

Thank You for Your Service

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Introduction to the Veterans' Benefits at De Anza College

The Veterans' Services Office at De Anza College is the liaison between you as a veteran, or your dependent, and the Department of Veterans' Affairs.



We are here to help answer your VA questions!

- We will help process the necessary educational benefits claims.
- We can not verify eligibility for VA benefits; only the VA can do that. Please apply if you think you qualify, and we will help you with the application process.
- Once you receive benefits, you need to comply with all applicable regulations, policies, and procedures at De Anza College.

How do you Receive Benefits while attending De Anza College?



- 1. Visit the Veterans' Service office at the Student Services Building in the Admissions and Records Office (408- 864-8230) to pick up a Veterans' Information Handbook and any necessary forms to start a file with the Veterans' Services Office.**

- Please bring a copy of your DD 214 (Member # 4). Reservists must provide a copy of their DD 2384 (Notice of Basic Eligibility (NOBE)), issued from their military unit.

- 2. New and Transfer Student Application Process.**

New Students: (never received benefits)

Complete VA form 22-1990; Application for Education Benefits or VA form 22-5490 (dependents' form)

- Go to the online application at www.gibill.va.gov
- Select "education" from the drop down menu, which takes you to VONAPP.
- Complete the information and print a copy of your application for the Veterans Office.

(Online applications are processed much more quickly than paper applications)

Transfer Students: (previously received benefits at De Anza College or another college)

- Complete VA form 22-1995, "Request for Change of Program or Place of Training (available from De Anza Veterans Coordinator);
or
- VA form 22-5495, (Chapter 35 Change of Program form).

- 3. Request all official transcripts be sent to De Anza College from all colleges you previously attended, including military courses.**

Federal regulations require Veterans to submit OFFICIAL SEALED transcripts to De Anza from all schools, colleges, training institutions and technical schools attended. This includes all training and

education received before entering active duty as well as any received during service and after discharge, **even if VA benefits were not paid for attending the course or program.** Military transcripts are required and/or DD295 or VMET or certificates of completion must also be submitted for military schools.

You can request military transcripts at:

AARTS <http://aarts.army.mil>

SMART <http://www.navycollege.navy.mil/transcript.html>

CGI <http://uscg.mil/hg/cgi/>

CCAF <http://www.maxwell.af.mil/au/ccaf/transcripts.asp>

- Students with out of state transcripts will need to also request a copy of the out of state college's syllabus.
- Foreign school transcripts will need to be evaluated by an academic credentials evaluation service. Send the official copy of the evaluation to the De Anza College Admissions Office.
- Do not open the sealed transcripts when you receive them. They must be sealed to be considered for credit.

Please prepare for possible delays in evaluation if you have more than one transcript or have out of state transcripts that require more detailed analysis.

- 4. Contact the Assessment Office (408-864-8717) to schedule an Assessment Test. All new De Anza students must be assessed for Math and English Placement.**
- 5. Contact VA Program Coordinator (408-864-8230) for assistance with counseling appointments and developing the educational plan.**
 - When you see the academic counselor, identify yourself as a veteran.
 - Veterans and dependents are required by law to declare a two-year major or certificate as listed in the De Anza College catalog, or a transfer major based on agreements with California State University, University of California or other four year college/university. *An "undeclared" or "general education" major are not acceptable for VA purposes.*



IMPORTANT
POINT!

The Educational Plan must be specific and indicate each class you must complete to fulfill your degree objective (major, pre-requisites, general education requirements and electives) as well as the coursework you have already completed toward your degree objective. Be aware that the VA places restrictions on what courses you may be paid for. A counselor's recommendation may not be payable under VA regulations, especially if the class is a "recommended" elective.

6. **Submit the completed Educational Plan to the De Anza Veterans' Services Office.**
7. **Submit your class schedule each quarter to the Veterans' Service Office.**
(To certify for benefits you will need to submit class schedule each quarter)
8. **You might also qualify for Financial Aid!**
Complete a Free Application for Student Aid (FAFSA) online (www.fafsa.edu.gov) to determine eligibility for other aid programs
9. **Sign the checklist and submit it to the Veterans' Service Office.**

Checklist for Receiving Benefits

- Visited the Veterans' Service office to pick up a Veterans' Information Handbook and any necessary forms to start a file with the Veterans' Services Office.
- Completed the New and Transfer Student Application Process.
- Requested all official transcripts be sent to De Anza College from all colleges you previously attended, including military courses.
- Contacted VA Program Coordinator (408-864-8230) for assistance with counseling appointments and developing the educational plan
- Contacted the Assessment Office (408-864-8717) to schedule an Assessment Test. All new De Anza Students must be assessed for Math and English Placement.
- Submitted the completed Educational Plan to the De Anza Veterans' Services Office.
- Submitted your class schedule each quarter to the Veterans' Service Office
- Applied for Financial Aid
- Signed the checklist and submitted it to the Veterans' Service Office

I, _____ **SSN#** _____

Have read thoroughly the information and completed all documents and materials required for enrollment certification with the Veterans Administration and De Anza Veterans Department. As a Veteran or Dependent I realize my compliance with applicable regulation, policies and procedures determines my eligibility status.

Signature _____

Date _____

Student Responsibilities at De Anza College

All students receiving Veterans Educational Benefits are required to comply with all applicable Federal Regulations and all Institutional Policies and Procedures.

1. CERTIFICATION:

It is the student's responsibility to request certification every term. Certification is not automatic. All enrollment changes such as Add/Drop or Withdrawals, Switching Courses, etc. **MUST** be reported to the Veterans' Services Office immediately. The Veterans' Services Office will review enrollment every three weeks to ensure it meets the requirements set forth by the VA.

2. CHANGE OF MAJOR/GOAL:

To change a major/goal, the student must meet with a De Anza College counselor to develop a new program evaluation. Changes to a student's major/goal will delay certification and payment. **Coursework for the new major will not be certified until the new program evaluation is completed and on file at the Veterans' Services Office.** It is the student's responsibility to meet with a counselor as early as possible to avoid delay in payment. The Federal VA will make the final approval on all educational goal changes.

3. DUAL MAJOR/GOAL:

Dual majors or a major and minor are not allowed by the VA in any degree AA/AS, BA/BS transfer, or certificate programs. The VA will only certify for one major and for one degree at a time.

4. COMPLIANCE:

In the event that a final grade of "F", "W", "INC", "NC" is issued for any term, a notice will be sent to the student from the Veterans' Services Office. It is mandatory that students respond within two weeks from the date on the notice. Any failure to respond will result in a reduction of units that must be reported to the Veterans Administration.

5. MATRICULATION:

All students must complete the matriculation process, which includes placement testing for assessment in Math and English.

6. OFFICIAL TRANSCRIPTS:

All official transcripts must be requested and sent from all schools previously attended before a program evaluation can be completed. **Educational Benefits will not be authorized until all official transcripts have been submitted and a program evaluation has been completed by a counselor.**

7. PROGRAM EVALUATION:

Coursework will not be certified for educational benefits until such time that a program evaluation is completed and on file at the Veterans Services Office.

All veteran students must have a program evaluation completed by a De Anza College counselor. A program evaluation will list all courses required to complete the stated educational goal at De Anza College. Courses will be certified only if they are required on the program evaluation. **NOTE:** Many program requirements do not leave room for elective units. In these cases, elective units cannot be certified for payment.

8. PROBATION:

Veterans' educational benefits are subject to termination if the student has been on academic probation for more than two consecutive terms.

FAST FACTS



Policies and Guidelines

1. ATTENDANCE

If you do not attend class....you are not entitled to benefits.

If you stop attending a class, you must drop officially through the De Anza College Admission Office and report the drop to the Veterans Services' Office. **This is one of your responsibilities.** Federal law requires that students report any change in enrollment status, which might affect VA educational benefits to the school and the VA.

Failure to drop a class can result in overpayment of benefits.

When there is an overpayment, the VA will withhold future payments, or ask for repayment of the overpaid benefits. Depending on the situation, they can take you to court, charge interest, as well as withhold future tax refunds, attach wages, put a lien on property or deny home loans.

Although the Veterans' Services Office monitors student attendance, it is imperative that you report any changes to your enrollment to the Veterans Services Office **IMMEDIATELY**.

2. MINIMUM GPA REQUIREMENTS

Students on VA educational benefits (veterans, reservists and dependents) must maintain satisfactory progress. This is a VA requirement. If the student on VA benefits falls below a 2.0 GPA over two consecutive quarters, this is reported to the VA as unsatisfactory progress. To reinstate your benefits, you must complete one quarter with a 2.0 or higher GPA.

3. F, W, INC, NC GRADES

Since the VA will not pay benefits for the period after a student has ceased attending class, De Anza is required to report student attendance for all classes in which a student received an "F", "W", "INC", "NC" grades. If you receive such a grade, you will be sent a letter asking that you document the reason for the grade. You will be required to state if you completed the classes and received the "F", "W", "INC", "NC" grade on the basis of the work completed for the class; or if you ceased attending the classes, in which case you must indicate the date you last attended.

The reason for the "F", "W", "INC", "NC" grade will be noted in your file. If the "F", "W", "INC", "NC" grade is a result of non-attendance, the VA will be notified of the last date of attendance reported by you and the VA will reduce your units and pay rate effective the date you indicated as the last date of attendance.

4. CONCURRENT ENROLLMENT

When receiving VA Educational Benefits, you may be concurrently enrolled at more than one college during the same term. The college where you are receiving a degree will be your Parent

School. The other is the Supplemental School. The courses you enroll in at the Supplemental School must be approved by your Parent School in order for you to receive benefits.

You must complete a "Parent School" letter at your college's VA Office. The form indicates that the Parent School will grant credit toward the current major for the course(s) taken at the Supplemental School. You are responsible for informing the Supplemental School's, Veterans Services Office where your Parent School is located and requesting that they certify you for the classes you are in enrolled in at their institution. The Supplemental School will inform the VA Administration about your enrollment at their institution.

5. REPEATED COURSES

The VA WILL NOT pay for repeat courses, unless to complete a major requirement where an F was earned. No class where A, B, C or D grades were earned may be repeated for VA purposes. (Letter grades of "A", "B", "C" or "D" are considered to be successfully completed for VA purposes). Students WILL NOT be paid to repeat a course successfully completed due to academic renewal purposes. *Exception:* Some courses require a specific minimum grade for successful completion or transfer.

Receiving Benefits

1. MONTHLY VERIFICATION

Veteran students who will receive benefits under the Montgomery G. I. Bill (CH. 30 & 1606) have to verify monthly enrollment by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The preferred method is WAVE, which includes features not in IVR. When chapter 30 and 1606 students are awarded benefits, the award letter they receive describes WAVE and IVR.

The earliest students can verify their enrollment is the last calendar day of each month.

WAVE allows students to verify their enrollment on the internet. WAVE is on the Education Service web site at www.gibill.va.gov/wave/default.cfm.

Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE. The WAVE system permits students to perform a multitude of functions. For instance, students may:

- Verify that their enrollment has not changed
- Report a change in their enrollment
- Change their mailing address
- Initiate or change their direct deposit information
- View their enrollment period
- View their monthly rate
- Sign up for a monthly e-mail remainder

IVR allows students to "phone in" (1-877-823-2378) their monthly verification if there are no changes to the enrollment during the previous month. If there were changes in the enrollment the student must use the WAVE system or speak with a benefits counselor at 1-888-442-4551.

The monthly verification of enrollment procedure hasn't been adopted for chapter 35 and chapter 1607.

2. DIRECT DEPOSIT

Students receiving Chapter 30, 31, 1606 or 1607 benefits have the option to have VA payments deposited directly into a checking/savings account of their choice. Call 1-877-838-2778 to set up an account or to update current direct deposit account information.

3. PAYMENT

VA Benefit checks are sent directly to the address the student indicated on the VA application. Payment is based on the dates the required class meets. The VA will automatically pay students for all payable breaks between regular semesters unless the veteran student states in writing that they want no pay break. Payment of benefits usually occurs between the 1st and the 15th of each month and is paid for the previous month. The VA does not consider checks as late until after the 10th of the month. Inquiries may be made through the Veterans Services Office or directly with the VA at their toll free number 1-888-442-4551.

4. PAY STATUS

VA monthly benefits are paid to the student based on enrolled units or the number of units that apply to the degree objective/goal currently on file. Enrollment categories are as follows:

Full-Time 12 or more units

Half-Time 6 – 8 units

Three-fourth Time 9 – 11 units

Less Than Half-Time* 1 – 5 units

**Students enrolled less than half-time will receive benefits for Tuition and Fees only.*

Veterans' Office Information

PROCESSING TIME

The Veterans' Services Office usually processes and submits certification to the VA Administration, on-line, within one week; **during peak periods** the process may be at least two weeks. Multiple schedule changes or out of date Educational Plans forms on file WILL cause a delay in processing.

Processing the paper VA application takes appropriately 8 to 12 weeks at the Veterans Administration; subsequent paperwork (enrollment certifications, etc.) usually takes 6 to 8 weeks.

PROGRAM EVALUATION

Prior Credit Evaluation forms must be completed by the Veterans' Services Office before enrollment can be certified to the VA Administration. New forms must be completed each time you change your major or degree objective.

Revised Program Evaluation and Prior Credit Evaluation can only be completed by a counselor.

You can only be paid for classes that apply toward completion of your degree objective. For example, if you enroll in 12 unit but only 9 units satisfy your degree objective, you will be paid for 9 units only.

You will receive a copy of the Program Evaluation form completed on your behalf. It is imperative that you follow the evaluation and enroll only in courses required for your stated degree objective.

Other Assistance Please!

1. VA WORK STUDY PROGRAM

This is a tax free employment program through the VA. The rate of pay is \$7.50 an hour (will increase to \$8.00 in January 2008). You must be enrolled in and receiving educational benefits in at least a $\frac{3}{4}$ time (9 or more credit hours) rate.

For Off-campus jobs, contact:
VA Regional Office 1-800-827-1000

For on-campus jobs, contact:
De Anza Veterans Services Office 408-864-8230

2. RETROACTIVE BENEFITS

VA Benefits can be paid for enrollment up to one year prior to the date VA receives a student's application. The De Anza Veterans' Services Office does not recommend late applications however, and strongly encourages you to submit your application the term you first enroll at De Anza College.

3. TUTORIAL ASSISTANCE

You may receive assistance from the VA for individual tutoring. To qualify, you must have a deficiency in a subject in which you are currently enrolled. For Assistance check out www.deanza.edu/tutorial/ or call (408) 864-8485.

If you receive benefits under the Montgomery G. I. Bill (CH. 30, 1606 or 1607), VEAP (CH.32), or the Dependents Educational Assistance Program (CH. 35) you may receive up to \$1200 with the first \$600 paid by the VA and the last \$600 being deducted from your remaining educational benefits. You may only receive a maximum of \$100 per month until you run out of educational benefits.

To apply for tutorial assistance, pick up the appropriate form from the Veterans' Services Office.

4. CHAPTER 1606's

National Guard and Reservists, contact your unit office or education officers for work-study employment.

5. FINANCIAL AID

Financial aid is available through the college for students who need financial support in order to pursue their college education. The college provides assistance in the form of grants, scholarships, loans and part-time jobs. Except for scholarships, all programs require that a student show financial need in order to qualify.

6. EOPS AND CARE

Extended Opportunity Programs and Services (EOPS) provides support services for economically and academically disadvantaged students. Services include academic and personal counseling; peer advising; assistance in completing admission, registration and financial aid forms; priority registration and university transfer services. Part of EOPS, the Cooperative Agencies Resources for Education (CARE) Program provides support services to single heads of household receiving Temporary Assistance for Needy Families (TANF). CARE students receive academic and personal counseling ;peer advising; priority registration; and

financial assistance with child care, books and transportation.

7. DISABLED STUDENTS SERVICES AND PROGRAMS

Services include, but are not limited to:

- Registration Assistance
- On-Campus Assistance
- Personal, Vocational and Academic Advisement
- Interpreting and Captioning Services
- Note Taking
- Reader/Tutor Referral
- Assistive Technology and Adaptive Equipment
- Accessible Parking
- Materials in Alternative Media
- Test Accommodation
- Transition Planning, including liaison with the Department of Rehabilitation
- Campus and Community Referral



Education Programs

Detailed federal program descriptions are available at the Department of Veterans Administration Education Benefits & Services home page (www.gibill.va.gov).

FEDERAL PROGRAMS

Chapter 30: Montgomery G.I. Bill—Active Duty

Chapter 30 has four eligibility categories:

Category I involves veterans who began active duty for the first time after June 30, 1985.

Category II involve military retirees who entered the service (or agreed to delayed entry) before 01/01/1977 and who were eligible to receive chapter 34 benefits (Vietnam era education program on 12/31/1989).

Category III involve veterans that were voluntarily or involuntarily separated from the service because of a reduction in personnel.

Category IV involves veterans who converted their education benefits from chapter 32 to chapter 30.

Chapter 32: Veterans Educational Assistance Program (VEAP)

Individuals must have initially entered active duty from 01/01/1977 to 06/30/1985 and must have enrolled and contributed to VEAP before 04/01/1987. VEAP is a voluntary contribution and matching program. The veteran's contributions were matched on a \$2 for \$1 basis by the Government.

Chapter 35: Dependent Educational Assistance (DEA)

Educational assistance paid to dependents of veterans. Persons who may be eligible are:

A child (between ages 18 and 26, with some exceptions), or surviving spouse of a veteran who died in service; or who died of a service-connected disability; or who died while evaluated as having total and permanent service-connected disability; or who is listed as a POW/MIA. A child of a veteran who is permanently and totally disabled due to a service-related condition. A spouse of a veteran or serviceperson who has a permanent disability resulting from a service-connected disability; or who is listed as a POW/MIA. Surviving spouses whose benefits stopped when they remarried can receive DEA benefits again if their remarriage ends by death or divorce, or they cease to live with the person to whom they presented themselves in public as married.

Chapter 1606: Montgomery G.I. Bill—Selected Reserve

Educational program for active members of the Selected Reserve. Selected Reserve components of the Ready Reserve include the Army, Naval, Air Force, Marine Corps, and Coast Guard Reserves, National and Air National Guards. Eligibility is determined by the Department of Defense or by the Department of Transportation (Coast Guard) not by the VA.

Chapter 1607: Reserve Educational Assistance Program (REAP)

Department of Defense educational program for active members of the Reserve components called or ordered to active duty for at least 90 days after September 11, 2001. Eligibility is determined by the Department of Defense and the Department of Homeland Security not by the VA.

STATE PROGRAM

CalVet:

Educational assistance in the form a fee waiver is available to children or spouses of veterans who became 100% disabled while performing active military service. This program is available in place of the Board of Governor's Fee Waiver Program (BOGW). **A student cannot receive both federal VA educational benefits for dependents (Chapter 35) and the CalVet fee waiver.**

Important Telephone Numbers & Websites

Automated Monthly Verification	1-877-823-2378	www.gibill.va.gov
CalVet California Department of Veterans Affairs	1-213-744-4825	
Compensation and Pension	1-800-827-1000	
Direct Deposit and Address Changes	1-877-838-2778	
Education Benefits Inquires	1-888-442-4551	www.va.gov.education
Gulf War Veteran Help Line	1-800-749-8387	
Health Care	1-877-222-8387	
Hospital and Medical Benefits	1-877-222-8387	
Iraq and Afghanistan Vets of America	1- 212-982-9699	www.IAVA.org
Iraq Veteran Project	1-415-252-4788 x 335	
Life Insurance	1-800-669-8477	
Mammography Help Line	1-888-492-7844	
National Veterans Foundation	1-888-777-4443	www.nuf.org
VA Vet Center-San Jose	408-993-0729	www.vetcenter.va.gov
Vocational Rehab and Employment	1-800-827-1000 (Press 1 then 0)	

Veterans Service Office (408) 864-8230
 Admissions & Records (408) 864-5300
 Assessment Office (408) 864-8717

Financial Aid Office (408) 864-8718
 Counseling Office (408) 864-5400
 Disabled Students Services and
 Programs (408) 864-8753

VA Regional Office 1-800-827-1000
 Muskogee Regional Processing Center 1-888-442-4551
 P.O. Box 8888 125 S. Main Street
 Muskogee, OK 74402 Muskogee, OK 74401

Muskogee RPO, monthly verification for CH. 30's & 1606's (1st of each month) 1-877-823-2378

Forms

Chapter 30, 32, 1606, 1607 Chapter 35

Application for Education Benefits

VA Form 22-1990

VA Form 22-5490

Request for Change of Program or Place of Training

VA Form 22-1995

VA Form 22-5495

Veterans Educational Program Evaluation

Compilation of Veterans Educational Program Evaluation revisions