

Northwest Florida State College

VA Student Intake/ Information Packet

100 College Blvd. Veterans & Military Success Center, Bldg. 410
Phone: (850) 502-2895, option 3; Fax: (850) 729-4912; VA@nwfsc.edu

_____ Last Name	_____ First Name	_____ MI	_____ NWFSC Student ID# (starts with N)
_____ Mailing Address	_____ Birthdate MM/DD/YYYY		_____ Student Social Security #
_____ City, State, Zip	_____ Phone		
_____ Email	_____ Name of Degree Program (as listed in NWFSC Catalog)		

Are you currently on Active Duty? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously used VA educational benefits?
Are you a Student Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Chapter: _____
Branch of Service: _____	Intended Benefit to be used:
Are you an eligible family member? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Post 9/11 (Ch. 33) <input type="checkbox"/> Reservist (Ch. 1606)
Transient Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Fry Scholarship (Ch. 33) <input type="checkbox"/> Other benefit not listed
Parent (Degree Issuing) School: _____	<input type="checkbox"/> Veterans Readiness & Employment (Ch. 31)
	<input type="checkbox"/> Dependent Education Assistance (Ch. 35)
	Sponsor full Social Security # _____

Please Read and Initial each item

- 1. I understand that my Certificate of Eligibility (COE) from the VA is required. I will return a copy of it to the VSC as soon as I receive it.**
- 2. I understand that ALL official transcripts, including military training, will be required. If ALL transcripts have not yet been received by NWF:**
 - ❖ I am responsible for ordering all transcripts, including military training, upon enrollment to NWFSC.
 - ❖ If I am provided course recommendations during my 1st semester, I will ensure that I have not previously successfully completed equivalent courses. **This is my responsibility.**
 - ❖ VA will NOT pay for me to repeat courses I have previously successfully completed (including CLEP, DANTES, and AP) or allow for excessive elective courses.
 - ❖ If I register for a course that is NOT required for degree completion as noted on my Program of Study, VA cannot fund it. I will either use an alternate funding source to pay for the class or drop/withdraw from the course.
- 3. My Program of Study is due to the Veterans Success Center prior to my 2nd semester of enrollment/attendance.**
 - ❖ The VSC will NOT certify courses beyond my first semester until the signed Program of Study is submitted for my VA file.
 - ❖ Prior to my 2nd semester I will make an appointment with a VA Navigator to review and sign my official Program of Study for VA compliance purposes.
 - ❖ Any classes taken during my 1st semester MUST be required as annotated on my signed/approved Program of Study.
 - ❖ Any course substitutions or changes in my program must be approved by the Registrar by my submitting the appropriate request form in RaiderNet.
- 4. Remedial/Developmental Courses:** If I take the PERT test at NWFSC and test into developmental classes VA will fund remedial/developmental courses **ONLY IF:**
 - ❖ The course is taken in the **TRADITIONAL** instructional method (HYBRID OR ONLINE remedial courses are not eligible).
 - ❖ I have NOT previously completed and passed the course and/or completed a higher level course.

**Exemption Statement Removed

- ___ **5. Unsatisfactory Progress:** I understand in accordance with U.S. Code Title 38 and Title 10, the law requires that VA educational assistance benefits of 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 education benefits beyond two consecutive terms of not meeting academic progress.
 - ❖ **Academic Suspension:** When a student veteran or eligible family member is placed on Academic Suspension per the current college catalog, their VA Education benefits will be terminated immediately at the institution they are attending.
 - ❖ 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 NWFSC and submitting a VA Form 22-1995 or 22-5495 (Chapter 35).

___ **6. EVERY semester I MUST:**

- ❖ **Notify VSC I've registered for classes by submitting a VA Certification Request form:**
https://nwfstatecollege.formstack.com/forms/va_enrollment_certification_request_form_copy
- ❖ **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.
 - Chapter 31 Veterans Readiness & Employment students: I must have a current Tungsten Authorization (funding contract) on file with the VSC for certification of compliant/approved classes.
 - For Chapter 33 beneficiaries, your Certificate of Eligibility is your payment based on eligibility percentage. **This must be on file with the VSC for certification and payment purposes.**
- ❖ **Notify the VSC of any schedule changes by submitting an updated VA Certification Request form.**
 - Schedule changes after the add/drop deadline may create potential billing and overpayment issues. Please speak to an NWFSC VA School Certifying Official so we may assist you in making an informed decision.

___ **7. I understand I may be eligible for a VA deferment of fees up to 60 calendar days only once per academic year (Chapter 30, 33, 35, and 1606 beneficiaries only).**

- ❖ I understand my course registration and VA certification of benefits may be canceled if my tuition is not paid by the established VA deferment payment deadline. If my deferment is still unpaid by the payment deadline, eligibility for future deferment of fees will be revoked.
- ❖ 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 as outlined in the catalog (<https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8922>).

___ **8. Student Resources:** I understand that I am responsible for information found in the [NWFSC catalog](#) and this VA Student Information Packet. I understand that the NWFSC staff will communicate with me via my Raider (student) e-mail address I must check regularly.

- ❖ For payment questions or specific benefit questions related to me, I should contact the Department of Veterans Affairs:
 - Online by creating an account and submitting a question at <https://ask.va.gov/>
 - By calling the VA Education Call Center at 888-442-4551 between 7 a.m. and 6 p.m. (CST) Monday - Friday.

___ **9. I understand that registering early is key to receiving timely payments. I understand that it may take up to 90 days to receive payment AFTER I submit my required documents.**

Each semester the certification process includes three (3) steps:

Step 1. Student Action:

I understand that after I have submitted all required documents to the Veterans Success Center (VSC), my paperwork may take up to 30 calendar (20 business) days to process. Processing of my documents is contingent upon my information being accurate, complete, and in compliance with VA regulations.

Step 2. NWFSC VSC Action:

Upon VSC staff submission of course enrollment hours (certification) 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 its 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 the beneficiary (as applicable based on benefit type).

10. 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 and last month of payments are prorated 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 (session 2, 3, or 4) for MHA calculations are weighted and may impact payments-see VSC staff if you have questions.
 - 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 is determined by the Department of Veterans Affairs and is based on enrollment hours and term length (first day of the session to the last day of final exams).
 - _____ Video conferencing and independent study classes are classified as ONLINE courses.
 - _____ 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 at least one course in a traditional or hybrid format covering the 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 a book/supply stipend prior to the start of classes. Book stipends are paid directly to the student by the VA with a \$1,000 maximum per academic year.
 - _____ I understand that I am required to verify my enrollment monthly for timely payment of MHA by the VA.
 - **Text Messaging** –Students may choose VA’s “Opt-In” feature to receive a text message monthly prompting the student to verify their enrollment status.
 - **Telephone**–Students who Do Not “Opt-In” for text may call the Education Call Center at 888-442-4551 to verify their enrollment status.

Chapter 30/1606/1607 only:

- _____ I understand to be paid, I must verify my monthly attendance on the last day of each month with the Department of VA via W.A.V.E. at <https://www.gjbill.va.gov/wave/do> or by phone at (877) 823-2378.
- _____ I understand that I am responsible to pay NWFSC all applicable tuition and fees **prior to** the established drop for non-payment deadlines as publicized on the welcome screen in RaiderNet.
- _____ I understand that my courses **WILL NOT** be certified until I am in a fully paid status, have an approved Nelnet payment plan, or have a VA deferment of fees reflected on my student account by the first day of the term.
- _____ I understand I may be eligible for a VA deferment of fees only once per academic year. I must request a deferment from the Veterans Success Center staff.

Chapter 35 only:

- _____ I understand that I am responsible to pay NWFSC all applicable tuition and fees **prior to** the established drop for non-payment deadlines as publicized on the welcome screen in RaiderNet.
- _____ I understand that my courses **WILL NOT** be certified until I am in a fully paid status, have an approved Nelnet payment plan, or have a VA deferment of fees reflected on my student account.
- _____ I understand I may be eligible for a VA deferment of fees only once per academic year. I must request a deferment from the Veterans Success Center staff.

Chapter 31 only:

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

(Print Name)

(Signature)

(Date)