

VA BENEFITS REFERENCE GUIDE

The Ohlone College Veterans Affairs Office is providing this document for your reference and information. You should refer to this guide for clarification on receiving your VA benefits. This information is of a general nature. If you have a specific question not covered under the guidelines, please contact the Veterans Affairs Office at 510-659-6199.

1. APPLYING - WHAT'S REQUIRED AT OHLONE COLLEGE?

NEW STUDENTS

New students are those who have not used VA benefits before at any institutions of higher education. To apply for benefits, please complete the following steps:

- a. Submit an application for admissions to Ohlone College. Apply online at www.ohlone.edu
- b. Complete and submit the appropriate VA application and supporting document to Veterans Office, located in building 7, second floor, Financial Aid and Veterans Office.

Chapter 30, 33, 1606 & 1607	Form 22-1990
Chapter 35	Form 22-5490
Chapter 31	Eligibility/Application is determined by the Department of Veteran Affairs, Vocational Rehabilitation Office. Please call 1-800-827-1000

Applications can also be submitted to the VA directly on-line at VONAPP at www.gibill.va.gov

Required Supporting Documentation:

- **DD-214** (Military Discharge Document) - Copy Member 4 (Ch 30-Active Duty Veterans, Ch 33-Post 9/11, & 1607-Reservists who were called or ordered to active duty)
- **DD-2384** (NOBE - Notice of Basic Eligibility) - (Ch 1606-Reservists, only)
- Birth Certificate and a copy of the Veteran's DD-214 (Ch 35 - dependent)
- Marriage Certificate and a copy of the Veteran's DD-214 (Ch 35 - spouse)

Additional Documents to complete VA file:

- REQUEST FOR ENROLLMENT CERTIFICATION** (must be done each term)
- Student Educational Plan with a declared major (student must meet with a counselor to develop an Student Educational Plan/SEP and register for courses listed on the SEP to receive the benefit)
- Credit Evaluation
- Prior transcript(s), if applicable

RETURNING/TRANSFER STUDENTS PROCESS

This process is for students who are returning or are transferring students from another college or university where they have already used VA educational benefits to Ohlone College.

- a. Submit an application for admissions to Ohlone College. Apply online at www.ohlone.edu
- b. Complete the Change of program or Place of Training and submit the appropriate VA application and supporting document to Veterans Office, located in building 1, first floor, Financial Aid and Veterans Office.

Chapter 30, 33, 1606 & 1607	Form 22-1995
Chapter 35	Form 22-5495
VRAP	Submit new 22-1999R application at www.ebenefits.va.gov or contact your Vocational Rehabilitation Counselor.

Required Supporting Documentation

- **DD-214** (Military Discharge Document) - Copy Member 4 (Ch 30, Ch 33, & 1607)

Additional Form:

- REQUEST FOR ENROLLMENT CERTIFICATION** (must be done each term)
- Student Educational Plan with a declared major (student must meet with a counselor to develop an Student Educational Plan/SEP and register for courses listed on the SEP to receive the benefit)
- Credits Evaluation
- Prior transcript(s), if applicable

****REQUEST FOR ENROLLMENT CERTIFICATION: You must check in with the Ohlone College Veterans Affairs Office every semester after signing up for your classes in order to continue receiving benefits and to prevent delays in payment of benefits. If you do not submit a Request for Certification at our office, we will assume that you are not a continuing student and your benefits will not continue into the next semester. The Request for Certification can be submitted in person, by mail, or by fax to 510-659-7309.**

2. PROCESSING TIME

The Ohlone Veterans Affairs Office usually processes paperwork in one week; during peak periods allow at least two weeks. Processing of the initial VA application takes at least 4-to-6 weeks at the Veterans Administration; subsequent paperwork usually takes 2-to-4 weeks.

3. TRANSCRIPTS

FEDERAL LAW REQUIRES Veterans to submit OFFICIALLY SEALED transcripts from all schools, colleges, training institutes, and technical schools attended to the Ohlone College Records Office. This includes all training and education received before entering active duty, as well as any received during service and after discharge, even if VA benefits were not paid for attending the course or program. Military transcripts (AARTS, SMARTS or CCAF) are required. To request a copy of your military transcripts, please log on <https://jst.doded.mil/official.html>

Foreign schools - Students with foreign school transcripts will need to have the foreign transcripts evaluated by an academic credentials evaluation service, and will need an official copy of the evaluation sent to the Ohlone College Records Office.

4. SELECTING A MAJOR

Veterans and dependents are required to declare a two-year major as listed in the Ohlone College Catalog, a transfer major based on four-year schools articulation agreements with a California State University (CSU) or University of California (UC) and Ohlone College (www.assist.org), or a certificate which must be preapproved by the VA. For the list of approved programs, please log on <http://inquiry.vba.va.gov/weamspub/buildViewProgramTypes.do>

Students are allowed to change the major. The first major change is discretionary; the second and subsequent changes require VA approval.

Student must inform the Ohlone Veterans Affairs Office if there is a change in a major. A new Student Educational Plan and Credit Evaluation must be done in order to receive the benefit.

You may only declare one major at a time at Ohlone College. Dual majors are allowed as long as they both are offered at Ohlone College and they relate to the same field.

5. PAYMENT

Payment is based on the dates the required class meets. **There is no break payment (break between semesters).** Payment of benefits usually come between the 1st and the 15th of each month (check), and is paid for the previous month. The VA does not consider checks as late until after the 10th of the month. Inquiries may be made through the Veterans Affairs Office or directly with the VA at their toll free number 1-888-442-4551. For direct deposit, the fund usually come between the 1st and the 5th of the month, and is paid for previous month.

Rates depend upon amount contributed and length of time in service (number of months of contribution), rate of pursuit (Chapter 33), as well as *enrollment status*. More information about rates is available on the Web site at http://www.benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp#ch33

Undergraduate Enrollment Status by Number of Credits (30/1606/1607/35)				
Enrollment Status	Full Time	3/4 Time	1/2 Time	Less 1/2 Time
Spring/Fall - 16 Week Session	12 +	9-11	6-8	1-5
8 Week Summer Session	6 +	4-5	3	1-2
6 Week Summer Session	4 +	3	2	1

Chapter 33 payment and requirements

Students who are eligible for Chapter 33 will be eligible for **in state resident** tuition and fees, books and supplies, and housing allowance. Keep in mind that the amount will be prorated based on your eligibility percentage and your rate of pursuit. In order to receive the housing allowance, student must:

- Enroll in more than 50% of rate of pursuit. Rate of pursuit is based on full time status for each term.
- One class must be on campus. Effective October 1, 2011, the VA will pay 50% of the national average housing allowance for students that enroll mainly distance learning courses.

SELF-CERTIFICATION - Veterans drawing benefits under Chapter 30, 1606 or 1607 are required to send in monthly self-certification of their attendance. The earliest this can be done is the last day of the month. Monthly verification can be done via one of the following two ways:

- Telephone - Using Interactive Voice Response (IVR) 1-877-823-2378
- Internet - WAVE (Web Automated Verification of Enrollment) <https://www.gibill.va.gov/wave/>

Failure to self-certify will cause your benefits to stop. You must do this every month or you will not get paid!

6. WHAT CLASSIFIED ARE PAYABLE

REQUIRED COURSES: Only courses needed for your degree program are approved including prerequisites.

REMEDIAL CLASSES (courses designed to correct deficiencies in basic mathematics, English, and Reading at the elementary or secondary level. Example: English 151A, 151B, 162, 163, Math-190,191,199,151) – The VA WILL PAY for Remedial Classes as part of an approved program if you first test into that course (from placement test) and MUST take in a **classroom/onsite**. VA **WILL NOT** pay for online/independent study/hybrid remedial courses.

ACCELERATED SESSIONS - Non-standard sessions such as summer or short sessions / Fast Track are payable, but only during the time that they meet. **If you enroll in short term classes and semester length classes within a term, your enrollment will be calculated differently and the payment rate will be determined by the Veterans Administration. It is not school's responsibility to inform student about the payment and the enrollment status.**

DIRECTED STUDIES/DISTANCE LEARNING - The VA will pay for online courses and independent study courses. Payment for these classes will cover only the period the class is in session.

REPEATED CLASSES - You may repeat a course and receive VA payment for it if you received an "F," "NC," or "W" grade on the original attempt. The VA does not pay for repeats of "D" or better grades or for incomplete grades, unless the Incomplete is changed to an "F" grade. **EXCEPTION**: When a class is required for a major and must be passed with a certain grade level to progress to another required class; as Math 101A has a prerequisite of Math 188; the Math 188 must be completed with a C or better grade to progress to Math 101A.

CONCURRENT ENROLLMENTS – A student may take courses at more than one school that apply to his or her degree. Ohlone College will be your “primary” school. All other schools are “secondary” schools. You need to ask the VA representative at Ohlone to send the parent letter to the school that you are concurrently enrolled in order to have your total units combined.

ROUND OUT - is a program that allows students who have a limited number of courses remaining in their program to add non-required courses and be paid at a higher rate. Round Out may only be used in the final semester of attendance. It may be used under one major at the two-year level and again for one major at the four-year level. For further information contact the Veterans Affairs Office.

7. ATTENDANCE – IF YOU DON'T ATTEND CLASS, YOU ARE NOT ENTITLED TO BENEFITS

If a student stops attending a class, he/she must drop officially through WebAdvisor account or at the Ohlone College Admission Office and report the drop to the Ohlone Veterans Affairs Office. This is the student's responsibility. Federal law requires that student report any change in enrollment status which might affect their VA education benefits to the school and the Ohlone VA Office. Your signature on the request for certification of VA educational benefits shows acceptance of the responsibility to keep the Veterans Affairs Office informed on any change in student status.

FAILURE TO ACCEPT RESPONSIBILITY FOR DROPPED COURSES CAN RESULT IN AN OVERPAYMENT.

When there is an overpayment the VA will ask for repayment of the overpaid benefits. If you ignore the VA's request, they can withhold future GI Bill payments, disability payments, or depending upon the situation, they can take a student to court, charge interest, and may take future taxes refunds, attach wages, put a legal hold on property, or deny home loans.

8. ACADEMIC AND PROGRESS STANDARDS

Warning Status will be issued to students whose current grade point average (CGPA) falls below 2.0 for any given semester and/or complete less than 50% of course units attempted during any given semester. Veteran students should be aware of the standards of satisfactory progress and attendance for GI Bill recipients attending at Ohlone College. If at the end of two consecutive semesters (exclude the first term that causes student on warning) the cause for warning has not been removed, the Veterans Affairs Office is required to notify the VA. The VA will terminate payment of benefits unless the students improve their grade point average. The Veterans Affairs Office will reinstate the students on veteran's benefits.

9. EXTRA PROGRAMS THAT MAY APPLY OR HELP YOU

CAL VET PROGRAM - The California Veterans Dependents Educational Assistance Program offers educational assistance to children and spouses of severely disabled or deceased veterans. Dependents of POWS and MIAS, widow/ers of deceased veterans, and wives of 100%-disabled veterans may also be eligible. Please read the fact sheet and contact your local County Veteran Service Office for information to apply http://www.calvet.ca.gov/Files/VetServices/Fee_Waiver_FactSheet.pdf.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS): Students who have disabilities should check in with DSPS office. More information can be found at <http://www.ohlone.edu/org/dsps/>

FINANCIAL AID PROGRAMS – Financial Aid Programs are programs that help students paying for education-related expenses. There are four types of financial aid available: Scholarships, Grants, Employment, and Loans. Your eligibility for grants will be determined after you submitted your FAFSA and your FA file has completed. Your FAFSA application can be submitted from this web site www.fafsa.ed.gov. Ohlone's School Code is 004481. Please check Financial Aid Web page for more information about the process at <http://www.ohlone.edu/org/finaid/>.

TUTORIAL ASSISTANCE: Student who is receiving GI Bill benefit may qualify for tutorial assistance. More information can be found at http://www.benefits.va.gov/gibill/tutorial_assistance.asp