

Northwest Florida State College-Veteran Affairs Office

Applications Procedures

100 College Blvd. Student Services Center

Phone: (850) 729-5375; Fax: (850) 729-4912; va@nwfsc.edu

Step 1: Apply for VA Benefits-Vets.gov

- First Time Users?** <https://www.vets.gov/education/apply/>

| | | | |
|--|-------------------|----------|---|
| Chapter 33 (Post 9/11) Chapter 30 (Montgomery) Chapter 1606 (Reserves) | Complete & Submit | 22-1990 | Print Confirmation Page Upon Submission! |
| Chapter 33 (Post 9/11) For Dependents Transfer of Entitlement | Complete & Submit | 22-1990e | |
| Chapter 35 (Dependents) Veteran Sponsor 100% Disabled Chapter 33 (Fry Scholarship) Sponsor died in line of duty | Complete & Submit | 22-5490 | |

- Used VA Educational Benefits at another school?** <https://www.vets.gov/education/apply/>

| | | | |
|--------------------------|-------------------|---------|---|
| Chapter 33, 30, and 1606 | Complete & Submit | 22-1995 | Print Confirmation Page Upon Submission! |
| Chapter 35 | Complete & Submit | 22-5495 | |

- Guest/Transient Students – All Chapters:**

Submit Parent letter for Non-Florida College

Submit Parent letter for In-State Florida College or Florida Virtual Campus: <https://www.floridashines.org/>

Step 2: Complete Admissions Process-See Admissions & Financial Aid for complete instructions.

- Apply to NWFSC: <http://www.nwfsc.edu/Students/Enrollment/Admissions/index.cfm>
- Transcripts: Request transcripts from the military and all previous institutions of higher education.
*Per VA regulations, all transcripts must be evaluated by the 2nd semester of attendance.
- Apply for FAFSA: (Free Application for Federal Student Aid) <https://fafsa.ed.gov/> School Code: 001510

Step 3: Establish new record at Niceville VA Office-Provide the following documentation:

****New records cannot be started until student has received student ID from NWFSC**

| Ch 33 Post 9/11 Ch 30 Montgomery Ch 1606 Reserve | Ch 33 Dependent Transfer of Entitlement | Ch 35 Dependent Ch 33 Fry Scholarship |
|--|--|--|
| Vets.gov Confirmation | Vets.gov Confirmation | Vets.gov Confirmation |
| Certificate of Eligibility* | Certificate of Eligibility* | Certificate of Eligibility* |
| VA Student Briefing | VA Student Briefing | VA Student Briefing |
| DD-214 M4 | Transfer of Entitlement Letter** | |

*Certificate of Eligibility (COE) is mailed to student as a result of Vets.gov application.

** Transfer of Entitlement Letter is proof that sponsor transferred benefit and is not required to start new record. Student must still apply for benefit via Vets.gov

Northwest Florida State College- Veteran Affairs Office

VA Student Briefing

100 College Blvd. Student Services Center

Phone: (850) 729-5375; Fax: (850) 729-4912; va@nwfsc.edu

Last Name First Name MI Student ID#

Address Student Social Security #

City/State/Zip NWFSC e-mail address

Home/Cell Phone Work Phone Name of Program (as listed in College Catalog)

| | |
|---|--|
| Applied for Educational Benefits Vets.gov? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you previously used VA benefits? Chapter: _____ | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Are you on Active Duty? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Branch of Service upon separation: _____ | |

| | |
|--|--|
| Transient Student? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Transient Form on file at NWFSC? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Parent School: _____ | |
| Transient students must provide a Parent School Letter or register through Florida Virtual Campus: https://www.floridashines.org/ | |

Educational Benefit: MGIB (Ch. 30) Post 9/11 (Ch. 33) VA Voc Rehab (Ch. 31)
 Reservist (Ch. 1606) Fry Scholarship (Ch 33) Dependent (Ch. 35) Dependents DVA File # _____

Please Read and Initial each item

___1. I understand that I am responsible for information in the [NWFSC catalog](#) and the [NWFSC Student Veteran Handbook](#). Contact Department of Veterans Affairs (DVA) at www.gibill.va.gov or by calling 1-888-442-4551 for more information. Chapter 31 students should contact their Vocational Rehabilitation counselor.

___2. **Every semester: I am required to submit _____ document(s)**

- ❖ After I've registered for classes, I am required to submit a **VA Enrollment Certification Request**
 - I must notify the NWFSC VA Office of any changes to my schedule by submitting an updated VA Enrollment Certification Request
 - My status will never be increased without my request; it will be decreased when I drop courses.
 - Schedule changes after the add/drop deadline can create potential billing and over-payment issues. Please speak to a NWFSC VA Specialist so we may assist you in making an informed decision.
- ❖ Chapter 33 Post 9/11 GI BILL Students: I must present my **Certificate of Eligibility** to the cashier after registering each semester to secure my classes.
 - Failure to do so will result in your classes being DROPPED for nonpayment.

___3. If I do not have a Program of Study for the 1st semester using VA benefits I understand:

- ❖ I am responsible for ordering all transcripts, including military, upon enrollment at NWFSC.
- ❖ If my advisor helps pick my classes during my 1st semester, I will ensure that I have not previously completed them. The advisor will not have my transcripts and has no way to know what classes I have completed. This is my responsibility.
- ❖ VA will NOT pay for duplicate classes I have previously completed (this includes CLEP & DANTES)
- ❖ Once all transcripts have been received and evaluated I will make an appointment with my academic advisor to complete an official Program of Study (POS).

___4. **My Program of Study is due to NWFSC VAO before my 2nd semester**

- ❖ My classes that were taken during the 1st semester MUST be on my POS.
- ❖ If I take a course that is NOT on my Program of Study, VA will not pay for it.
- ❖ Failure to return a POS will prohibit certification of classes for future semesters
- ❖ I can be paid only for courses listed on my approved POS. Any course substitutions or changes in my program must be authorized by the Registrar by submitting a course substitution form through an advisor.

___5. College Prep remedial/deficiency courses cannot be any form of distance learning. These are in resident (100% in classroom) only; VA will not pay for hybrid or online preparatory classes.

- ❖ If I take PERT test at NWFSC and test into a preparatory class VA WILL NOT PAY for this if:
 - I have previously completed it
 - I have completed a higher level course previously
 - I am Florida graduate that entered 9th grade in 2003 or later
 - I am active duty military

___6. I understand I may be eligible for a VA tuition deferment of up to 60 days only once per academic year. I am responsible for all tuition and fees unless I officially dropped within the established deadline for receipt of a refund. I understand my college registration and VA certification for benefits will be canceled if the deferment is not paid by the deadline. If my deferment is not paid by the due date this revokes my eligibility to use deferments in the future.

___7. I understand that after I have submitted all required documents, my paperwork may take up to 30 days processing time in the NWFSC VAO and as many as 60 days with the Department of Veterans Affairs in Muskogee, OK.

___8. I understand that the NWFSC VAO communicates with me via my student e-mail address. When the Certification is submitted, students will receive a confirmation message from "VA ONCE" to college e-mail.

___9. I understand that to be paid, all Chapter 30 & 1606 veterans must do a monthly verification with the DVA on W.A.V.E. at <https://www.gibill.va.gov/wave/> or by phone at (877) 823-2378.

___10. I understand training time (Rate of Pursuit for Chapter 33 students) is determined by the DVA based on enrollment and term length (first day of the session to last day of final exams).

- ❖ BAH payments are issued at the beginning of each month for training that occurred during the previous month
- ❖ Typically the first/last month of BAH are prorated as pay is based on attendance dates.
- ❖ VA will only pay BAH if the student's rate of pursuit is 51% or greater.
- ❖ 100% online will only receive half the national average for BAH
- ❖ Must have 1 traditional (in-resident) class to qualify for the full BAH rate.
- ❖ Hybrid, video conferencing, and independent study classes are classified as online courses-whether fully online or not.

| Example: If 12 credit hours is full time for that semester | |
|--|----------|
| 12 Credit hours | 100% BAH |
| 11 Credit hours | 90% BAH |
| 10 Credit hours | 80% BAH |
| 9 Credit Hours | 80% BAH |
| 8 Credit Hours | 70% BAH |
| 7 Credit Hours | 60% BAH |
| 6 Credit Hours or less | \$0 BAH |

(Print Name)

(Signature)

(Date)

| Important Links | |
|---|---|
| Department of Veteran Affairs | http://www.benefits.va.gov/gibill/ |
| Student Veteran Handbook | http://www.nwfsc.edu/documents/pdfs/FinancialAid/2014/VA_student_handbook_2014.pdf |
| NWFSC VA Page | http://www.nwfsc.edu/Students/PayingforCollege/FinancialAid/veterans.cfm |
| eBenefits | https://www.ebenefits.va.gov/ebenefits/homepage |