



VETERANS SERVICES

DEPARTMENT MANUAL

2025-2026



Charles "Chuck" Fordham, II
Coordinator, Veterans Services

Daytona State College
1200 W. International Speedway Blvd
Daytona Beach, FL 32114



DAYTONA STATE COLLEGE

Mission Statement

Daytona State College, founded with innovation at its core and within a culture of continuous improvement, provides open access to educational programs that transform students' lives and communities we serve.

VETERANS SERVICES

Mission Statement

The Mission of the Daytona State College Veterans Center is to provide educational resources and assistance for active military personnel, Veterans, their spouses, and dependents under the Department of Veterans Affairs Education Benefits Program. The Veteran's Center is focused on assisting with the transition to student life and providing support by offering services, resources, and assistance programs through Daytona State College to promote student success

VETERANS SERVICES-VETCLUB

Mission Statement

To give support to Daytona State College Veterans and their families through volunteering and fundraising opportunities. As well as providing information about their benefits along with providing insight into governmental policies and procedures. Advocate for and raise awareness to the college population about issues important to DSC Veterans. We strive to provide a safe environment for Veterans at DSC to meet and support one another.

VA BENEFITS APPLICATION PROCESS

Applying for VA Education Chapters 30, 31, 33, 35, 1606/1607

1. Go to: ask.va.gov
2. Verify your personal information
3. Category: education benefits and work study
4. Topic: certificate of eligibility or chapter (30, 31, 33, 1606 or Dependent/35)
5. What is your relationship to the Veteran?
6. Continue to follow the educational prompts

Allow up to three weeks for processing and to receive a Certificate of Eligibility. If you do not receive your certificate, contact the VA directly at (888)442-4551.

DUTIES/RESPONSIBILITIES OF THE VETERAN SERVICES OFFICE

- The Veterans Services Offices assist Student-Veterans and Dependent-Veterans in completing their paperwork for the VA Education Benefits (GI Bill).
- For first time users of the GI Bill, Student-Veterans will be assisted with the information of obtaining a Certificate of Eligibility (COE). The COE explains to the Student-Veterans what education benefit chapter they are under, and how many months the Student-Veterans have to use their benefits.
- Once the Student-Veterans have contacted Academic Advising and receive their classes, they are given a Certification Form and a Deferment Form to fill out.
- The Certification Form and a copy of the Student-Veteran's schedule will prove that they are enrolled in school and the number of credits/clock hours they are taking.
- The Deferment Form is the form that deters the Student-Veterans paid tuition until a later date in the semester, depending on what VA education Chapter the Student-Veteran is eligible for.
- Once the packet is complete in the Veterans Services Office, the packet is then sent to the School Certifying Official for submission to the VA.

VETERANS AFFAIRS EDUCATIONAL BENEFITS CHAPTERS:

Chapter 30

The Montgomery GI Bill program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. You must have received an honorable discharge to be eligible for the MGIB.

Chapter 31

The Vocational Rehabilitation & Employment program offers a number of services to help each eligible disabled Veteran reach his or her rehabilitation goal. These services include vocational and personal counseling, education and training, financial aid, job assistance, and, if needed, medical and dental treatment. Services generally last up to 48 months, but they can be extended in certain circumstances.

Chapter 33

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

Chapter 35

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 36 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Chapter 1606

The MGIB-Selective Reserve program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

OTHER ASSISTANCE AND GUIDE SERVICES BY VETERANS SERVICES:

The Work-Study job description is as follows

- Assist the Veterans Services Coordinator in operating the Veterans Services Center, for the support of Student-Veterans.
- Answer the phone/take messages or notes, maintain the organization of the office.
- Assist Student-Veterans with the proper paperwork (Certificate of Eligibility, Certification Form and Deferment Form), as stated above Once all paperwork is completed, the paperwork is then forwarded to the school certifying official.
- The Student-Worker may only work 25-30 hours per week (50-60 hours every two weeks).
- The Student-Worker, shall turn in the Timesheet by the 16th and last day of each work month.
- The Student-Worker, shall be dressed appropriately for the work environment.
- The Student-Worker, shall notify the Veterans Services Coordinator (immediately as applicable), if they are going to be late or absent from work.

The Veterans Services Student-Work Study is only provided to Student-Veterans, who are considered one of the VA Chapters listed.

The Transitional Guide:

Providing Transitional Guidance for New and Transferring Student Veterans and a Community Resource Guide for Student Veterans at Daytona State College.

The Transitional Guide is for "New and Transferring Student-Veterans," however any Student-Veteran may receive a guide.

Please see the attached Transitional Guide.

The Community Resource Guide:

The Community Resource Guide is for Student-Veterans to utilize for Unemployment Resources, Volunteer Opportunities, Military Spouse information, Education/Training.

Please see the attached Resource Guide

COLLEGE RESOURCES:

***Please see attached form

Veterans Services-Coordinator's Office

386-506-3956

Providing information on our Community Partners that work with Daytona State College Veterans Services and support U.S. Veterans.

Student Life Services

386-506-3366

Provides events for the student's quality of life, SGA participation, Student Clubs and Organizations.

TRiO

386-506-3634

To assist Student-Veterans and Dependent-Veterans with obtaining Tutoring Services (through TRiO or Academic Support Center). Provide guidance and information for tutoring Services at all campuses.

Academic Support Center

386-506-3673

To assist Student-Veterans and Dependent-Veterans with obtaining Counseling and Accessibility Services.

Counseling and Accessibility Services

386-506-3038

To assist Student Veterans and Dependent Veterans with obtaining Personal or Family items through the Falcon Hope Center. Provide guidance and information, or assistance from the Falcon Hope Center.

Falcon HOPE Center

386-506-3068

o assist Student-Veterans and Dependent-Veterans with obtaining Financial Aid and handling their financial accounts through Student Accounts Provide guidance and information for Financial Aid and Student Accounts Services.

Financial Aid Services

386-506-3018

Student Accounts

386-506-3024

Provide DSC/Veterans Services Work-Study for eligible Student-Veterans and Dependent Veterans.

Academic Advising

386-506-3661

Providing Student-Veterans with guidance on selecting classes pursuant to their current curriculum, maintaining their academic status, and staying on track for graduation.

Career Services

386-506-3073

Assist Student-Veterans with preparing for their career field, by offering mock interviews, resumes and cover letter writing.

Library Services

386-506-3518

To provide a study area, learning and reading research resources for Student-Veterans.

Please see the attached Resource Guide

1. Student Veteran Transition Guide
2. Veterans Deferment Form
3. Benefits Certification Request Form

VETERANS SERVICES ATTACHMENTS:

- Certification Form: Certifies that the Student Veteran is enrolled at Daytona State College (accompanied by Student Veteran's class schedule.)
- Deferment Form: Defers the Student Veteran's tuition payment to an extended date (Depending on their respected VA Educational Benefits Chapter.)
- Transitional Informational Guide: Guide mainly for transfer and new students of "all" services offered by Daytona State College. This guide also provides information on Veterans Services community partners in support of Daytona State College Student-Veterans

VETERANS SERVICES REPORTS:

Please see the 'Attachments' (examples) of reports completed by the Veterans Services Office.

- Monthly reports (or combined monthly reports)
- SPOL reports (completed bi-annually)
- Calendar of Events (Upcoming school calendar year for Fall 2025 to Spring 2026)

Veterans Services Monthly Report

October-December 2024

Serving and assisting the Student Veterans and Dependents of Veterans in obtaining their Educational Benefits (G.I. Bill) and other services that they may need or require through Daytona State College.

Designated as a Military Friendly College (MFC) for the 2024-2025 school year. Daytona State College was designated as a 'Gold Status' School for Veterans.

October 5.....	Participated in Daytona State College Homecoming
October 10.....	Participated in Hispanic Heritage Day
October 16.....	Participated in Abilities Awareness Day
October 16.....	Participated in Admissions Open House: Deltona
October 21.....	Participated in Admissions Open House: New Smyrna Beach
October 23.....	Falcon Fall Festival
October 28.....	First Responders Day at the Advanced Technology College
October 30.....	Admissions Open-House: Daytona Beach
November 2.....	Veterans Care and Wellness Event: Ormond Beach
November 4.....	Admissions Open House: Advanced Technology College
November 6.....	SGA Veterans Appreciation Event
November 16.....	Advent Health Hospital: Veterans Appreciation Day
November 11-18.....	Veterans Day Events at All Campuses
November 21.....	PTK/VETCLUB Games Day (Bingo, Corn Hole
December 5.....	VETCLUB End of Semester Holiday Potluck

Who's Next Data

304 Students visited the Veterans Services Center

Advising.....	36
Certifications.....	98
Counseling.....	06
Tutoring.....	01
Computer Lab.....	32
General Questions.....	68
Lounge.....	27
Transitional Program.....	36

Daytona State College

Student Development/Veterans Services SPOL Report

January 2, 2025-June 30, 2025

Serving and assisting the Student Veterans and Dependents of Veterans in obtaining their Educational Benefits (G.I. Bill) and other services that they may need or require through Daytona State College.

Designated as a Military Friendly College (MFC) for the 2024-2025 school year. Daytona State College was designated as a 'Gold Status' School for Veterans.

Who's Next Data

Total Services Given by User: 723 (422 Un-duplicated)

Advising.....	85
Certifications.....	268
Counseling.....	18
Tutoring.....	04
Computer Lab.....	74
General Questions.....	155
Lounge.....	53
Transitional Program.....	66 (New or Transfer Students)

Veterans Services/VETCLUB Events (6)

January 14.....	Welcome Back Student Veterans
February 26.....	Hosted Black History Event
March 26.....	Hosted Women's History Event
April 24.....	Veterans Services Entrepreneur Informational Seminar
April 30.....	Veterans Services/Army Recruiting Command (ARC)
April 30.....	End of Semester Event
May 1.....	VETCLUB Potluck for Student Veterans

Veterans Services Participation in Daytona State College-wide Events (18)

January 14.....	Welcome Back for Student Veterans
January 23.....	Participated in New Smyrna Beach Welcome Back
January 28.....	Participated in Deland Welcome Back
January 30.....	Participated in Deltona Welcome Back
February 4.....	Participated in Flagler/Palm Coast Welcome Back
February 6.....	Participated in Daytona Beach Welcome Back
February 26.....	Hosted Black History Event
March 6.....	Participated in the Falcon Spring Festival

Veterans Services Participation in Daytona State College-wide Events (18)

March 17-March 21.....	Spring Break
March 26.....	Hosted Women's History Event
April 2.....	Admissions Open House: Advanced Technology College
April 9.....	Daytona State College Convocation
April 15.....	Entrepreneur Showcase (School of Business)
April 17.....	Admissions Open House: News-Journal Center
April 19.....	Admissions Enrollment Day
April 23.....	Admissions Open House: Daytona Beach
April 24.....	Veteran Services Entrepreneur Informational Seminar
April 30.....	Admissions Open House: Deltona Campus
May 13.....	Daytona State College Commencement Ceremonies

Veterans Services Participation in Community Events (1)

Volusia/Flagler Veterans Assembly Luncheon-Discussion on
how to assist Veterans in the Volusia/Flagler area

VETERANS SERVICES CALENDAR OF EVENTS

Fall 2025 to Spring 2026

Fall 2025

August 19 Tuesday.....	DSC Veteran Student Workers Training (VETCLUB)
August 20 Wednesday.....	Student Veteran Welcome Back
September 24 Wednesday.....	Suicide Prevention Month (w/CAS)
October 20 Monday.....	Volusia/Flagler Veterans Assembly
October 23 Thursday.....	Breast Cancer Awareness Month (and Fundraiser)

November 10 Monday.....	Flagler/Palm Coast Veteran's Month Event
November 12 Wednesday.....	DSC Army Recruiting Command (Joint Event)
November 13 Thursday.....	Advanced Technology College Veterans Event
November 17 Monday.....	Deland Veterans Day Event
November 18 Tuesday.....	New Smyrna Beach Veterans Day Event
November 19 Thursday.....	Daytona Beach Veterans Day Event

Spring 2025

January 8 Thursday.....	Student Veteran Welcome Back
January 29 Thursday	Educational Month
February 19 Thursday.....	Black History Month/American Heart Association
March 26 Thursday.....	Women's History Month
April 9 Thursday.....	Stress Awareness Month (w/CAS)
April 23 Thursday.....	Entrepreneurial Seminar (Hospitality Funds)

(updated 07/03/2025)

Charles 'Chuck' Fordham, II
Veterans Services Coordinator
Charled_Fordham@DaytonaState.edu
(386) 506-3870