

VA Education Benefits Application Procedures

Phone 850-729-5375 / FAX 850-729-4912 / 6045

1. **NEW NWFSC STUDENTS** need to **apply for admission** to NWFSC and complete the following steps.

A. Click on this [VONAPP](#) link and complete the DVA education application on-line that identifies your status.

1. First time users of Chapter 33, 30, 1606 or 1607 VA benefits need to submit on-line a **22-1990**.
2. First time users **Dependents using Chapter 33 Transfer of Entitlement Benefits** need to submit on-line a **22-1990E**.
3. Previous users of VA Chapter 33, 1606 or 1607 benefits need to submit on-line a **22-1995**.
4. First time users of Chapter 35 need to submit on-line a **22-5490**.
5. Previous users of VA Chapter 35 need to submit on-line a **22-5495**.

NOTE: Students applying for all Chapters of the GI BILL should print the **VONAPP** after submitting it on line. If the VA requires any supporting documentation (DD-214, birth certificate, etc) sign and MAIL THE SIGNATURE PAGE ONLY to the Atlanta Regional Processing Office (ATL RPO) with the supporting documentation attached.

Department of Veterans Affairs
Atlanta Regional Processing Office
P.O. Box 100022
Decatur, GA 30031-7022
1-888-442-4551

B. Chapter 31 Voc Rehab students must provide the NWFSC VA Office a signed VA Form 28-1905 authorizing attendance. Contact the [Ft Walton Beach VA Voc Rehab Office](#) at (850) 862-2107 for information about applying for Chapter 31 Voc Rehab benefits.

C. All New NWFSC VA students **must print and complete** the NWFSC VA Certification Interview below **after** you have applied for admission and declared a Program Objective.

D. A copy of the **VONAPP** application (or **Certificate of Eligibility** or current **Award Letter**) and the **NWFSC Certification Interview** must be submitted **in person**, ([recommended method](#)), **mailed or faxed to the NWFSC VAO** to establish an NWFSC VA record. Transient students must submit Transient Letter from Parent School and **NWFSC Certification Interview**.

Northwest Florida State College
Veteran Affairs Office
100 College Blvd
Niceville, FL, 32578
Fax: 850-729-4912 / 6045

E. New NWFSC VA students must submit their Enrollment Certification Request to the NWFSC VAO **after** registering for class each semester.

Note: An NWFSC VA record **WILL NOT BE ESTABLISHED** without a copy of VONAPP application and completed NWFSC VA Certification Interview on file.

2. **RETURNING NWFSC STUDENTS** (students with approved Programs in their NWFSC VA file) should submit their enrollment certification request to the NWFSC VAO AFTER registering for class each semester.

VA Certification Interview

Northwest Florida State College Veterans Affairs Office

100 College Boulevard, Veterans Affairs Office, Building C-1 Student Services, Niceville, FL 32578-1295
Phone (850) 729-5375 / FAX (850) 729-4912 / 6045

PRINT AND SUBMIT IN PERSON (**recommended method**), MAIL or FAX (**DO NOT EMAIL!**) THIS INTERVIEW TO THE NWF STATE COLLEGE VA OFFICE **AFTER** YOU HAVE APPLIED FOR ADMISSION TO NWFSC AND **DECLARED** A PROGRAM OBJECTIVE WITH THE ADMISSIONS OFFICE (A.A., A.A.S., A.S., CERTIFICATE PROGRAM). **THIS PROGRAM IS REPORTED TO DEPARTMENT OF VETERANS AFFAIRS.**

Last Name

First Name

MI

Student ID#

Address (Address change which needs to be reported to DVA?) YES NO

City/State

Zip Code

Home/Cell Phone

Work Phone

Are you on Active Duty? YES NO

Benefit Chapter (circle one) **30, 31, 32, 33 (post 9/11), 35, 1606, 1607 REAP**

***** Have you previously used VA benefits? YES NO If yes, which Chapter benefit was used? _____**

Chp 35 Dependents DVA File # _____ (NWFSC VA file **will not** be established without DVA File #)

Name of Program (as listed in College Catalog)

NWFSC e-mail address

I am a Transient Student, my parent school is _____ Transient Form on file at NWFSC YES NO

I submitted my VA application: Online via VONAPP Mailed to VA RPO Student's Initials _____

Please Read and Check each item

___ 1. I understand that I am responsible for information in the NWFSC catalog and the NWFSC Student Veteran Handbook <http://www.nwfstatecollege.edu/financialaid/Veterans.cfm> on the NWFSC Veterans Website. Additional information is available from the **Department of Veterans Affairs (DVA)** at www.gibill.va.gov or by calling 1-888-442-4551. Chapter 31 students should contact their Vocational Rehabilitation counselor.

___ 2. I understand that I am **REQUIRED** to initiate my VA certification **each semester** by submitting an NWFSC Enrollment Certification Request **after I register for classes**. I must notify the NWFSC VA Office (VAO) of any changes to my schedule that include, but are not limited to, **changing courses** during registration and drop/add periods or **withdrawing** after drop/add. **Submit changes to the NWFSC VAO by using the DROP/ADD blocks of the NWFSC Enrollment Certification Request.** My status will **never** be increased without my request; however it will be decreased when I drop courses or fall below required cumulative GPA standards.

*****ATTENTION*** – Students using Chapter 33 Post 9/11 GI BILL**

You **MUST** present your Certificate of Eligibility or your current Award Letter to the cashier at the NWFSC Business Office or one of the NWFSC Campus Centers after registering every semester to secure your classes while waiting for the VA to make your tuition payment to NWFSC. (**Failure to do so will result in your classes being DROPPED for nonpayment!**)

- ___ 3. I will contact my academic advisor during my first term to complete an official Program of Study (POS) and return an approved copy (**signed by the Registrar**) to the NWFSC VAO no later than the end of my first semester. **Failure to return a POS may prohibit certification of classes for future semesters.** All required transcripts must be received and evaluated before an Advisor will write a Program of Study.
- ___ 4. **I can be paid only for courses listed on my approved POS.** Any course substitutions or changes in my program must be supported by a substitution form or e-mail from my advisor stating that the course is required to complete my degree program.

*****ATTENTION*** – Students using Chapter 33 Post 9/11 GI BILL**

Chapter 33 students **MUST** take College prep remedial/deficiency courses as **in-residence** courses. Remedial/Deficiency courses taken as **Blended/ Distance Learning, Text-Mixed Media Distance Learning, and Web based On-Line Distance Learning** courses are **NOT APPROVED** for certification and VA **will not** pay tuition or BAH for those classes.

- ___ 5. I understand I **may** be eligible for a **VA tuition deferment** of up to 60 days only once per academic year. I understand am responsible for all tuition and fees unless I officially withdrew within the established deadline for receipt of a refund. I also understand my college registration and VA certification for benefits will be canceled if the deferment is not paid when due.
- ___ 6. I understand that **after** I have submitted all required documents, **my paperwork may take up to 21 days processing time** in the NWFSC VAO and as many as **60 days** with the Department of Veterans Affairs in Atlanta.
- ___ 7. 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).
- ___ 8. I understand that **to be paid**, all **Chapter 30, 1606/1607** 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.
- ___ 9. I understand that Advance Pay may be available **only** to new students and students who were not certified by the DVA for the previous term. Application must be made at the Niceville Main Campus VA Office 45 days prior to the start of classes. Advance pay is not available for Chapter 33 POST 9/11 students.

(Print Name) _____ (Signature) _____ (SSN#) _____ (Date) _____

VETERANS AFFAIRS OFFICE USE ONLY

Documents submitted at Interview

Vonapp Application 22-1990 _____ 22-1995 _____ 22-5490 _____ 22-5495 _____

Certificate of Eligibility _____

Current Award Letter _____

DD-214(copy 4) _____

DOD Approval Letter _____

Vocational Rehabilitation (Chap 31) 28-1905 _____

DD-2384 (NOBE) (provided by Reserve or Guard Unit) _____

Transient Approval Letter from parent school _____

Interviewed By _____