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. Also, you may schedule an appointment to meet with a VA benefits coordinator: Rhonda Kirkland at (408) 741-2601 or Veronica Bernal (408) 741-2532

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 you attach the appropriate documentation that is needed to complete your VA file at West Valley College.

- NOTICE OF BASIC ELIGIBILITY (NOBE), SELECTED RESERVE (CHAPTER 1606)
- CERTIFICATE OF ELIGIBILITY (POST 9/11)- VETERANS
- CERTIFICATE OF ELIGIBILITY, DEPENDENTS OF VETERAN’S, (POST 9/11), AND (CHAPTER 35).

- MILITARY TRANSCRIPTS (OFFICIAL)
  - To request, go to: https://jst.doded.mil/JST_Army.pdf
- DD214, IF APPLICABLE
- TRANSCRIPTS FROM ALL 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. West Valley College VA Benefits Coordinator (Contact person) is Rhonda Kirkland (408) 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 (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 Official 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.

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. In the meantime, you may schedule a 30-minute guidance appointment to clarify what classes are needed for your first semester here at West Valley. After your first semester, you must have a completed Ed Plan in order to be certified for any following semesters. **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 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.

   **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. **(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 Rhonda Kirkland 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
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 (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

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 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 see attached Credit Equivalency Table (not Ch.33)*

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**

<table>
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<tr>
<th>Print Name (Last, First Middle)</th>
<th>West Valley ID</th>
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<table>
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<tr>
<th>Current Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<th>Email Address</th>
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<tr>
<th>Declare Program/Major</th>
<th>Degree</th>
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<tr>
<th><strong>Select the quarter for which you are requesting benefits</strong></th>
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<tbody>
<tr>
<td>(select only one):</td>
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<td></td>
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<tr>
<td>□ Fall</td>
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<tr>
<th>Have you received VA Benefits at West Valley before?</th>
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<td>□ Yes</td>
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<th>Are you Currently Enrolled at another college?</th>
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<td>□ Yes</td>
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<th>Have you/Will you Apply for Financial Aid?</th>
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<td>□ Yes</td>
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<tr>
<th>Type of Veterans Education Benefits:</th>
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<tbody>
<tr>
<td>□ Chapter 30 MONTGOMERY G.I. BILL</td>
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<tr>
<td>□ Chapter 35 Survivors and Dependents</td>
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<tr>
<td>□ Chapter 31 Vocational Rehabilitation</td>
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<tr>
<td>□ Chapter 33 POST 9/11 G.I. BILL</td>
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<tr>
<td>□ Chapter 1606 MONTGOMERY - Reservists</td>
</tr>
<tr>
<td>□ OTHER (specify)__________________________________________</td>
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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.**

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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For Office Use:

□ ADE  □ BOGW  □ STAL  □ XAST
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
__________________________
WEST VALLEY COLLEGE - Veterans Affairs Office

INFORMATION CHECKLIST

Name: ___________________________ Date of Birth: ___/___/_______

Student ID#: ___________________ Phone No.____________________

☐ Apply to West Valley College: Online application at www.westvalley.edu

☐ Complete and submit Veterans Educational Benefits packet at: http://www.westvalley.edu/veterans/start.html to Rhonda Kirkland or Veronica Bernal in the Financial Aid/VA Office, which includes the following:

☐ Apply for GI Bill Benefits at: www.gibill.va.gov

☐ Copy of DD-214 (Member-4): if active duty discharged

☐ DD Form 2384 (Notice of Basic eligibility): If currently on active reserves, form 2384 must be signed by unit commander of your reserve unit.

☐ Official Academic Transcripts: You will need to submit transcripts from all previously attended schools whether before, during, or after military training. Have them sent to Financial Aid Office West Valley College attention Rhonda Kirkland.

☐ Must declare major (course of study).

☐ Schedule an appointment with a VA counselor for a 30 min. guidance appointment, or if your transcript evaluation is complete you can schedule a one hour appointment for Ed-Plan.

☐ VA Regulations: You must read and understand VA regulations affecting benefits.

☐ Register for classes. Log on to www.WVCPortal.wvm.edu

☐ Pay Fees (excluding Post 9/11)

☐ Apply for Military Credit: Veterans who have served on active duty and who have received other than a dishonorable discharge may be granted six (6) units credit. The units will be designated as “Military Credit” on the transcript. To apply for these units the Veteran must present the DD-214.

Student Signature: ___________________________ Date: _____________________
Veterans Specialist: *(VA Benefits)*

- Rhonda Kirkland (408) 741-2601
- Veronica Bernal (408) 741-2532

**GENERAL VETERAN COUNSELORS:** (408) 741-2009

- Carol Pavan
- Freba Cognetta
- Sara Patterson
- Tom Golbetz

**Disability & Educational Support Program (DESP)** (408) 741-2010

The primary purpose of DESP is to integrate all disabled students into classes and programs alongside their fellow students. DESP provides a variety of services and special classes when needed.

- Ross Smith (Veteran Counselor)

**Health Services** (408) 741-2027

The college maintains a Student Health Service designated to facilitate the physical, emotional and social well-being of students to increase their potential for educational success. Personal Counseling is available.

**VETERANS RESOURCE CENTER** (408) 741-4030

Please visit our new Daniel E. Furtado Veterans Resource Center and Veteran’s Club located in the new Campus Center. All Veteran’s Welcome!

- Bernadette Walker