

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.dbc.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.

CHAPTER 30 - MONTGOMERY GI BILL

Individuals entering military service, on or after July 1, 1985, who have elected to have their basic pay reduced by \$100 per month for 12 months of their service. Once deductions are made, refunds will not be issued.

Application package includes:

Form 22-1990 -- Application for Education Benefits

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

Veterans must have an honorable discharge. Discharges "under honorable conditions" and "general" discharges do not establish eligibility for the GI Bill.

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 County Veterans Service Office 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

Chapter 35 benefits are for surviving spouse and children of veterans who:

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

Application package includes:

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

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

Certifying Enrollment

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.

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. Chapter 35 recipients are not required to certify with the VA unless enrolled in a Non-College Degree (NCD) program measured in vocational/clock hours. To verify enrollment, students can call 1-877-823-2378 or access the VA's website www.va.gov/education and type in WAVE.

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.

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

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

Report a change of major to the College's Veterans' Services office when the change occurs. Students will be required to complete a change of program request, VA Form 22-1995 (chapters 30, 1606 and 1607) or 22-5495 (chapter 35).

Financial Aspects

PAYMENT OF TUITION AND FEES

Students are responsible for payment of tuition and fees and be prepared to meet expenses until their first check arrives. Students are also responsible for making payment by the deadline 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) may request and shall be granted one 30/60 day deferment for the payment of tuition and fees only (books and supplies not included) in accordance with Title 38, United States Code. A DD214 or DD2384 must be submitted to the Daytona State Veterans' Services office, prior to granting a deferment. (Please note: 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.)

VA WORKSTUDY

Students receiving VA benefits on at least a 3/4 time basis are eligible to participate in the VA work-study program. These are part-time, minimum wage jobs that are non-taxable.

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 (FAFSA) is used to determine financial need for all forms of federal aid, as well as most scholarships. This application may be obtained in the Financial Aid Office on any campus.

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 end of each month.

Break/Interval Pay

Break pay is paid to VA students for periods between consecutive semesters, during which the student is receiving benefits on at least a half-time basis in both consecutive semesters. A common example occurs between the Fall and Spring semesters. Break pay is not authorized for:

- Periods spanning more than one full calendar month.
- Periods in excess of 30 days when transferring from one school to another and remaining in the same program.
- Students transferring from one school to another and changing programs.
- Students who were less than half-time on the last day of the preceding term.

STANDARDS OF PROGRESS

Students must maintain satisfactory academic progress and conduct to continue to receive VA education benefits. Education benefits will be suspended for unsatisfactory progress 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 GPA falls below a 2.0 in any semester. Education benefits would be suspended for failure to achieve satisfactory progress if their GPA 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 GPA.

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 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

Call: 1-888-442-4551

Certify by telephone at the end of each month:

1-877-823-2378

or

www.GIBILL.va.gov/education and type "WAVE"