Veterans’ Benefits Packet

Veterans Hours: Tuesday 2pm-5pm & Wednesday 9am-11am
Located in Financial Aid Office, in the A&R building

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 your 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 your VA 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 to a School Certifying Official in Financial Aid. Make sure you attach the appropriate documentation that is needed to complete your VA file at West Valley College.

☐ Certificate of Eligibility
Submit your Certificate of Eligibility (Chapter 1606 will submit a N.O.B.E. instead)
If you have not applied for benefits through the VA, do so first in order to get your Certificate of Eligibility

☐ DD-214
Submit a copy of your DD-214 (if applicable)

☐ Statement of Responsibility Agreement
Read, Sign and Submit the Statement of Responsibility Agreement

☐ Educational Plan (initial)
Complete Orientation OR Make a 30min Guidance Appointment with a Veterans Counselor to create an Ed-PLAN (If your orientation is online only then you must meet with a Counselor also)

☐ Transcripts
Request all official transcripts from prior colleges and bring them in for evaluation, this includes requesting your military transcript (also known as J.S.T.)
To request the J.S.T. go to: https://jst.doded.mil/JST_Army.pdf

☐ Educational Plan (final)
Once your transcripts have been evaluated, make an hour appointment with a Veterans Counselor to make a complete Educational Plan

☐ Request for Certification (due each Term)
Once you have an ED-Plan (initial or the Final) you can submit a request for certification
<table>
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<tr>
<th>For Questions about:</th>
<th>Contact:</th>
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<tr>
<td><strong>Veteran Services</strong></td>
<td>Daniel E. Furtado Veteran Resource Center</td>
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<td>Located in the Campus Center CC318</td>
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<td>Bernie Walker (408) 741-4030</td>
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<td><strong>G.I. Bill Benefits</strong></td>
<td>Certifying Officials</td>
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<tr>
<td></td>
<td>Veronica Bernal 408-741-2532</td>
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<td>Rhonda Kirkland 408-741-2601</td>
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<td><strong>Academic Accommodations</strong></td>
<td>Disability &amp; Educational Support Program (DESP)</td>
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<td>DESP provides a variety of services and</td>
<td>Ross Smith – Veteran Counselor 408-741-2010</td>
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<td>special classes when needed.</td>
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<td><strong>Academic Counseling</strong></td>
<td>Counseling Center -ask for a Veterans</td>
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<td><em>(Veteran Ed-plan)</em></td>
<td>Counselor</td>
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<td>408-741-2009</td>
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<td><strong>Personal Counseling</strong></td>
<td>Student Health Services 408-741-2027</td>
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<td>Clinic, counseling and guidance in the areas</td>
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<td>of addiction, addiction recovery, emotional</td>
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<td>and psychological challenges, referrals and</td>
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<td>resources.</td>
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<td><strong>Student Veterans Club</strong></td>
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<td><a href="http://westvalley.edu/veterans/veterans-club/index.html">http://westvalley.edu/veterans/veterans-club/index.html</a></td>
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<td><strong>VA Health Care &amp; other Benefits</strong></td>
<td>Veterans Benefits Info: 1-800-827-1000</td>
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<td>Health Benefits Eligibility: 1-877-222-8387</td>
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<td><a href="http://www.mentalhealth.va.gov/College">www.mentalhealth.va.gov/College</a></td>
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<tr>
<td><strong>Additional Veteran Services</strong></td>
<td>Veteran Services Office 408-918-4980</td>
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<td></td>
<td>68 N. Winchester Blvd.</td>
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<td></td>
<td>Santa Clara, CA 95050</td>
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<td><a href="http://www.sccgov.org/sites/va/Pages/Office-of-Veterans-Services.aspx">http://www.sccgov.org/sites/va/Pages/Office-of-Veterans-Services.aspx</a></td>
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<td><strong>San Jose Vet Center</strong></td>
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<td><a href="http://www.vetcenter.va.gov">www.vetcenter.va.gov</a> 408-993-0729</td>
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Veterans 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. West Valley College VA Benefits Coordinators (Contact persons):

**RHONDA KIRKLAND (408) 741-2601, email: Rhonda.Kirkland@westvalley.edu**

**VERONICA BERNAL (408) 741-2532, email: Veronica.Bernal@westvalley.edu**

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. **Applying for Benefits with the VA**
   If you have not done so, you first must apply for benefits with the Department of Veterans Affairs. You can access this application on-line at [www.gibill.va.gov](http://www.gibill.va.gov), click **Apply for Benefits**, and click **Apply online**, you will be directed to **eBenefits**, from there selection Education Benefits to take you to the **VONAPP**. To prevent delays, get started early before the semester starts. After you submit your application, your Certificate of Eligibility letter should be sent in 2-5 weeks; once received bring it in to Veterans’ Office in Financial Aid.

2. **Official Transcripts:**
   You must submit official transcripts from all previous colleges attended (including DD214 and military transcripts, if applicable) and fill out an evaluation request form in-person at the VA Office located in Admissions and Records at West Valley College. The VA Certifying Officials will make sure they are sent to Records to be evaluated so proper credit can be given. The evaluation process takes up to 2 weeks to complete. This evaluation must be **complete** before scheduling an appointment with the VA counselor for your 1 hour appointment to do the VA Ed-Plan.

3. **Educational Plan:**
   You must complete orientation OR schedule an appointment with a VA counselor to complete an Educational Plan. **A new veteran student** that has never received VA Benefits before and has not attended another college should complete **Orientation**. During the orientation you should meet with a Veterans counselor for a 30 minute guidance appointment and create an initial Ed-plan. Once complete contact a School Certifying Official to complete your VA file. This initial Ed-plan will be used to certify your benefits. After orientation you will need to schedule an hour appointment with a Veterans counselor to create a comprehensive Ed-Plan that will be used to certify all your future semesters.
A Veteran student who has attended a previous college must have all transcripts evaluated and meet with a VA Counselor to do a VA comprehensive Ed-Plan prior to being certified for educational benefits. * If you did not complete orientation at your last college and are required to do so you still need to meet with a counselor and have all of your official transcripts evaluated before you do so. We will not be able to accept your Ed-plan unless your prior credit has been evaluated.

If you received VA benefits at a prior college, you must also submit a 22-1995/ Change of Program/Place of Training to VA, (Dependent of Veteran form 22-5495).

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.

4. Priority Registration:
In order to receive Priority Registration you must have a current Application for Admission on file at West Valley College, Completed Assessment Tests, Complete Orientation with an Ed-Plan, and have submitted a copy of their DD Form 214 to the Office of Veterans Services. (Active duty or state reservist: must show their military ID to the Office of Veterans Services.) Please see Admissions website for full rules for maintaining Priority Registration.

5. Students must declare a major:
You must be enrolled in a program which is VA approved. The classes a veteran or dependent student enrolls in must be required for the major/program. 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 12 units but only 6 units are required for you major, you would only be paid for those 6 units. Review your educational plan before you register to ensure ALL the classes are required for your major. You can only be certified for one program at a time.

6. 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 (at least 7 units) from the begin date to the end date, in order to receive housing allowance.

Summer and Winter term units:
Keep in mind that the Summer and Winter term unit value is different than the Fall and Spring semesters. For clarification on unit equivalency rates, please visit the Veterans’ Office in Financial Aid or http://westvalley.edu/veterans/ equivalency.html.

7. 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 plan. 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).
8. **Notify VA Office at West Valley of any change in your schedule:**
   You should notify the Veterans’ Office (Rhonda or Veronica) 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.

**Punitive grades:** You will have 2 weeks to Fill-out a Punitive Grade Letter at the end of each
semester for an F or No Pass grade, or it will be reported to VA and you will be responsible for
any overpayment.

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. **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.

11. **Out of State Residents**
    Effective July 1st, 2015, the Veterans Choice Act allows Veterans to receive **in-state tuition**
within **three years of discharge** from a period of active duty service of 90 days or more.
Dependents/Spouses receiving benefits may also be covered under this act. To check for
eligibility please see the following site:
http://www.benefits.va.gov/GIBILL/docs/factsheets/Section_702_Factsheet.pdf

To update your residency status at West Valley College to receive in-state tuition, you must be
eligible under the Veterans Choice Act and provide your DD-214 to Veterans’ Office. If you are a
Dependent or Spouse receiving VA benefits you also must show proof of benefits (and eligibility)
at the Veterans’ Office in Financial Aid for in-state tuition.

12. **Chapter 30 and 1606 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.

13. **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 officials Rhonda Kirkland or Veronica Bernal 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 unit certified, up to 24 units for the academic year. The maximum stipend is $1000.00 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**. 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 (online classes) 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 (online classes) and resident training (standard classroom instruction) and pursuit is more that 50%, then the monthly housing allowance can be paid at **full rate**.

**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 VA Muskogee OK at 1-888-442-4551 or go to [www.gibill.va.gov](http://www.gibill.va.gov)
Veterans Statement of Responsibility Agreement

Name ______________________________ SSN# ______________________________

Address __________________________ City __________________________ ZIP ______

Telephone __________________________ Email ______________________________

If you are a dependent of a Veteran, please list your VA file # ______________________________

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 Officials of any changes in my enrollment.

_________________________________________  __________________________
Signature  Date

Submit this form to the School Certifying Official in Financial Aid but keep the Statement of Responsibility for your reference.
Petition for Credit for Military Service

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

**Military Science:** 2 Units

**Health Education 1:** 4 Units

Signature of Veteran ______________________

Date ________________________________

Date of Active Duty ______________________

Date of Discharge _______________________

For Office Use Only:

Date Entered on Transcript ______________________

Approved ______________________

8
VETERANS EDUCATIONAL BENEFITS

Request for Certification

Print Name ( Last First Middle) West Valley ID

Current Address City State Zip Code

Email Address Phone Number

Program/Major Degree/Certification

Select the Semester for which you are requesting benefits

Select only one term and list the year:______________________

☐ Fall ☐ Spring
☐ Winter ☐ Summer

Have you received VA Benefits at West Valley before? ☐ Yes ☐ No

Are you Currently Enrolled at another college? ☐ Yes ☐ No

Have you/Will you Apply for Financial Aid? ☐ Yes ☐ No

Are you the dependent of a Veteran, receiving transferred benefits? ☐ Yes ☐ No

Type of Veterans Education Benefits

☐ Chapter 30 Montgomery G.I. BILL ☐ Chapter 35 Survivors and Dependents
☐ Chapter 31 Vocational Rehabilitation ☐ Chap. 1606 Montgomery Reservists
☐ Chapter 33 POST 9/11 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

For Office Use Only
☐AIDE  ☐BOGW  ☐STAL  ☐XAST