

**Veteran's Administration Education Benefits**  
**Steps to take to use your G.I. Bill® at Clark State College**

In order to use your G.I. Bill® benefits at Clark State College, you will need to complete the following nine steps. The first four steps may be completed simultaneously.

**VA Steps**

1. Apply online for education benefits at [www.benefits.va.gov/gibill/](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 benefits application is processed, you will receive a Certificate of Eligibility (COE) or VA 2384 from the VA approximately two to four weeks after your submission.
4. Submit a copy of your COE or VA 2384 to the Veteran and Student Records Specialist, Alvin Tucker at [tuckera@clarkstate.edu](mailto:tuckera@clarkstate.edu). 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 Steps**

1. Apply online to Clark State at [www.clarkstate.edu](http://www.clarkstate.edu) and declare a degree/certificate program.  
NOTE: The VA requires you pursue an approved degree or certificate program. Please check with the Veteran and Student Records Specialist, Alvin Tucker at [tuckera@clarkstate.edu](mailto:tuckera@clarkstate.edu), or call 937.328.6462 to see if your program is eligible for benefits.
2. Visit [www.clarkstate.edu/admissions/placement-testing/](http://www.clarkstate.edu/admissions/placement-testing/) for placement testing requirements. If you are a new student entering Clark State for the first time, you may be required to take the ACCUPLACER placement test.
3. Attend our New Student Orientation online at [www.clarkstate.edu/admissions/new-student-orientation/](http://www.clarkstate.edu/admissions/new-student-orientation/)
4. Request your official college and/or military training transcripts be sent to Clark State for evaluation.
5. Register for classes! Following New Student Orientation, you will be ready to 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 plus prerequisite courses to be certified. Classes taken for personal interest or to get to "full-time" status will not be approved. In addition, courses taken outside the degree program will not be certified, and you will incur all costs associated with those courses.
  - b) Pay attention to the terms in a given semester: A, B, C, D, and/or J. Twelve credit hours in a Fall/Spring 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 that you think you may

- receive transfer credit for until after your prior college/military 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 repeated 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 advisor if you want to substitute a course and have them complete a course substitution form, so the substitution appears on your program evaluation.
6. Next, you must completely fill out and submit a Veteran Enrollment Reporting Request; available on our website through the Veteran Benefits page at [www.clarkstate.edu/financial-aid/veterans-benefits/](http://www.clarkstate.edu/financial-aid/veterans-benefits/). Once you submit the form or if you need help filling it out, please contact the Veteran and Student Records Specialist, Alvin Tucker at [tuckera@clarkstate.edu](mailto:tuckera@clarkstate.edu), or call 937.328.6462. Be aware that it may take two to three weeks for your enrollment to be processed in the VA certification system. Usually the first certification takes the longest so you may need to plan for a delay in payment. **YOU WILL NOT BE CERTIFIED WITH THE VA IF YOU FAIL TO SUBMIT THE ENROLLMENT REPORTING REQUEST.**
  7. You will receive an email notification once your enrollment has been certified, it will be sent to your Clark State email address (or preferred email). That 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; and the tuition and fees cost (if Post 9/11, tuition & fees will be \$0 as they are not reported until after the 15th day of the term).
  8. Notify the Veteran and Student Records Specialist, Alvin Tucker at [tuckera@clarkstate.edu](mailto:tuckera@clarkstate.edu), or call 937.328.6462 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 possible 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 15th day of classes for the term of enrollment since this is the only day instructors are required to report attendance. This will result in a debt to the VA. Consistent non-attendance (UW grades) may be interpreted as a fraudulent practice by the VA. Unsatisfactory progress towards degree completion (academic probation and dismissal) must be reported to the VA.
  9. Contact the Veteran and Student Records Specialist, Alvin Tucker at [tuckera@clarkstate.edu](mailto:tuckera@clarkstate.edu), or call 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:**

- Clark State College, in accordance with the Veterans Benefits and Transition Act of 2018, will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

- 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. Students using the Post 9/11 GI Bill® will be required to pay the application fee, late registration fees, temporary loan fees, library fees/fines, or parking 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.
- Note: Students using the Post 9/11 GI Bill® must certify their attendance with the VA by calling 888.442.4551. Students will also be given the option to verify by text message, which is recommended.
- 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 50% of your 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.

### **Veteran Readiness Employment (VRE) - Chapter 31:**

- Clark State College, in accordance with the Veterans Benefits and Transition Act of 2018, will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.
- You will need to coordinate your educational/training goals with your VRE counselor each term. Failure to comply with the counselor's requirements may result in a loss of benefits.
- Once you have been certified for a term, a book allowance will be created so you can purchase your books and supplies up to \$100 when book allowances open (see college calendar for date).
- Be aware that tuition and fees are not paid by the VA until about mid-term, so if you are receiving other financial aid, your full refund maybe delayed until payment is received. Further, you will be responsible for any tuition and fees not covered by the VA.

**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 (877.823.2378), or you may access WAVE at [www.gibill.va.gov/wave/](http://www.gibill.va.gov/wave/) . NOTE: Chapter 35 dependents using a spouse's or parent's benefits do not need to verify attendance.
- Since payment is made directly to you by direct deposit, you are responsible for paying all upfront costs 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 aid office to make these arrangements.