WELCOME TO WEST VALLEY ‘S VETERAN’ S OFFICE

(FOR VETERAN’S AND DEPENDENTS OF VETERAN’S)

Please fill out the following forms and turn in to the Veterans Office at West Valley College located in the Admissions and Records building. VA Office hours are Tuesdays 2:00 PM TO 5:00 PM and Wednesdays 9:00 AM TO 12:00 PM.

Please read and fill out the attached forms carefully to avoid delay in the processing of your Veterans Educational benefits. Please be aware that it could take up to 2 weeks for West Valley to certify you request for benefits, and VA Muskogee Office can take an additional 4-6 weeks to process the claim. To avoid delays, you should start the process early. You can visit our web site for additional information at www.westvalley.edu under veterans support services on how to get started as well as important links for applying for you Educational Benefits on-line at www.gibill.va.gov

Use the check list below to help ensure that when you fill out and turn in your paperwork you attach the appropriate documentation that is needed to complete your VA file at West Valley College.

• DD214, IF APPLICABLE,
• NOTICE OF BASIC ELIGIBILITY (NOBE), SELECTED RESERVE (CHAPTER 1606)
• CERTIFICATE OF ELIGIBILITY (POST 9/11)
• CERTIFICATE OF ELIGIBILITY, DEPENDENTS OF VETERAN’S, (POST 9/11), AND (CHAPTER 35).
• MILITARY TRANSCRIPTS (OFFICIAL)
• TRANSCRIPTS FROM OTHER COLLEGES (OFFICIAL)
Veteran’s Affairs Office

Statement of Responsibility

Please read carefully

While attending West Valley College, it is your responsibility to comply with the following guidelines. This list is a combination of Veterans Administration regulations and college policy, but is not inclusive. It contains the most relevant items veterans and dependents should be aware of. Contact person is Rhonda Kirkland (741) 741-2601, email: rhonda.kirkland@wvm.edu

Name:___________________________________ SSN#_________________________________
Address:_________________________________________ City:______________________ ZIP _______
Telephone _________________________________ Email: _____________________________________

Certifications for Educational Benefits will not be processed unless all previous college transcripts are received for prior credit evaluation before MEETING WITH A VETERANS’ COUNSELOR. I understand that I have the following obligations while attending West Valley College and receiving VA Educational Benefits:

1. Official Transcripts:
   You must submit official transcripts from all previous colleges attended and fill out an evaluation request form at the VA Office located in Admissions and Records at West Valley College. The VA Certifying Official will make sure they are sent to Records so proper credit can be given. Also, attach DD214 and Military Transcript (Official) if applicable. This evaluation must be complete before scheduling an appointment with the VA counselor for your 1 hour appointment to do the VA Ed-Plan.

2. Veterans” Counselor:
   You must schedule an appointment with a VA counselor to complete an Educational Plan. A new veteran student that has never received VA Benefits before has until the end of the first semester.
   A Veteran student who has received benefits at a previous college must have all transcripts evaluated and meet with a VA Counselor to do a VA Ed-Plan prior to being certified for educational benefits. You must also submit a 22-1995/ Change of Program/Place of Training to VA, (Dependent of Veteran form22-5495).
You can access this application on-line at www.gibill.va.gov, click **Apply for Benefits**, and click **Apply online** (VONAPP). To prevent delays, get started early before the semester starts.

3. **Students must declare a major.**

   You **must** be enrolled in a program which is **VA approved** for an associate degree or to transfer. The classes a veteran or dependent student enrolls in **must** be required for the major. If the class is not part of the required coursework, the VA will **not pay for the class**. For example, if you are enrolled in 15 units but only two classes are required for you major, you would only be eligible for the units of those two classes. **Review your educational plan before you register** to ensure the classes are required for your major.

   **Short term classes or non-standard term classes:**

   Short term classes can affect your enrollment in regard to payment. For example, if you enroll in 6 units and have a late start for 3 units, VA will not pay you for 9 units until the **start date** of the late start class. This is very important for **Post 9/11 chapter 33 GI Bill**, the student must be enrolled in more than half time from the begin date to the end date to receive housing allowance. *(See changes to the Post 9/11 GI Bill starting Aug. 1st 2011).*

4. **Paid classes & change of Major:**

   You must be pursuing a program of study and making satisfactory progress towards obtaining your educational goal. The VA will only pay for classes that are part of the **approved** educational major or transfer agreement. If you decide to change your major, you will have to wait until the next semester to make the change. **You will not be able to change majors in the middle of the semester.** When changing your major you will need to schedule an appointment with a VA counselor to obtain a new educational plan. (Allow 1 hour for appointment).

5. **Notify VA Office at West Valley of any change in your schedule:**

   You must notify the Veteran’s Office within a few days, if not the same day, of any increase or decrease in units or, if you have terminated from the school. You may be required to pay back to the VA any money received when a grade of F, No Pass (NP) or Withdraw (W) is received. **Note:** You will have 2 weeks to Fill-out Punitive Grade Letter at the end of each semester for F or No Pass grade or it will be reported to VA and you will be responsible for any overpayment.

6. **Monthly Verification:**

   **Chapter 30 (Active Duty)** and **Chapter 1606 (Selected Reserve)** must notify the VA on the last day of each month or within the 1st week after to verify your enrollment.

   You can call (877) 823-2378 or go on line at www.gibill.va.gov/wave/enrollment verification.

7. **Chapter 33 Post 9/11 GI Bill: (Summary)**

   Depending on the student’s situation, chapter 33 benefits can include payment of tuition and fees, a monthly housing allowance, a stipend for books and supplies.

   **Tuition and Fees:** are paid directly to the school on behalf of the student when the school’s enrollment certification is processed. **Please note, if you apply for Financial Aid and receive a Fee waiver (Bog) VA will not pay for your tuition. You will be responsible for any overpayment to West Valley. To avoid this, inform the certifying official at the time you request your VA Benefits if you have applied or intend to apply for Financial Aid.**

   **Book Stipend: and Housing Allowance: Paid directly to the student**
The books and supplies stipend pays $41.67 per credit certified, up to 24 credits for the academic year. The maximum stipend is $1,000.00 per academic year.

The monthly housing allowance is paid to the student at the beginning of each month for the previous month. The housing allowance is prorated by the student’s length of service percentage. The monthly housing allowance paid equals to the Department of Defense’s Basic Allowance for Housing (BAH) for an “E-5 with dependents” and the zip code of the school. The BAH rates are at [http://www.defensetravel.dod.mil/perdiem/bah.html](http://www.defensetravel.dod.mil/perdiem/bah.html).

Housing allowance is paid if the student’s enrollment is more than 50%, i.e. at least (7) units.

**New changes as of Aug. 1st 2011 state:** that to receive full BAH you must be training at least 12.0 units, to find your rate of pursuit, divide how many units you are enrolled in by 12.

**Distance Learning:** Students whose enrollment is exclusively distance learning are now eligible for the monthly housing allowance at the half time rate. Go to the GI Bill website for detailed information.

If a student’s enrollment is both distance learning and resident training (standard classroom instruction) and pursuit is more than 50%, then the monthly housing allowance can be paid.

**BREAK PAY:** VA no longer pays for break pay.

**The New Post 9/11 GI Bill is quite complex,** for important questions such as eligibility issues, payment information it is best to contact Muskogee OK at 1888-442-4551 or go to [www.gibill.va.gov](http://www.gibill.va.gov)

**8. Course Repeat:**

You cannot repeat a course unless a letter grade of “D, F, NP or W” was received. You cannot repeat a course in which you received an “IC” incomplete. Upon receiving an “IC”, you must complete the course work within one year. If you do not complete the required course work you may receive a failing grade.

**9. Satisfactory Academic Progress:**

According to Veterans Administration policy; students receiving VA educational benefits (veterans, reservists, dependents) must maintain satisfactory progress. Students receiving VA benefits who fall below a 2.0 grade point average (GPA) will be placed on academic probation. If unsatisfactory progress continues for more than two consecutive semesters, the student will have benefits suspended until the GPA returns to a 2.0 or better. At West Valley College, a student is placed on Academic Dismissal, but may petition to the Academic Appeals Committee.

**10. Summer semester units:**

Keep in mind that the Summer Semester unit value is different than the fall and spring term. For summer term, 3 units for 4 weeks is considered full-time, or 3 units for 6 weeks is ¾ time.

I, the undersigned, do hereby affirm that I have received, understand and will comply with the “Veterans Statement of Responsibility”. I further affirm that I understand I will be liable for any overpayment cause by my failure to adhere to the “Veterans Statement of Responsibility” and will notify the West Valley College Certifying Official of any changes in my enrollment.

_____________________________    _______________________________           ______________
Print Name                                     Signature                                     Date
VETERANS EDUCATIONAL BENEFITS REQUEST FORM

FALL___ WINTER___ SPRING___ SUMMER___

PRINT NAME (LAST, FIRST MIDDLE) West Valley ID #

CURRENT ADDRESS ____________________________________________
CITY STATE ZIP

EMAIL ADDRESS: __________________________ PHONE: (_____)______________

DECLARE PROGRAM MAJOR: __________________________ DEGREE: ________________

Last semester of attendance at West Valley College: (CHECK ONE)
☐ FALL ☐ WINTER
☐ SPRING ☐ SUMMER

Received VA Benefits for the above period? ☐ YES ☐ NO

Currently enrolled at another college? ☐ YES ☐ NO

Applying for Financial Aid? (Post 9/11 GI Bill only) ☐ YES ☐ NO

Type of Veterans’ Educational Benefits:
☐ Chapter 30 MONTGOMERY G.I. BILL ☐ Chapter 35 SURVIVORS AND DEPENDENTS
☐ Chapter 31 VOCATIONAL REHABILITATION ☐ Chapter 106 MONTGOMERY BILL- RESERVIST
☐ Chapter 33 POST 911 G.I. BILL ☐ OTHER (SPECIFY) __________________________

Please initial each statement and sign below:

_______ I hereby state that I am or will plan to enroll in ________ units for the above semester.

_______ I am requesting educational benefits and I understand that I will only receive benefits for the courses listed on my Veteran’s Ed-Plan.

_______ Further, I will notify the Financial Aid Office of any changes (i.e. unit’s courses, failing grades, address phone number etc.) that may affect my educational benefits. Failure to do so may jeopardize my receipt of benefits and/ or create an over payment to the Veterans Affairs.

_____________________________ ____________________
SIGNATURE DATE

☐ AIDE ☐ STAL ☐ CHAP. 33 LIST
Petition for credit for Military Service

I request that the following credit be given for my Military Service

Health Education 1  2 Units +
Military Science     4 Units +

Signature of Veteran_____________________________________
Address_________________________________________________
Serial Number_____________________________________________
Date of Active Duty_______________________________________
Date of Discharge_________________________________________

Request Approved________________________________________

Dean of Admissions & Records

Date entered on transcript
_______________________________