

# 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: Start Admissions Process

- Apply to NWF State College online: <https://www.nwfsc.edu/>
  - Provide paperwork required by admissions office to be classified as a “Florida Resident” for tuition purposes.
  - If non-Florida Resident, Out of State Veterans Waiver may be needed as VA will not pay for out of state tuition rates.
  
- Order all Transcripts:
  - Request transcripts from any schools attended. Have these sent directly to NWF Admissions Office.
  - **Once all transcripts are received and evaluated**, set up appointment with advisor to obtain signed paper copy of Program of Study and submit copy to NWFSC VA Office before 2<sup>nd</sup> semester of attendance.
  
- Are you attending 2 schools at the same time?
  - Guest/Transient Students –NWF VA requires Parent Approval Letter:
    - Non-Florida College? Request parent letter from this school.
    - In-State Florida College? Submit Parent letter for In-State Florida College from Florida Virtual Campus: <https://www.floridashines.org/>

### Step 2: Apply for VA Benefits-Vets.gov

- Apply for new benefit or update your current educational benefits: <https://www.vets.gov/education/apply/>
- Print confirmation page upon submission.**
  - VA will mail a response to claim with Certificate of Eligibility once approved.
    - Provide a copy of this to NWF VA

### 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**

Veterans:		Dependents:
Chapter 33 (Post 9/11) Chapter 30 (Montgomery) Chapter 1606 (Reserves)	Chapter 31 (Vocational Rehab)	33 Transfer of Entitlement 33 Fry Scholarship 35 Spouse/Child
Vets.gov Confirmation Page	Vets.gov Confirmation Page <i>(Required if used benefits at another school)</i>	Vets.gov Confirmation Page
Certificate of Eligibility* <i>(Required ASAP)</i>	28-1905 Contract <i>(from Voc Rehab Counselor)</i>	Certificate of Eligibility* <i>(Required ASAP)</i>
VA Student Briefing DD-214 M4	VA Student Briefing DD-214 M4	VA Student Briefing

\*Certificate of Eligibility (COE) is mailed to student as a result of Vets.gov application. Please submit this copy to NWFSC VA upon receipt!

# Northwest Florida State College

## 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		_____ NWFS C e-mail address	
_____ Home/Cell Phone	_____ Work Phone	_____ Name of Program (as listed in College Catalog)	

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
Parent School: _____	

<b>Educational Benefit:</b>	
<input type="checkbox"/> MGIB (Ch. 30)	<input type="checkbox"/> Post 9/11 (Ch. 33)
<input type="checkbox"/> Reservist (Ch. 1606)	<input type="checkbox"/> VA Voc Rehab (Ch. 31)
<input type="checkbox"/> Fry Scholarship (Ch 33)	
<input type="checkbox"/> Dependent (Ch. 35) Sponsor VA File # _____	

### Please Read and Initial each item

#### \_\_\_1. EVERY semester I MUST:

- ❖ **Notify NWF VA after I've registered for classes-I am required to submit a VA Enrollment Certification Request**
  - Chapter 31 Voc Rehab: I must have a current, not expired, 28-1905 contract on file w/NWF VA Office to secure classes.
- ❖ **Visit the cashier- I am required to pay my tuition and fees**
  - Failure to do so will result in your classes being DROPPED for nonpayment.
  - Chapter 33 Post 9/11 GI BILL Students: I must present my Certificate of Eligibility to the cashier each semester to secure my classes.
- ❖ I must notify the NWF VA Office of any schedule changes by submitting an updated VA Enrollment Certification Request.
  - 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.

#### \_\_\_2. I understand that registering early is key to receiving timely payments and I understand that I may not receive payment up to 90 days after I submit my required documents. Each semester the certification cycle is 3 main steps:

##### Step 1. Student Action:

I understand that after I have submitted all required documents to NWF VA Office, my paperwork may take up to 30 days to process.

##### Step 2. NWF VA Action:

When my certification is submitted, I will receive a confirmation message from "VA ONCE" to my college e-mail. This email is my notification that the VA Processing Center in Muskogee, OK now has my information.

##### Step 3. VA Processing Center Action:

Processes certifications in the order received. I understand it may take up to 60 days for VA to pay me.

#### \_\_\_3. My Program of Study is due to NWFSC VAO before my 2<sup>nd</sup> semester

- ❖ My classes that were taken during the 1<sup>st</sup> 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.

- \_\_\_4. If I do not have a Program of Study for the 1<sup>st</sup> semester using VA benefits I understand:
- ❖ I am responsible for ordering all transcripts, including military, upon enrollment at NWFSC.
  - ❖ If an 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).

- \_\_\_5. If I take PERT test at NWFSC and test into a preparatory class **VA WILL NOT PAY** for this if:
- ❖ The course is HYBRID or ONLINE instruction method.
  - ❖ I have previously completed and passed the course and/or completed a higher level course previously.
  - ❖ I am a Florida High School 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 my courses 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 I am responsible for information in the [NWFSC catalog](#) and the [NWFSC Student Veteran Handbook](#). I understand that the NWF VAO communicates with me via my student e-mail address and I must check this regularly. Contact Department of Veterans Affairs (DVA) at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling 1-888-442-4551 for payment questions or more info.

\_\_\_8. **Chapter 30/1606 only:** I understand that to be paid, I must do a monthly verification on the last day of each month with the Dept. of Veteran Affairs via W.A.V.E. at <https://www.gibill.va.gov/wave/> or by phone at (877) 823-2378.

- \_\_\_9. **Chapter 33 Only:** I understand training time (Rate of Pursuit) is determined by the DVA based on enrollment and term length (first day of the session to last day of final exams).
- ❖ Hybrid, video conferencing, and independent study classes are classified as online courses- whether fully online or not.
  - ❖ Must have 1 traditional course covering entire semester to qualify for In Resident BAH Rate.
  - ❖ Transfer of Entitlement Spouses generally do not receive BAH, just tuition/fees/book stipend.

<b>Chapter 33 BAH RATES*:</b>	
In Resident: \$1550/mo	
Online Rate \$841/mo	
<small>*Effective 8/17-8/18</small>	
12 cr	100% BAH
11 cr	90% BAH
10 cr	80% BAH
9 cr	80% BAH
8 cr	70% BAH
7 cr	60% BAH
6 cr or less	\$0 BAH

\_\_\_10. **Chapter 33 Only:** I understand I am responsible for purchasing required course books and materials out of pocket in the event that I am not paid before classes start.

- ❖ Book Stipends are paid directly to the student \$41.67 per credit hour, \$1000 maximum per academic year.

- \_\_\_11. **All Students: General payment info:**
- ❖ Monthly Stipend/BAH payments are issued at the beginning of each month for training that occurred during the previous month
  - ❖ Typically the first/last month of payments are prorated, as pay is based on attendance dates.
  - ❖ Full time is based on the standard term covering the entire semester. Fast track terms for BAH calculation are weighted-see NWF VA Office.
  - ❖ **Full Time for: FALL/SPRING: 12 Credit hours    SUMMER: 8 Credit Hours**