

Northwest Florida State College

VA Information Packet/Briefing

100 College Blvd. Veterans Success Center, Bldg. 500
Phone: (850) 502-2895, option 4; Fax: (850) 729-4912; va@nwfsc.edu

Last Name		First Name		MI	NWFSC Student ID# (starts with 'N')
Mailing Address				Student Social Security #	
City/State/Zip			NWFSC e-mail address		
Home/Cell Phone		Work Phone		Name of Degree Program (as listed in NWF State College Catalog)	

Are you on Active Duty? YES NO

Student veteran's branch of service: _____

Are you a student veteran? YES NO

Are you an eligible family member? YES NO

Transient Student? YES NO

Parent School: _____

Educational Benefit:

Have you previously used VA benefits? YES NO
Chapter: _____

Intended Education Benefit to be used:

<input type="checkbox"/> Veterans Readiness & Employment (Ch. 31)	<input type="checkbox"/> Fry Scholarship (Ch. 33)
<input type="checkbox"/> Post 9/11 (Ch. 33)	<input type="checkbox"/> Reservist (Ch. 1606)
<input type="checkbox"/> Dependent Education Assistance (Ch. 35)	<input type="checkbox"/> Other benefit not listed

Sponsor full Social Security # _____

Please Read and Initial each item

- ___ 1. **NWFSC Catalog:** I understand that I am responsible for information found in the [NWFSC catalog](#) and this VA Student Information Packet. I understand that the NWFSC VSC will communicate with me via my Raider (student) e-mail address and I must check it regularly.
- ❖ For payment questions or specific benefit questions related to myself, I should contact the Department of Veterans Affairs:
 - Online by creating an account and submitting a question at www.gibill.va.gov
 - By calling the VA Education Call Center at 888-442-4551 between 7 a.m. and 6 p.m. (CST) Monday - Friday.
- ___ 2. **Unsatisfactory Progress:** I understand that in accordance with the U.S. Code Title 38 and Title 10, the law requires that educational assistance benefits to student veterans and eligible family members be discontinued when the student ceases to make satisfactory progress toward completion of their training objective.
- ❖ **Academic Warning and Academic Probation** – Student veterans and eligible family members are ineligible for VA benefits beyond two consecutive terms.
 - ❖ **Academic Suspension** - If a student veteran or eligible family member is placed on Academic Suspension per the current college catalog, VA Education benefits will be terminated immediately.
 - ❖ Students may be re-certified for VA Education benefits for future terms **ONLY** after achieving the minimum required cumulative grade point average (2.0) at NWF State College and submitting a VA Form 22-1995 or 22-5495 (Chapter 35).
- ___ 3. **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 NWFSC VSC, my paperwork may take up to 30 calendar (20 business) days to process. Processing of my documents is contingent upon my information being complete, accurate, and in compliance with VA regulations.
- Step 2. NWF VA Action:**
When my enrollment hours are submitted to the VA Regional Processing Office, I will receive a confirmation email to my Raider e-mail account from "VA ONCE". This email is my notification that the VA Regional Processing Office now has my information to begin their certification process for payment.

Step 3. VA Regional Processing Center Action:

Certifications are processed in the order that they are received. I understand it may take up to 60 calendar days for VA to render payment to NWFSC and beneficiary (as applicable).

4. **EVERY semester I MUST:**

- ❖ **Notify NWFSC VSC I've registered for classes by submitting a VA Enrollment Certification Request**
- ❖ Chapter 31 Veterans Readiness & Employment: I must have a current Tungsten Authorization (funding contract) on file with the VSC for certification of compliant/approved classes.
- ❖ **I must notify the NWFSC VSC of any schedule changes by submitting an updated VA Enrollment Certification Request.**
- ❖ Schedule changes after the add/drop deadline may create potential billing and over-payment issues. Please speak to a NWFSC VA School Certifying Official so we may assist you in making an informed decision.
- ❖ **Ensure I am in a paid status, by checking my Pay Fees tab in RaiderNet**
 - ❖ Failure to do so may result in your classes being DROPPED for non-payment by the established and advertised dates.
 - ❖ For Chapter 33 beneficiaries, your Certificate of Eligibility is your payment. This must be on file with the Veterans Success Center for certification and payment purposes.
 - ❖ I understand I may be eligible for a VA tuition deferment of up to 60 calendar days only once per academic year (applicable to Chapter 33, 35, and 1606 beneficiaries only).
 - ❖ I am responsible for all tuition and fees unless I officially drop my courses prior to the established drop period in order to be eligible for a refund.
 - ❖ I understand my college registration and VA certification for benefits may be canceled if the payment of fees is not paid by the deferment payment deadline. If my deferment is unpaid by the payment deadline, eligibility for future deferment of fees will be revoked.

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

- ❖ I am responsible for ordering all transcripts, including military training, upon enrollment to NWFSC.
- ❖ I will request my Joint Service Training (Army, Navy, Coast Guard, and Marine) at <https://jst.doded.mil>
- ❖ I will request my Community College of the Air Force at <https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTROO12308>
- ❖ If a Student Success Navigator provided course recommendations during my 1st semester, I will ensure that I have not previously successfully completed equivalent courses. The Student Success Navigator will not have my transcripts and has no way of knowing what classes I have completed. **This is my responsibility.**
- ❖ VA will NOT pay for duplicate classes I have previously successfully completed (including CLEP, DANTEs, and AP).
- ❖ Once all transcripts have been received and evaluated I will make an appointment with the Student Success Navigator at the Veterans Success Center to review and sign my official Program of Study (PoS) for VA compliance purposes.

6. **My Program of Study is due to the Veterans Success Center prior to my 2nd semester of enrollment/attendance**

- ❖ Any classes that were taken during the 1st semester MUST be required as annotated on my signed/approved program of study.
- ❖ If I take a course that is NOT required for degree completion per my program of study, it cannot be funded by VA.
- ❖ Failure to return a signed program of study (student and Student Success Navigator signatures required) will prohibit certification of classes for future semesters.
- ❖ I can only be paid for courses required for completion of my approved/signed program of study in my VA file. Any course substitutions or changes in my program must be approved by the Registrar by submitting the appropriate request form in RaiderNet.

7. **Remedial/Developmental Courses:** If I take the PERT test at NWFSC and test into a developmental class **VA WILL NOT FUND**

remedial/developmental courses if:

- ❖ The course is taken in a **HYBRID** or **ONLINE** instruction method.
- ❖ I have previously completed and passed the course and/or completed a higher level course.
- ❖ I am a Florida High School graduate that entered 9th grade in 2003 or later and graduated in 2007 or later.
- ❖ I am active duty military.

8. General VA Information:

- ❖ **Payment info:**
 - Applicable monthly stipend/Monthly Housing Allowance (MHA) 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 term/semester dates.

- ❖ **Full Time Enrollment by Semester:**
 - Full time enrollment is based on the standard term covering the entire 16 week semester (session 1). Fast track terms for MHA calculations are weighted and may impact payments-see staff at VSC if you have questions about session 2, 3, or 4.
 - 16 week Fall/Spring semester (session 1): 12 credit hours
 - 12 week Summer (session 1) or Fall/Spring (session 4): 8 credit hours

- ❖ **Chapter 33 Only:**
 - _____ I understand [Rate of Pursuit (RoP) or Training Time (NCD programs)] is determined by the Department of Veterans Affairs and is based on enrollment hours and term length (first day of the session to last day of final exams).
 - _____ Video conferencing and independent study classes are classified as online courses, regardless if they are fully online or not.
 - _____ I understand to be eligible for MHA, my RoP must be 51% or more. In addition, my MHA payments may be prorated based on my enrollment hours.
 - _____ I understand, to be eligible for the local MHA rate, I must take one course in a traditional or hybrid format covering entire semester. If I elect to take all online courses, I will receive the national online MHA rate, not the local MHA rate.
 - _____ I understand I am responsible for purchasing required textbooks and materials out of pocket in the event that I do not receive book/supply stipend prior to the start of classes. Book stipends are paid directly to the student with a \$1,000 maximum per academic year.
 - _____ NCD program students only- I understand that I must verify my enrollment monthly for timely payment of MHA.
 - **Text Messaging** –NCD students who choose VA’s “Opt-In” feature will receive a text message each month prompting them to verify their enrollment status.
 - **Telephone**–NCD students who Do Not “Opt-In” for text may call the Education Call Center at 888-442-4551 to verify your enrollment status.

Chapter 30/1606/1607 only:

- _____ I understand that to be paid, I must verify my monthly attendance 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.
- _____ I understand that I am responsible to pay NWF State College all applicable tuition and fees **prior to** the established drop for non-payment deadlines as publicized on the welcome screen in RaiderNet.
- _____ I understand I may be eligible for a VA tuition deferment of up to 60 days only once per academic year.

Chapter 35 only:

- _____ I understand that I am responsible to pay NWF State College all applicable tuition and fees **prior to** the established drop for non-payment deadlines as publicized on the welcome screen in RaiderNet.
- _____ I understand I may be eligible for a VA tuition deferment of up to 60 days only once per academic year.

Chapter 31 only:

- _____ I understand it is my responsibility to get authorization from my Veterans Readiness & Employment Counselor for the purchase of required textbooks and supplies.