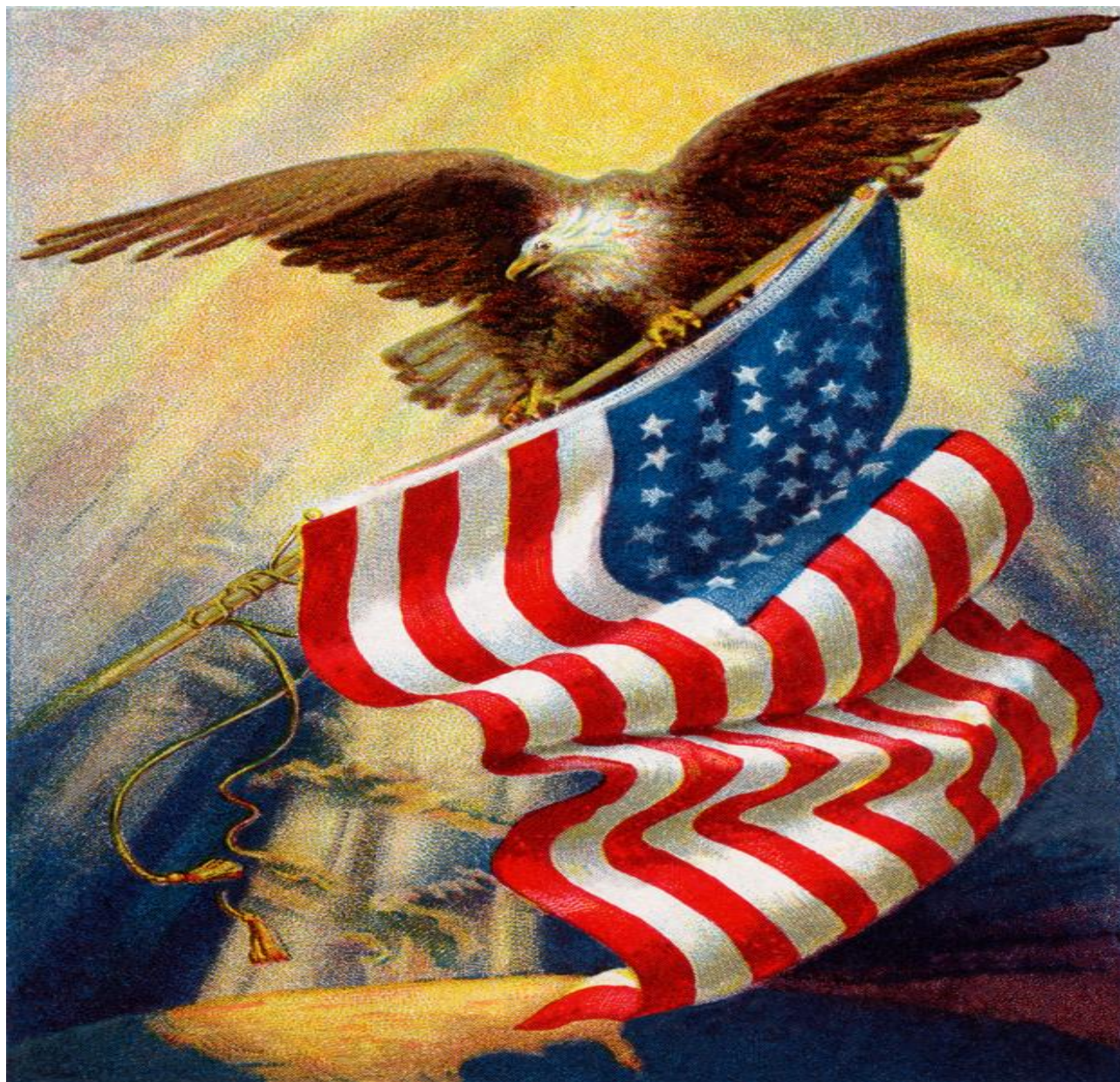




VETERAN'S HANDBOOK



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 www.daytonastate.edu/assessment/ 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.

Phone: 407-835-5600

Address: 1000 Legion Place, Suite 1500 Orlando, Florida 32801

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 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.

Guidelines for Chapter 31 Benefit Users

- **Maintain contact with your Vocational Rehabilitation counselor.** Make sure you are aware of their name and email information. It is YOUR responsibility to know this information, as the School Certifying Officer does not have a roster. Plan ahead and send your email, giving them time to respond. If you moved here from out of state, you will need to contact them at information below:

Department of Veteran Affairs
1000 Legion Place, Suite 1500, Orlando FL.
Phone number is 407-835-5600.

- Your Vocational Rehabilitation counselor is responsible for sending your 1905 form (the form you use to get books and defers your tuition/fees) to our School Certifying Officer. Be sure that your counselor knows you are planning to attend classes for the semester- do not “assume” they know. Please send a copy of your schedule to them as soon as you register. **Contact your counselor and ensure your 1905 was emailed to the School Certifying Officer at Daytona State College.** Your counselor can send the 1905 to this email: Veterans@daytonastate.edu
- The School Certifying Officer cannot make changes to the 1905 voucher; if you are in need of additional supplies or items that are not listed on the voucher; you are responsible for contacting your Vocational Rehabilitation counselor to make that request. If your counselor approves the request, they will need to send our office the **updated 1905** voucher. Again, your Vocational Rehabilitation counselor can forward the updated 1905 to Veterans@daytonastate.edu
- You need to certify your hours at the Veteran Service Center **EVERY** semester you plan to use Chapter 31 benefits- **your Vocational Rehabilitation counselor does not do this process for you!** You can come in Monday-Thursday from 8am-6pm or Friday 8am-5pm.
- **If you are eligible for a tuition and fees deferment, you must come to the Veteran Service Center as soon as you sign up for classes each term. You will bring with you a copy of your schedule in order for a deferment to be placed on your student account.**
- **You cannot receive the 1905 until you certify your hours here with the SCO.** Once you do certify, you need to give School Certifying Officer **time** to prepare the 1905.
- **Certify as early as possible.** We begin accepting certifications approximately 60 days before each semester, including summer.

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 veterans@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

Students receiving GI Bill benefits under Chapter 30 and 1606 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 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.

If adjustments are made to your schedule due to adding or dropping a course, it is possible that a VA overpayment will be made and you will receive a debt letter. If you are to receive a debt letter bring a copy of it to the Student Accounting office to ensure that the overpayment is valid and adjustments can be made.

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) or 22-5495 (chapter 35). For chapter 31 students, see your Vocational Rehabilitation 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.

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 – Muskogee Regional Office

Your official source for information on VA Education Benefits:

www.gibill.va.gov

Call: 1-800-827-1000

Certify by telephone at the end of each month:

1-877-823-2378

Or

www.gibill.va.gov and click on “*verify attendance*”

Daytona State College Certifying Officer

(386) 506-3653, veterans@daytonastate.edu

Veteran's Center Phone Numbers

Daytona (Main Campus) 386-506-3956

Advanced Technology College 386-506-4206

Deland 386-785-2205

Deltona 386-789-7317

New Smyrna Beach 386-423-6313

Palm Coast 386-246-4841