complete your application for GI Bill education benefits online by clicking on the Apply for Benefits button at www.benefits.va.gov/gibill. The VA will process your application and send you a Certificate of Eligibility letter 4-6 weeks later.
2. Apply for CGCC admission and take placement tests, if not already completed.
3. Apply for financial aid: www.fafsa.ed.gov.
4. Meet with a CGCC Academic Advisor or attend Coyote Kickoff to determine your program of study and select your classes within this program of study. Only classes that advance you toward your CGCC degree can be certified to VA for payment.
5. Order official academic transcripts from ALL colleges previously attended **AND** your military transcript (VA requirement). Then, request **evaluation** of those transcripts with the CGCC Admissions & Records Office. The CGCC Veterans Services Office is able to certify you for **only two semesters** prior to receiving all transcripts from all colleges and military.
6. **After you are enrolled in classes, complete and submit to Veterans Services the appropriate proof of benefits entitlement document for your chapter (see below) and the paperwork listed on Page 4.** If you have not received your benefit award document yet, you can still submit CGCC's paperwork, but please remember to submit it later.

Select from the following	Documents needed
Montgomery G.I. Bill - Active Duty (CH 30)	Discharge from Active Duty (DD-214) -OR- Certificate of Eligibility (COE) from the Department of Veterans Affairs
Post 9/ 11 GI Bill (CH 33)	Certificate of Eligibility (COE) from the Department of Veterans Affairs (preferred) -OR- Discharge from Active Duty (DD-214)
Montgomery G.I. Bill – Selected Reserves/ National Guard (Chapter 1606)	Notice of Basic Eligibility (NOBE) DD form 2384, which may be obtained from your unit's Educational Services Officer. Members of the Arizona National Guard may obtain a NOBE from their Educational Officer or at 602-267-2445
REAP - Reserve Educational Assistance Program (Chapter 1607)	Discharge from Active Duty (DD-214), or Military orders
DEA Survivors and Dependents Educational Assistance Program (Chapter 35)	Certificate of Eligibility from the Department of Veterans Affairs
Vocational Rehabilitation and Employment (Chapter 31)	You must meet with a VA counselor at the Phoenix VA Regional Office to apply for Chapter 31 benefits. The appointment is set up through VONAPP. Once the VA counselor determines your eligibility, he or she will send a benefits authorization (form 28-1905) to the CGCC Veterans Services office.

Veterans Services Office Forms. All are available at cgcc.edu/veterans. Click on Forms:

- **Request for Benefits** Form
(**Must be completed EACH and EVERY semester that you wish to use benefits—turn in after you have enrolled in classes**)
- **Prior Credit** Form (first semester using benefits at CGCC)—must fill out and sign whether or not you have prior college credit. You must also order all college and military transcripts.
- **Veterans Enrollment Policy** form (first semester using benefits at CGCC)
- **Request for Change of Program or Place of Training** (VA form 22-1995): Complete if you are new to CGCC **and** have used your benefits at a previous school. This form can be completed in paper version and turned in with other paperwork or completed online through the VONAPP at www.benefits.va.gov/gibill.
- **Request for Parent School Letter** form: needed only if CGCC is your parent school and you are also taking classes at another school. Classes must apply to your CGCC degree.

Enrollment Certification

Once you have submitted all required paperwork to the CGCC Veterans Services Office your enrollment certification will be electronically submitted within 5 business days (usually sooner) to the Department of Veterans Affairs Regional Processing Center in Muskogee, OK. You will receive a verification email. **You will only be certified for classes required for your program of study.** The VA's processing time is approximately 3 to 6 weeks after they receive our certification. Certification to the VA is not automatic: **You must submit a new Veterans Pay Request Form to the Veterans Services Office each semester you are enrolled in classes.** Please remember to certify early to expedite the process and insure VA pays you on time.

Please review the following options, if you are eligible:

TUITION DEFERMENT

Under Arizona State law, all students using VA educational benefits are eligible for deferred payment of tuition and fees. This eliminates the need for the student to pay the CGCC charges up-front while waiting for VA payment. Deferments are not granted to students with outstanding debt to any Maricopa college.

To receive the deferment, the student must submit the above forms to Veterans Services BEFORE the tuition due date for each class (generally 35 days before first day of class). If the student waits until after the due date, the system will cancel his/her enrollment for non-payment. It is therefore imperative that students act quickly to submit forms to Veterans Services after they have enrolled in classes.

The tuition deferment dates for 2015 are as follows. Payment in full is due by this date.

Fall 2015	December 17, 2015
Spring 2016	May 12, 2016
Summer 2016	August 12, 2016

CONCURRENT ENROLLMENT

When receiving VA Educational Benefits, you may be concurrently enrolled at more than one school during the same semester as long as **all** classes apply to your degree program at **one** of

the schools. The college which offers the degree you are seeking is considered your “parent school.” If CGCC is your parent school and you are taking classes at another institution which certifies students for veteran’s benefits, you will need to complete the Request for Parent School Letter form in order to be certified for all classes.

If the other school is your parent school, please work with their Veterans Services office to insure that a parent school letter is sent to CGCC.

ADVANCE PAYMENT

Currently, advance payment is not available for Post 9/11 GI Bill (Chapter 33) benefits.

Advance payment provides funds at the beginning of a school term to help the student meet expenses. Advance payment is the amount payable for the initial month or portion of a month plus the amount payable for the following month. Then you will not be paid again until the end of the third month. In order to be eligible you must certify at least 30 days prior to the start of classes and no sooner than 120 days. You also must meet the following:

- a. Must have a break in training of more than 30 days between enrollments.
- b. Must be enrolled in a minimum of 6 credit hours.
- c. Must notify Veterans Services you are electing advance payment.

Payment

VA only pays for the time periods that students are actually in classes. VA calculates full-time status based on how many credits the student is actually attending at that moment—therefore late-start and half-semester classes have a large impact on full-time status.

Educational benefits are paid in arrears, meaning you are paid the month AFTER you earn the benefit. For example, you will not receive payment for the month of August until the beginning of September. Payment for partial months of training is prorated.

Chapters 30 & 1606 - Veterans certified for these chapters must verify their enrollment monthly to receive payment. This verification can be done via the automated phone number 1-877-823-2378 or on the WAVE website gibill.va.gov/wave. You are not allowed to do this prior to the last day of the month, or the last day of the class if it ends in mid-month. Benefits are paid directly to the recipient.

Chapter 33 (Post 9/11 GI Bill) - Veterans certified for this chapter will be directly paid their monthly Housing Allowance and Book Stipend. Tuition and Fees are paid directly to the school.

NOTE: Housing allowance (BAH) is not payable to individuals on active duty or for those pursuing training at half-time or less. BAH will be prorated for those pursuing training at a rate over half-time but less than full-time. BAH is paid at a much lower rate for entirely online class schedules.

Book Stipend is not released by VA until 14 days before start of each class. BAH is paid in arrears.

To figure the prorated BAH amount, divide your actual number of credits by the number considered to be full-time and round to the nearest tenth.

For example: student is enrolled in 10 credit hours in a full semester where 12 is full-time.

$10 \div 12 = .8333333$, which rounds to 80%. VA will pay 80% of usual BAH rate.

Direct Deposit is available for all chapters. Call 1-877-838-2778 to set up or change direct deposit with the VA.

Academic Progress

Veterans must follow CGCC academic progress policy listed below in order to remain eligible for benefits.

Credit hours for which Grade Points are computed at resident Maricopa Community College	Minimum Grade Point
<u>(A,B,C,D, and F)</u>	<u>Average Required</u>
12-15	1.60
16-30	1.75
31-45	1.90
46+	2.00

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards (see above) will be placed on academic probation for a maximum of two consecutive semesters. The VA requires schools to notify them of all students on probation. After two semesters on probation, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or has demonstrated the ability to meet these standards through the approval of a written appeal with VA. Contact the CGCC Veterans Services Office for information on the appeal process.

Grades & Withdrawals

Listed below are the guidelines used by the VA for determining what classes you will receive payment for:

VA will pay for:

A, B, C, D & P grades

F - VA will only pay for a failed course to be repeated **once**.

I -The VA will pay for an "Incomplete;" CGCC policy converts the grade to a failing grade if the work is not completed within 7 months.

Y - (withdrawn, failing).

VA will NOT pay for:

Dropped classes (withdrawals during drop period)

Z - (no credit)

W - (withdrawal after drop period)

If you drop a class after the tuition refund deadline (viewable under Account Inquiry on your My.Maricopa page), the VA will not pay for the portion beyond the drop date, but you will still be charged the entire amount for the class. The VA may refuse to pay for any portion of a dropped course if it feels the drop was not justified by "mitigating circumstances."

If you are unsure of the financial consequences of dropping a class, please contact Veterans Services. We will gladly help you examine the consequences for your chapter of benefits and discuss possible alternatives to dropping the class!

Remember, if you do not attend a class, you may be dropped for non-attendance and face the same consequences as voluntarily withdrawing.

Residency classification

Normally, a person must reside in Arizona for a year to gain in-state classification, but Arizona state law (SB 2410) grants eligibility to be reclassified as a resident for tuition purposes to veterans with a DD-214 Member 4 showing an honorable discharge, or to veterans or their dependents using transferred Chapter 33 benefits who meet certain criteria. **This is not automatic.** To be reclassified, the student must submit copies of the following documents to CGCC's Admissions and Records office **before the start of classes**:

- DD-214 Member 4 copy showing an honorable discharge, or discharge within the last three years.
- Proof of intent to reside in Arizona, most commonly an Arizona driver's license or AZ voter registration
- Domicile Affidavit form (available from Admissions & Records)

Monthly Pay Rates

Rates Tables for Chapter 30, 33, 35, 1606, & 1607 are available at benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp.

Pay in all benefit chapters is based on level of enrollment at any given moment in time, not over the entire semester. For spring and fall semesters, 12 credits that span the entire semester is considered full-time. For chapter 33, 7 credits is the minimum needed to earn any BAH during a spring or fall semester (must be over half-time to earn BAH).

For summer semester, CGCC Veterans Services will provide a guide to the credit hours necessary to be full-time for each of the 5-week and 8-week sessions within the summer semester. This will be provided right before summer registration opens through the monthly e-newsletter emailed to every student using benefits.

Other Programs and Additional Information

STUDENT EMAIL

All college correspondence is sent through a student's official @maricopa.edu email address. Make sure you activate this email and monitor it regularly, or forward it to an account you do monitor. CGCC Veterans Services sends a monthly e-newsletter with very important information and deadlines via this email address.

TUTORIAL ASSISTANCE

Students are strongly encouraged to take advantage of CGCC's Learning Center. If a student requires additional tutoring, VA may pay tutorial assistance to a student receiving education benefits. To qualify, you must have a documented deficiency which makes tutoring necessary, in a subject you are currently enrolled in. The instructor must sign a request for tutorial assistance and recommend a tutor.

The monthly rate may not exceed the cost of tutoring or \$100. The maximum amount payable is \$1200. Contact the CGCC Veterans Services Office to apply for tutorial assistance.

LICENSING AND CERTIFICATION BENEFIT

This benefit allows Department of Veterans Affairs to pay for certain license or certification tests, if you are eligible. Please contact the VA or CGCC Veterans Services Office for more information. Using the test benefit will cost you entitlement.

VA WORK STUDY PROGRAM

This is a tax free employment program through the VA. You must be enrolled at least $\frac{3}{4}$ time (9 credit hours or more) and be receiving VA educational benefits. The following offices employ VA work study; please inquire directly with that office to see if they have current openings:

CGCC Veterans Services	(480)-726-4094
VA Office, Phoenix	(800)-827-1000
VA Hospital	(602) 227-5551
D.E.S. Phoenix	(602) 861-0496
D.E.S. Mesa	(480) 834-7777

VETERANS UPWARD BOUND PROGRAM

Veterans Upward Bound is a free college preparatory program for veterans. The program provides individualized self-paced basic skill instruction, career testing, and employment counseling. It is highly recommended for veterans new to college and those who may want to improve their academic and/or computer skills. There is a satellite program of VUB at the East Valley Veterans Education Center. For more information see: <https://students.asu.edu/trio/vub>

Tuition Assistance

Reservists, National Guard members and active duty service members may be eligible for Federal Tuition Assistance (TA) from their military units. TA is a Department of Defense program and the amount of funding available and the application process varies by branch of service and by unit. See your unit's Education Service Officer (ESO) for further information and to start the process.

Currently, DoD is not allowing TA and chapter 1606 or 1607 benefits to both be used in the same semester—only one or the other may be used. This does not affect other chapters.

Completed Tuition Assistance paperwork should be turned in directly to CGCC Fiscal Office (Cashiering), not Veterans Services, or submitted through appropriate online portal.

NOTE: For students using both TA and Post-9/11 GI Bill, VA rules require that the amount of Tuition Assistance be subtracted from the amount of tuition and fees reported to VA for the semester. This means that students whose eligibility percentage under Post-9/11 is less than 100% will still owe some portion of tuition to the school out of pocket, even after TA is applied.

Military Transcripts

VA **requires** you to order transcripts from all prior colleges and your military transcripts to be sent to CGCC for evaluation and awarding of credit. Not all classes will be accepted and military credit may not transfer to other colleges.

Army, Navy, Marines, and United States Coast Guard—Joint Services Transcript

<https://jst.doded.mil>

Air Force (CCAF)

<http://www.au.af.mil/au/ccaf/>

CLEP

<http://clep.collegeboard.org/>