Veterans Services
Office
21250 Stevens Creek Blvd
Cupertino, CA 95014
408.864.8230

Veterans
Information
Handbook
Whether your goal is to transfer to a four-year university, complete a De Anza degree or a specialty career, our Veterans Education & Development Program offers:

- Priority Registration!
- The opportunity to learn new skills
- To adapt your military skills to civilian life
- Earn a college degree or career certificate

Established to help armed services personnel achieve their educational goals by addressing their specialized needs, we also arrange support services you may need while pursuing vocational training, a college degree, apprenticeship program, career certificate, if you are interested in taking a class for personal enrichment. Regardless of your goal we will do everything possible to assist you!
Detailed federal program descriptions are available at the Department of Veterans Administration Education Benefits & Services home page ([www.gibill.va.gov](http://www.gibill.va.gov)).

### FEDERAL PROGRAMS

#### Chapter 30: Montgomery G.I. Bill- Active Duty

Four eligibility categories

* Category I - involves veterans who began active duty for the first time after June 30, 1985.
* Category II - involves 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 - involves 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 $2.00 for $1.00 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)
* 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 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 VA.
Chapter 1607: Reserve Educational Assistance Program (REAP)
Department of Defense educational program for active members of the Reserve components call or ordered to active duty for at least 90 days after September 11th, 2001. Eligibility is determined by the Department of Defense and the Department of Homeland Security, not by the VA.

STATE PROGRAMS
CalVet:
Educational assistance in the form of a College Fee Waiver is available to dependents of service-connected, disabled or deceased veterans under the provisions of the California Educational Code Section 66025.3. 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.
De Anza College V.A. Approved Courses for the Academic Year- 2007-2008

Major/Degree

AA Accounting
AA Administrative Assistant/Office Technology
AA Art History
AS Automotive Technology
AA Biodiversity Specialist (Environmental Studies)
AS Biological Sciences
AA Business Administration
AA Business Programming
AA Business Software Applications
AA Ceramics
AA Child Development
AS CNC Research and Development Machinist
AS Computer Aided Design (CAD) Mechanical
AA Corrections/Probation (Administration of Justice)
AA Energy Management and Climate Policy (Environmental Studies)
AA Enterprise Security Professional
AA Environmental Compliance and Pollution Prevention (Environmental Studies)
AA Environmental Stewardship (Environmental Studies)
AA Film Production
AA Film/Television Production: Animation Emphasis
AA Film/Television Production: TV Emphasis
AA Global Studies
AA Graphic Design
AA Interactive Design
AA Intercultural Studies
De Anza College V.A. Approved Courses for the Academic Year- 2007-2008

Continued…

AA Law Enforcement
AA Liberal Arts
AS LVN Transition to RN AS
AA Management
AA Marketing Management
AA Massage Therapy
AA Medical Assisting
AA Medical Laboratory Technology
AA Music
AA Networking Administration
AA Networking Programming
AA Painting
AA Paralegal
AA Photographic Arts
AA Private Security
AS Product Model Making
AA Professional Photography
AA Real Estate
AS Registered Nurse
AA Sculpture
AA Speech Communication
AA System Support Services
AA Systems Programming
AA Technical Writing
AA Option 1- University Transfer Studies
AA Option 2- University Transfer Studies
Welcome to De Anza College! This information is designed to assist you in applying for your V.A. Education Benefits. Please do not hesitate to contact the Veterans Office in Admissions & Records office at (408) 864-8230 Monday thru Thursday from 10:00 a.m. to 5:00 p.m. and Friday from 8:30 a.m. to 4:00 p.m. if you have any questions or need clarification. We look forward to working with you to meet your educational goals!

The Veterans’ Service Office usually processes and submits certification to the VA Administration electronically (on-line) within one week, (during peak periods the process may be at least two weeks). Multiple schedule changes, out of date Educational Plans or Forms on file, will cause delays in processing benefits.

1. **Complete an Application for Admission** to De Anza College. The application can be completed on-line or a copy obtained at the Student & Community Services Building Admissions & Records Office.

2. **CHAPTER 30 “New Students”** Complete the VA Form 22-1990 Application for Education Benefits. It is recommended applications be filled out on-line and a printed copy delivered to the Veterans Office. Paper applications can take 8 to 12 weeks to process, subsequent paperwork usually 6 to 8 weeks. **Also bring copy of your DD214 (if discharged) or DD295 (if still enlisted)**
   
   On-Line: [www.gibill.va.gov](http://www.gibill.va.gov)  go to on-line applications, select “education” from the drop down menu, and you come to the VONAPP. Go to Start VONAPP! Complete, print, and deliver to Veterans Office. **Much Quicker!**
   
   Paper Application- (insert PDF file)

3. **CHAPTER 30 “Returning or Transferring to De Anza”** Complete the VA Form 22-1995 Change of Program or Place of Training. It is recommended applications be filled out on-line and a printed copy delivered to the Veterans Office. Paper applications can take 8 to 12 weeks to process, subsequent paperwork usually 6 to 8 weeks. **Also bring copy of your DD 214 (if discharged) or DD 295 (if still enlisted)**
   
   On-Line: [www.gibill.va.gov](http://www.gibill.va.gov)  go to on-line applications, select “education” from the drop down menu, and you come to the VONAPP. Go to Start VONAPP! Complete, print, and deliver to Veterans Office. **Much Quicker!**
   
   Paper Application- (insert PDF file)

4. **CHAPTER 1606 – “New Students”** Complete the Form 22-1990 and “New or Transferring to De Anza” Complete the Form 22-1995 Change of Program or Place of Training. It is recommended applications be filled out on-line and a printed copy delivered to the Veterans Office. Paper applications can take 8 to 12 weeks to process, subsequent paperwork usually 6 to 8 weeks. **Also bring copy of your DD 214 (if discharged) or DD295 (if still enlisted)**
   
   On-Line: [www.gibill.va.gov](http://www.gibill.va.gov) go to on-line applications, select “education” from the drop down menu, and you come to the VONAPP. Go to Start VONAPP! Complete, print, and deliver to Veterans Office. **Much Quicker!**
   
   Paper Application- (insert PDF file)
5. CHAPTER 1606 – “NOBE” The DeAnza Veterans Office requires a copy of DD Form 2384 Notice of Basic Eligibility which you obtain from your Unit. If you also have served one or more years active duty, you must bring a copy of your DD 214 Member 4 copy in order to be granted Military Credit by De Anza College.

6. CHAPTER 1607 – “New Students” Complete the Form 22-1990 and “New or Transferring to De Anza” Complete the Form 22-1995 Change of Program or Place of Training. It is recommended applications be filled out on-line and a printed copy delivered to the Veterans Office. Paper applications can take 8 to 12 weeks to process, subsequent paperwork usually 6 to 8 weeks. Also bring copy of your DD214 (if discharged) or DD295 (if still enlisted).
   On-Line- www.gibill.va.gov- go to on-line applications, select “education” from the drop down menu, and you come to the VONAPP. Go to Start VONAPP! Complete, print, and deliver to Veterans Office. Much Quicker!
   Paper Application- Go to Education Benefits and Education Forms

7. CHAPTER 35 – “New Students” Complete the Form 22-5490 Application for Survivors and Dependents’ Education Assistance Benefits. “Returning or Transferring to DeAnza” Complete the Form 22-5495 Change of Program or Place of Training. It is recommended applications be filled out on-line and a printed copy delivered to the Veterans Office. Paper applications can take 8 to 12 weeks to process, subsequent paperwork usually 6 to 8 weeks.
   On-Line- www.gibill.va.gov- go to on-line applications, select “education” from the drop down menu, and you come to the VONAPP. Go to Start VONAPP! Complete, print, and deliver to Veterans Office. Much Quicker!
   Paper Application- Go to Education Benefits and Education Forms

Priority Registration- Have you heard? With the Implementation of SB272 groups newly entitled to Priority Registration at De Anza College are:
  ✓ Current Members of the Armed Forces
  ✓ Former Members of the Armed Forces
Current law and regulations grant priority registration to EOPS, Students with Disabilities, and Veterans. This bill was unanimously approved January 1, 2008. This means providing applications early to the Veterans Service Office at De Anza allows us to place you on Priority Registration!

8. MEET WITH AN ACADEMIC COUNSELOR FOR A STUDENT EDUCATION PLAN! Veterans and Dependents are required by law to declare a two-year major or certificate as listed under VA approved courses, or a Transfer major based on agreements with California State University, University of California or other articulated four year college/university. An “undeclared” or “general education” major is not acceptable for VA purposes. Courses which are NOT listed on a student’s education plan and are NOT part of the chosen major will NOT be certified by the Veterans Services Office. (See Policies, Guidelines & Responsibilities)
Veteran students may also qualify and apply for Financial Aid, EOPS and CARE, along with other services during the process of applying for Veterans Educational Benefits. Refer to “Other Assistance, Please” for more details.
RECEIVING BENEFITS

**Monthly Verification** - Certain Veteran students who receive benefits under the Montgomery GI BILL have to verify their monthly enrollment to the VA.

- **CHAPTER 30, 1606 & 1607** - must verify enrollment
- **CHAPTER 35** – DO NOT HAVE TO VERIFY ENROLLMENT
- **CHAPTER 31** – DO NOT HAVE TO VERIFY ENROLLMENT

You have the option of verifying enrollment through one of the following:
- Call Toll-Free- 1-877-823-2378 or
- On-line – [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) Information for Benefit Recipients

Enrollment verification is the last day of each month in order to receive payment within two weeks, with the exception of Federal Holidays, which may delay payment.

**Direct Deposit** - Students receiving Chapter 30,31,1606 & 1607 Educational Benefits through the Montgomery GI Bill or Vocational Rehabilitation have the option of having VA payments deposited directly into a checking/savings account of their choice. Direct Deposit is recommended to students through the Application for Educational Benefits and can be set up or update current Direct Deposit account information by calling 1-877-838-2778.

**Payment** - Payment of Benefits usually occurs between the 1st and the 15th of each month and is paid for the previous month. Provided a student verifies his/her monthly enrollment, payment is based on the dates the required class meets. The VA will automatically pay students for all payable breaks between regular quarters unless the Veteran Student states in writing that he/she wants “no pay break”. For payment information call 1-888-442-4551.

**Pay Status** - VA monthly benefits are paid to the student based on enrolled units or the number of units that apply to the Major/Degree/Certificate or goal currently on file. It is important the student follow his/her Ed-Plan! VA does not pay for courses that are not part of their plan.

- **12 Week Quarter Schedule**
  - 12 Units or more – Full Time
  - 9 to 11 ½ units – ¾ Time
  - 6 to 8 ½ units – ½ Time
  - 5 Units or less – less than ½ Time

- **6 Week Quarter Schedule**
  - 6 Units or more – Full Time
  - 5 Units – ¼ Time
  - 4 Units – ½ Time
  - 3 Units – less than ½ Time

**Processing Time** - Processing Forms and information On-Line are recommended paper forms take approximately 8 to 12 weeks at the Veterans Administration! Subsequent forms usually take 6 to 8 weeks.
Payment Rates

Refer to www.gibill.va.gov – “Educational Benefits”
# Policies, Guidelines & Responsibilities

## 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 Admissions & Records 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 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 in your enrollment to the Veterans Services Office **IMMEDIATELY** at (408) 864-8230.

## MINIMUM GPA REQUIREMENTS

Students on VA Educational Benefits must maintain satisfactory progress. If a 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 GPA or higher.

De Anza College offers remedial and Tutorial Assistance to students and we encourage utilizing our programs before a GPA is in jeopardy. *(See “Other Assistance Please!”)*

## GRADES - F, W, I, NC

Since the VA will not pay benefits for the period after a student has ceased attending a class, De Anza is required to report student attendance for all classes in which a student received an F, W, I, or NC to the Veterans Administration. If the result is a result of non-attendance, the VA will be notified of the last date of attendance reported and the VA will reduce your pay rate effective the date indicated of last date of attendance.

## CONCURRENT ENROLLMENT

When receiving VA Educational Benefits, you may be concurrently enrolled at more than one college during the same term and receive benefits for both colleges. The college where you are receiving a **Degree** will become your “**Parent School**”. The courses you enroll in at the Supplemental/Secondary School must be approved by your Parent School in order to receive benefits. Please contact your Parent School and notify it of concurrent enrollment in advance of the quarter so a Parent School Letter from the Veterans Services Office can submit it to the Supplemental/Secondary School.
VA WORK STUDY ALLOWANCE PROGRAM

Who is Eligible? Students receiving VA Educational Benefits for full-time or ¾ time training in a College Degree, Vocational, or Professional Program. This Tax Free employment program rate is based on whichever is greater, Federal or State minimum wage.

For More Information:
- Go On-line to www.gibill.va.gov to “Education Benefits”. Select “Education Programs covered by GI Bill”
- Or come by the Veterans Services Office for brochures and applications

RETRO-ACTIVE BENEFITS

VA Benefits can be paid for enrollment up to one year prior to the date VA receives a student’s application. The date of eligibility is determined by either the Discharge Date from active duty or a Certificate of Eligibility Letter from the Veterans Administration.

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.

CHAPTER 1606’s

National Guard and Reservists, contact your unit office or education officers for Work-Study Employment.

EOPS AND CARE

Extended Opportunity Programs and Services (EOPS) provide 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

DISABLED STUDENTS SERVICES AND PROGRAMS (DSSP)

Services include, but are not limited to:
- Registration Assistance, On-Campus Assistance
- Personal, Vocational and Academic Advising
- Interpreting, Captioning Services, and Note Taking
- Reader/Tutor Referral, Campus and Community Referral
- Assistive Technology, Adaptive Equipment, materials for Alternative Media
- Accessible Parking
- Test Accommodation,
- Transition Planning, including liaison with Department of Rehabilitation
# Resources & Websites

## DE ANZA COLLEGE CAMPUS

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<tr>
<td>Veterans Service Office</td>
<td>(408) 864-8230</td>
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<tr>
<td>Admissions &amp; Records</td>
<td>(408) 864-5300</td>
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<tr>
<td>Assessment Office</td>
<td>(408) 864-8717</td>
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<tr>
<td>Financial Aid Office</td>
<td>(408) 864-8718</td>
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<tr>
<td>Counseling Office</td>
<td>(408) 864-5400</td>
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<tr>
<td>Disabled Student Services</td>
<td>(408) 864-8753</td>
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## VETERANS ADMINISTRATION

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<tr>
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<tbody>
<tr>
<td>VA Regional Office</td>
<td>1-800-827-1000</td>
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<tr>
<td>Muskogee Regional Processing Center</td>
<td>1-888-442-4551</td>
</tr>
<tr>
<td>P.O. Box 8888 125 S. Main Street</td>
<td></td>
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<tr>
<td>Muskogee, OK 74402</td>
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<tr>
<td>VA Vet Center- San Jose</td>
<td>(408) 993-0729</td>
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## Other Resources

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<th>Service</th>
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<th>Website</th>
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<tr>
<td>Automated Monthly Verification of Enrollment</td>
<td>1-877-823-2378</td>
<td><a href="#">www.gibill.va.gov</a></td>
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<tr>
<td>CalVet California Department of Veterans Affairs</td>
<td>1-213-744-4825</td>
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<td>Compensation &amp; Pension</td>
<td>1-800-827-1000</td>
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<td>Direct Deposit &amp; Address Changes</td>
<td>1-877-838-2778</td>
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<tr>
<td>Education Benefits Inquiries</td>
<td>1-888-442-4551</td>
<td><a href="#">www.va.gov.education</a></td>
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<td>Gulf War Veteran Help Line</td>
<td>1-800-749-8387</td>
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<td>Health Care</td>
<td>1-877-222-8387</td>
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<td>Hospital &amp; Medical Benefits</td>
<td>1-877-222-8387</td>
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<tr>
<td>Iraq &amp; Afghanistan Vets of America</td>
<td>1-212-982-9699</td>
<td><a href="#">www.lava.org</a></td>
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<tr>
<td>Iraq Veteran Project</td>
<td>1-415-252-4788 x 335</td>
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<tr>
<td>Life Insurance</td>
<td>1-800-669-8477</td>
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<tr>
<td>Vocational Rehab &amp; Employment</td>
<td>1-800-827-1000 (Press 1 then 0)</td>
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<tr>
<td>National Veterans Foundation</td>
<td>1-888-777-4443</td>
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<td>Veteran Scholarships</td>
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<td>Seamless Transition Home</td>
<td><a href="http://www.seamlesstransition.va.gov">www.seamlesstransition.va.gov</a></td>
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<td>Service Members Opportunity Colleges</td>
<td><a href="http://www.soc.aascu.org">www.soc.aascu.org</a></td>
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<td>Military HOMEFRONT</td>
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<td>Military Severely Injured Center</td>
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