

Veteran's Administration Education Benefits

The steps to take to use your G.I. Bill at Clark State Community College

In order to use your G.I. Bill benefits at Clark State Community College you will need to complete the following steps. These first steps processes may be completed simultaneously.

VA Process

1. Apply online for benefits at <http://www.benefits.va.gov/gibill/>
2. **CAUTION:** Select the effective date of your benefit carefully! If you are applying for benefits after the start of classes, you need to be aware that the VA pays benefits starting on the effective date you select OR the date of application if an earlier date is not selected.
3. Once your application is processed, you will receive a Certificate of Eligibility (COE) or VA 2384 from the VA approximately eight to twelve weeks after your submission.
4. Bring a copy of your COE or VA 2384 to the Veterans Services Specialist. Your COE contains important information that is needed by the School Certifying Official. **Clark State must have a copy of your COE on file or you may be held responsible for meeting all tuition and fees payment deadlines.**

Clark State Process

1. Apply online to Clark State at www.clarkstate.edu and declare a major/degree program (*see note below)
2. Schedule to take your COMPASS placement test.
3. Register for and attend the New Student Orientation. Dates and times are on the Clark State website.
4. If you attended another college (or are a veteran), request your official college and/or military training transcripts be sent to Clark State for evaluation.

***Declare a Degree:** The VA requires you pursue an approved degree or certificate program. Check with the advisor at orientation to confirm you are in the degree program you wish to pursue. Keep in mind that Personal Interest is not a degree program and that any certificates listed as a Departmental Certificate (D) are NOT eligible for VA benefits.

5. **Register for classes!** At the end of New Student orientation, you will register for classes for the first time. Keep the following things in mind when you do so:
 - a. **All courses MUST BE REQUIRED for your degree program. The VA allows only classes needed to meet degree program requirements to be certified.** This includes any prerequisite courses but does not include extra classes taken for personal interest or to get to "full-time" status. Courses taken outside the degree program will not be certified and you will incur all cost associated with those courses.
 - b. Pay attention to the terms in a given semester: A, B, C, D, and/or X. Twelve credit hours in a C term (excluding Summer C term) is considered full-time however the VA will treat each term separately. EXAMPLE: You take 6 credit hours in A term and 6 credit hours in C term which equals 12 credit hours however you would only be full-time until the end of A term. At that point your status will drop down to half-time because you are only taking 6 credit hours from that point until the end of C term and this will impact your benefit.
 - c. Repeating courses: Courses may only be repeated if you failed to meet the minimum grade required by the degree program. This includes transfer credit for courses completed at another college and/or military training so do not take classes you think you may receive transfer credit for until after your prior college credits have been evaluated. If it is discovered later that you repeated a class that you had transfer credit for you may incur a debt with the VA as they do not normally pay for repeat courses.
 - d. Do not assume that a course you want to take that is similar in content and/or is the same subject area will be an allowable substitute for a required course. Meet with your an advisor if you want to substitute a course and have him/her complete a course substitution form so the substitution appears on your program evaluation.
 - e. Read the specific information on your benefit chapter at the bottom of page 2 for more to keep in mind.
6. **Next,** you must completely fill out a CSCC Veterans Enrollment Certification Card; available in the Records Office RH220, Cashier's Office RH211, Greene Center Student Services Desk (2nd floor), or on our website on the Veteran/Military page. Return the form to the Veterans Services Specialist through the above offices in person or you may fax it to 937.328.6097 or email it to kappd@clarkstate.edu. **Please note that incomplete cards will delay**

certification. Be aware that it may take as long as six – ten weeks for your enrollment to be processed by the VA once certified. Usually the first certification takes the longest so plan for a delay in payment. **YOU WILL NOT BE CERTIFIED WITH THE VA IF YOU FAIL TO FORWARD THIS FORM TO THE SCHOOL CERTIFYING OFFICIAL.**

7. You will receive an email notification once your enrollment has been certified if you have provided an email address. The email will show the dates of enrollment by term; the credit hours by mode of instruction (resident (in-classroom), distance (hybrid and online), or remedial (CPE)); and the tuition and fees cost (If Post 9/11, tuition & fees will be \$0 as they are not reported until after the 14th day of the term). Please review the email for accuracy.
8. Notify the Certifying Official immediately if you have any schedule changes and/or withdrawals after certification. This information must be reported to the VA as soon as possible. Withdrawing from a course may result in a reduction of your benefits and possibly overpayment if not reported in a timely manner. **NOTE:** If you stop attending a course without officially withdrawing and later receive a UW grade, your last date of attendance will be reported to the VA as the 14th day of classes for the term of enrollment as that is only day instructors are required to report attendance and this will result in a debt to the VA. Consistent non-attendance (UW grades) may be interpreted as a fraudulent practice by the VA and you may forfeit future benefits. Unsatisfactory progress towards degree completion (academic probation and suspension) must also be reported to the VA.
9. Contact Dana Kapp, the Veterans Services Specialist/School Certifying Official at kappd@clarkstate.edu or 937-328-6462 if you have any questions.

The following is information specific to the VA benefit Chapter you will be using:

Post 9/11 GI Bill (Chapter 33):

- Your tuition and fees are paid directly to Clark State, so you should not be dropped for non-payment however if your benefit is less than 100% you are responsible for making payment of the remaining percentage of tuition and fees before you can register for the next term. Further, be aware that should the VA not make payment of tuition and fees to Clark State, you will be held responsible for making that payment and if you receive other financial aid that money may be held until the VA has made payment on your behalf possibly delaying your financial aid refund.
- The VA does not pay all fees. Fees the VA does not pay include: the \$15 application fee, late registration fees, temporary loan fees, library fees/fines, or parking fees/fines. You are responsible for these fees/fines.
- CAUTION: Clark State offers both online and hybrid courses (part in classroom and online). Hybrid courses are usually considered to be distance by the VA.
- Basic Housing Allowance (BHA) is paid based on your rate of pursuit and your percent of benefits. You may take all online (distance) courses but be aware you will only receive only 50% of BAH.
- You will receive a book stipend based on the number of credit hours you are taking up to a maximum of \$1,000 annually. This stipend will vary based on credit hours enrolled. It is usually sent to you about a week prior to classes starting but may be delayed based on when you certified or other issues.
- Spouses of active duty members using transferred benefits are not eligible for the monthly housing stipend or the books and supplies stipend while the member is serving on active duty.

Montgomery GI Bill (Chapters 30, 35, 1606, & 1607):

- At the end of each month, you must certify your attendance with the VA by calling 1-877-VA-ECERT (1-877-823-2378), or you may access WAVE at www.gibill.va.gov/wave/. NOTE: Chapter 35: Dependents using a spouse's or parents benefits do not need to verify attendance.
- Since payment is made directly to you by direct deposit, you are responsible for paying all upfront cost of attendance or making other financial arrangements to have these costs covered using student loans, temporary tuition loan, or a delayed payment plan through the college prior to the last day to pay tuition and fees. Visit the financial aide office to make these arrangements.

Vocational Rehabilitation (Chapter 31):

- You will need to coordinate your educational/training goals with your VocRehab counselor each term. Failure to comply with the counselors requirements may result in a loss of benefits.
- Once you have been certified for a term a bookstore voucher account will be created so you purchase your books and supplies up to \$100 when bookstore vouchers open (see college calendar for date).
- Be aware that tuition and fees are paid by the VA until about mid-term so if you are receiving other financial aid your full refund may be delayed until payment is received. Further, you will be responsible for any tuition and fees not covered by the VA.