



Seminole State College Veteran Benefits Information

DOCUMENT CHECKLISTS TO RECEIVE VA EDUCATION BENEFITS

- Application and forms can be found at the GI Bill website

www.benefits.va.gov/gibill/

Chapter 30/33 – Montgomery/Post 9/11 GI Bill --- (Active Duty, discharged/retired)

New students: ____ Complete VA form 22-1990 (Online Application) and get Certificate of Eligibility;
Transfer students: ____ Complete VA form 22-1995 (Change of Program or Place of Training);
All Students: ____ Request Official transcripts (also **Joint Services Transcripts**) sent to SSC.

Chapter 31 - Vocational Rehabilitation --- (Disability of 20% or more)

New students ____ Must apply through VA Muskogee Regional Office;
All students ____ VA form 22-1905 (Provided by VA Case Manager);

Chapter 35 - Survivors & Dependents Educational Benefits (Service member must be 100% permanently and totally disabled or deceased as a result of having served in the armed forces)

New students: ____ Complete VA form 22-5490 (Online Application) and Certificate of Eligibility;
Transfer students: ____ Complete VA form 22-5495 (Change of Program or Place of Training);
All students: ____ Request Official transcripts (from ALL colleges attended) sent to SSC;

Chapter 1606/1607 - Montgomery G.I. Bill -- Selected Reserve and National Guard

New students: ____ **Complete** VA form 22-1990 (Online Application) and get Certificate of Eligibility;
Transfer students: ____ **Complete** VA form 22-1995 (Change of Program or Place of Training);
All students: ____ **Copy** of (NOBE) Notice of Basic Eligibility: obtained from unit commander;
____ **Request Official transcripts** (also **Joint Services Transcript**) sent to SSC;

****Joint Services Transcripts (JST) or transcripts from the Community College of the Air Force are required to be submitted to SSC if you have served in the military. Find more info here: <https://jst.doded.mil/faq.html> or: <http://www.airuniversity.af.mil/Barnes/CCAF/>**

GENERAL INFORMATION

Expenses: The GI Bill DOES **NOT PAY** your tuition, fees, books or supplies unless you are a Chapter 31 (Voc. Rehab.) student or Chapter 33 Post 9/11. You receive your GI Bill education benefits because you are **attending school** (currently enrolled).

Eligibility and Length of Benefits:

- Chapter 30: You have 10 years from the date of release from active duty to utilize all 36 months of education benefits;
- Chapter 31: Usually 12 years from date of disability to utilize all 45 months of education benefits;
- Chapter 35: (spouse) 10 years from date of disability or death, and (child) 8 years (age 18 to 26) but child's age cannot exceed 31 years. Spouse and/or child must utilize all 45 months of education benefits before the stated time periods expire;
- Chapter 1606: 14 years from the date of eligibility and must be attending monthly unit drills;
- Chapter 1607: Served at least 90 days on orders for Operation Iraqi Freedom or Enduring Freedom
- Chapter 33: Served active duty time since 9/11/01. You have 15 years to use benefits.

Certifiable Courses:

1. Degree-applicable courses only;
2. Pre-requisites for degree applicable courses;
3. Deficiency/remedial courses for which you have test scores indicating need for zero level courses; No **ONLINE** deficiency classes are certifiable. (Online zero-level courses are not offered at SSC anyway)
4. Graduating semester is the only exception to 1, 2, & 3 above. The VA will allow you to "pad" your schedule to reach full-time and will pay full-time benefits for your final, graduating semester regardless of degree plan.

Repeat Courses: You will **not be certified to repeat** a course for which you have already received a passing grade. The exceptions to this rule are:

1. Courses that have been failed; or
2. Completed courses for which the grade did not meet the minimum requirement for graduation.

First Payment:

1. You should receive your first payment 45-60 days after the VA Regional Office receives your application, documentation and enrollment certification. Your first

payment will be pro-rated. Therefore, it will not be for the full monthly pay. **Example:** If the first day of a term is on the 25th of a month, you will only be paid benefits from the 25th to the last day of that month.

2. Chapters 30/1606/1607 recipients must “**verify**” monthly to receive their benefits. Verifications can only be done on the last day of the month and may be completed online at www.gibill.va.gov/wave or by phone (1-877-823-2378). Failure to verify will result in absence of monthly benefit. Chapters 33, 35 and 31 do not need to verify each month.

ENROLLMENT

1. If you are enrolled less than half-time, in 16 week classes, you will receive only one payment for the semester. The dollar amount will vary depending on the amount of hours you are taking and the chapter benefit you are using.

2. If you are enrolled more than half-time, in 16 week classes, you will receive a monthly payment based on the number of hours you are taking and the chapter benefit you are using.

4. To continue your benefits from semester to semester and not have a delay in your payments, you need to turn in your new schedule to the SSC VA Office as soon as you enroll. You want to be certified by this office before the following semester starts in order to avoid a disruption of your benefits. It takes the VA Regional Office approximately 3-30 days to process your enrollment upon receipt.

5. If you are still on active duty, you will only be eligible to draw an amount equivalent to **tuition and fees** and your training time will be reduced. The amount you paid for tuition and fees (books are not included) will be divided by the number of months in your enrollment period and your monthly benefit will be the amount of tuition and fees divided by the number of months in your enrollment period. Your training time will be reduced by the number of months in your enrollment period.

Example: You are still **on Active Duty** registered as a full time student, and your tuition and fees cost \$400.00. Your semester is 4 months long. You will receive \$100.00 per month (approx. \$400.00) and your training time will be reduced by 4 months. In contrast, a student **not on Active Duty** who served 3 or more years on active duty and contributed \$1,200.00 toward his/her GI Bill would receive approx. \$4,000.00 for full-time enrollment, and their training time would be reduced by 4 months.

Items Required to Certify: SSC has Academic Advisors available to help you choose your degree/major and courses applicable to that degree. The VA will not allow you to take classes that are not within your degree plan. What you need to bring to the Academic Advisors are:

Transcripts: All transcripts from any other colleges attended (including Joint Services & CCAF if Air Force). The VA requires all prior credit be evaluated and applied toward your major.

Previous Credit: If you request certification with prior credit pending, we will certify your enrollment with prior credit pending for **one** semester while transcripts are in route. This includes Military Transcripts. However, if we do certify your current enrollment with prior credit pending, and as a result of the transcript evaluation or degree check, it is established that you have already fulfilled the requirement of your current class(es) of any course by prior credit; **you will be in an overpayment situation**. **Example:** You enroll in a History course the first semester you are at SSC. The History course is applicable to your degree plan and we certify that course in order for you to receive your benefits. When your prior credit is evaluated, it is discovered that you have already taken the same or another History course that will satisfy your degree requirement for History. At this point you have now taken the same course twice and **must pay back the benefits** for one of the duplicate courses. *This is an overpayment.*

CHANGE IN ENROLLMENT STATUS

Schedule Change: It is **your responsibility** to report immediately all enrollment and schedule changes to the SSC VA Office. **Failure to report changes to the Veterans Services office could result in an overpayment or underpayment of VA benefits.**

Change in Major: To change your major you must **declare a** new major with Admissions or Advisement and **request a** degree plan for new major from Advisement and turn it in to SSC VA Office.

Dropping a Class: The VA will allow you to **drop/withdraw up to 6 hours of classes ONE TIME** throughout the use of your VA benefits. This one allowable drop will not result in an overpayment. Dropped/withdrawn courses in the future **will result in an overpayment** and you will **owe the VA the money** for that course(s) from the date the class started for that semester. The VA pays monthly benefits based on your completion of each course. **Example:** You have enrolled in 12 hours and attend all classes in January, February and March. In April you fear you will make a D or F in a class and decide to withdraw from one 3 hour course, but have already used your “free drop.” The VA will issue you an overpayment for that course and you will **owe** the VA what they paid you for January, February, March and April for the course that you elect to withdraw from. **Note:** The VA views a drop, withdrawal (W) and administrative withdrawal (AW), or Audit (AU) of a class all the same. Any one of these activities on your transcript will be viewed as your “free drop” or as an overpayment if your free drop has already been used. It is the Veteran’s responsibility to notify the SSC of any drop/withdraw in your schedule

Adding a Class: Any time you decide to add classes to your schedule, you need to notify our office as soon as possible; we have to keep the VA accurately informed of your education status. Failure to notify us that you have added a class could result in non-payment for that class. Also, if you modify your schedule from regular 16 week courses to intersession courses, you need to notify us immediately so we can update your enrollment with the VA, which will avoid an underpayment by the VA.

Parent School Letters: The VA only allows you to seek a degree from **one** school at a

time. If you are attending two schools at the same time, one will be the “Parent School” and the other will list you as a “Guest Student.” **Example:** You are attending SSC and taking pre-requisite courses for your bachelor degree at OSU. You are ultimately going to receive your degree from OSU and therefore must work from OSU’s degree plan, not SSC’s. Because we have no way of knowing what classes are needed for your OSU degree, we have to obtain a Parent School Letter from OSU. **Note:** We will request the PSL and process you at SSC as a “guest student” and you will not need to do anything other than bring your semester schedule. You will be required to check in with the Veterans Services office **at both schools each and every semester.** Failure to do so will result in a delay of your benefits.

Overpayments: An overpayment may occur if you withdraw from classes for which you have received payment from the VA. It may also occur if you are being paid for your last semester “pad” classes, but drop your required course. Anytime you consider dropping a course, please contact our office so we can advise you how it will affect your benefit pay.

IMPORTANT TELEPHONE NUMBERS AND WEBSITES

VA Education Benefits: **1-888-442-4551 (1-888-GI-Bill-1)** - (To inquire about the status of your claim, when you will receive your check, or to change your address and phone numbers with the VA.)

Direct Deposit: **1-888-442-4551** (To stop, start, or change your direct deposit)

Verification (30/1606/1607): **1-877-823-2378** or www.gibill.va.gov/wave

VA Regional Office: **1-800-827-1000**

HOW AND WHEN TO USE WAVE

How do I use WAVE? Go to www.gibill.va.gov/wave and follow login instructions.

Why should I use WAVE? You can check on the status of your record, report changes in your enrollment directly to the VA, fill out forms, and update your address and phone number.

What can I do on WAVE? You can find the following:

- 1) **Has my request for benefits been processed?** Click on Benefit Status Information to see if VA has updated your record to show your current enrollment.
- 2) **Has my monthly verification “hit”?** You can see if your verification has been processed, including changes in your enrollment.
- 3) **Can I start or change my direct deposit?** You can submit your Direct Deposit account information through **WAVE**.

Enrollment Classifications

Full Time = 12 or more certifiable credit hours during a 16 week semester, 6 or more certifiable credit hours during an 8 week semester. Exception Post 9/11 requires you being in 7 hours to receive ½ time pay

¾ Time = 9 to 11 certifiable credit hours during a 16 week semester, 5 certifiable credit hours during an 8 week semester.

½ Time = 6 to 8 certifiable credit hours during a 16 week semester, 3 or 4 certifiable credit hours during an 8 week semester.

VA Education benefits are NOT taxable or reportable to the IRS!

Chapter 33 Benefits

**You must be enrolled in at least one class in a classroom (not online) for full semester to receive BAH. You must be enrolled in 12 hours for the 16 week semester to be full time. Anything 6 hours or less receives no BAH payment.

Tuition and Fees paid for classes needed in degree plan at SSC only, unless you are a guest student.

You are not required to call in and verify at the end of each month. SSC does not participate in the Yellow Ribbon Program.

More Information

The SCO (School Certifying Official) for Seminole State College is:

Stacey Foster
s.foster@sscok.edu
405-382-9510 (phone)
405-382-9524 (fax)

Mailing Address:
PO Box 351
Seminole, OK 74818

The SSC VA Office is located in the Office of Admissions in the Walkingstick Student Services Building.