

# RULES AND PROCEDURES CONCERNING VA EDUCATIONAL ASSISTANCE



The following is provided for you as an important explanation of the rules and procedures concerning your VA educational assistance. After carefully reading the front and back of this document, please sign and date below.

As a student at TTC receiving veterans' educational benefits, I accept responsibility for following these requirements and realize that I am liable for failure to follow procedures and for any false information. In addition, my signature allows the TTC VA Office to release my school records to VA upon request.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## ENROLLMENT GUIDELINES

You must be enrolled in an undergraduate program of study leading to an associate, diploma or certificate. VA will only allow payment for the courses that are required for graduation in the program of study in which you are requesting certification for benefits. VA will allow payment for prerequisites courses, or refresher/remedial courses if recommended by the placement test. VA will not pay you for retaking a course for which you received a passing grade, any courses for which you receive transfer credit, auditing courses, credit hours earned by placement test or non-credit course work. Benefits are available for developmental study (remedial) course work taken within the first 30 hours of courses attempted.

## REPEAT COURSE POLICY

Students receiving VA educational benefits will not be certified for any course for a third attempt when the grade of "F" or "U" has been earned.

## PRIOR CREDITS EARNED

If you have previously attended other colleges, you must request official copies of your military and college transcripts be submitted to the TTC Admissions Office. Your enrollment to the VA will be certified for only two semesters without the receipt of your official transcripts. It is your responsibility to check with the TTC Registrar's Office to ensure that your transcripts have been received and a prior credit evaluation for the program in which you are enrolled has been completed.

A prior credit evaluation also applies when you change your major while enrolled at TTC. It is your responsibility to meet with your advisor or the Department Head in your new major to have prior credits reviewed for application to your new major. Again your enrollment certification to the VA will be certified for only two semesters pending prior credit evaluation.

## PAYMENT OF TUITION AND FEES CHAPTERS 30, 1606, 1607 AND CHAPTER 35

Students receiving VA educational benefits under Chapters 30, 1606, 1607 and 35 are responsible for paying their tuition and fees by the payment deadlines published in the TTC On Course.

## PAYMENT OF TUITION AND FEES FOR CHAPTER 33 (POST-9/11 GI BILL)

Students who are eligible for the Chapter 33 (post-9/11 GI Bill) are responsible for paying their tuition and fees by the payment deadlines published in the TTC On Course unless they have submitted their Certificate of Eligibility (COE) to the TTC Veterans Assistance Office prior to the payment deadline dates. If you have submitted your COE to the TTC VA Office prior to the payment deadlines, the VA will issue your tuition payment to the college on your behalf based on your benefit level as determined by your length of service. If you have less than 100% benefit level, you will be responsible for paying the balance of your tuition amount by the tuition deadline date.

## REQUESTING CERTIFICATION FOR BENEFITS

Each semester you must submit a copy of your course schedule to the TTC VA Office. Your enrollment to the VA will not be certified for benefits without your course schedule. It is to your advantage to submit your schedule as soon as possible. **Submitting your schedule during the first week of the semester or the week of a scheduled purge is an extremely busy time. Schedules submitted during these times will be submitted for certification on a first come first serve basis.** If your schedule is purged for non-payment of tuition, your enrollment to the VA will not be processed until your courses are reinstated and your tuition is paid. If this situation occurs, you must bring your reinstated schedule to the TTC Veterans Assistance Office and request your enrollment certification to be submitted to the VA. You are responsible for reporting any change in program, address, telephone number, or changes to your course schedule to the TTC VA Office.

## CHANGING YOUR MAJOR

If you change your major you must complete a Student Major Update Form in the Registrar's Office and bring a copy of this form to the TTC VA Office. This form has to be completed and submitted to the TTC VA Office before a new certification of benefits can be submitted to the VA. Chapter 31 (Vocational Rehabilitation) students are required to get permission from their VA case manager before changing their major.

**COURSE WITHDRAWALS**

If you have to withdraw from a course or withdraw completely from school, you must notify the TTC Veterans Assistance Office and the DVA. When completing the withdrawal form you must have your instructor sign the form and complete your last date of attendance in the course. Submit your withdrawal form to the TTC Registrar's Office and bring a copy of the form to the TTC Veterans Assistance Office. Failure to follow this procedure will result in late reports to the VA and will result in future overpayments that you will have to pay back. If mitigating circumstances caused the withdrawal, you must submit a statement explaining the circumstances or specify on the withdrawal form your mitigating circumstances. The Department of Veterans Affairs will determine the necessary adjustments to your education benefits.

**STANDARDS OF PROGRESS**

You must maintain satisfactory attendance, conduct, and progress. The Standards of Academic Progress required by Trident Technical College's students are the guidelines used for all veterans, veterans' dependents, reservists, and active duty personnel. For complete information refer to Academic Suspension at [http://www.tridenttech.edu/2301\\_2531.htm](http://www.tridenttech.edu/2301_2531.htm).

**ATTENDANCE REQUIREMENTS**

Your attendance, participation, and standards of progress in your classes are mandatory to earn VA benefits. If you cease active attendance, participation, and standards of progress for two consecutive weeks in a traditional class or cease active involvement, participation, and standards of progress in online or other modes of distance learning courses, your instructor will notify the TTC VA Office of your last date of attendance or active involvement. The TTC VA Office will submit to the Department of Veterans Affairs Regional Office (VARO) that you are no longer attending and meeting the standard of progress in your class. The VARO will determine the necessary adjustments to your monthly educational benefit.

**ACTIVATED STUDENT-RESERVISTS**

Students currently attending college that have been called to active duty must notify the TTC Veterans Assistance Office and the TTC Registrars Office and provide a copy of their orders. Complete information and procedures to follow are outlined at <http://www.soc.aascu.org/socguard/ActMobil.html>.

**PAYMENT OF BENEFITS**

VA education payments are made directly to the student, in accordance with federal regulations. The VA determines your training time and the amount of your education payments. The school will certify your enrollment period based on the beginning and ending date of the semester/ term and the number of hours enrolled in the semester/ term. If a course is in a nonstandard format or term and within the standard semester/term, the beginning and ending date of the course is certified separately from the standard semester/term. Separate certifications of each term are necessary for VA to properly compute the training time for payment for each term. The VA determines training time by the number of whole weeks in a term/semester and the number of credit hours taken during the term/semester. If you have questions concerning your training time, contact the TTC VA Office or the Department of Veterans Affairs (VA). Direct deposit of educational checks is available for all VA educational programs except for students attending under Chapter 35.

Chapter 30, Chapter 1606, and REAP (Chapter 1607) students must call 1.877.823.2378 on the last day of the month to verify their attendance before the DVA will release any payment. Verifications may also be made online with WAVE at [www.gibill.va.gov](http://www.gibill.va.gov).

Chapter 35 students enrolled in diploma or certificate programs will receive monthly VA Form 22-8979, Student Verification of Enrollment. Students must use this form to verify continued enrollment for the previous month. Complete the form and return to the Department of Veterans Affairs. If you have not received the verification of enrollment form by the 5th of the month, call the DVA at 1.888.442.4551 and verify your attendance.

Questions concerning specific information about the status of your claim or release dates of your checks should be addressed to the Department of Veterans Affairs at 1.888.442.4551 or e-mail them by visiting [www.gibill.va.gov](http://www.gibill.va.gov) and click on Questions and Answers.

For more information visit the TTC Veterans Assistance Office or call 843.574.6105.

<http://www.tridenttech.edu/finaid/financialaid>

VA Toll Free for General Inquiries and Information 1.888.442.4551

Web Site <http://www.gibill.va.gov>