

KEEP THIS FORM FOR YOUR FILES

**The Department of Veteran Affairs may be reached by calling:
1.888.44.4551 OR 1.888.GI Bill 1**

REQUIRED ITEMS FOR ALL VETERANS (Chapters 30, 31, 32, 33, 1606 & 1607)

New Veterans

VA form 22-1990 (Application for Education Benefits). Application form is available on line at: <http://vabenefits.vba.va.gov/vonapp/main.asp>

Transfer Veterans

VA form 22-1995 (Change of Program/Place of Training). Application form is available online at: **www.gibill.va.gov/GI_Bill_Info/education_forms.htm**

All Veterans

- Long Copy of DD form 214
- Transcripts from all colleges previously attended (must be sent to College of Marin Counseling Department)
- Student Education Plan signed by COM veteran's counselor
- Placement test scores (remedial course work only)

ADDITIONAL REQUIREMENTS BY PROGRAM

Chapter 31

VA Form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status). This form will show the student's approved major. Student cannot change their major without written authorization from their case manager.

Chapter 33

Chapter 33 VA Letter of Eligibility

Chapter 1606

DD Form 2384 [Notice of Basic Eligibility (NOBE)] obtain from your unit Student Education Plan signed by COM veteran's counselor.

Transcripts from all colleges previously attended (send to College of Marin Counseling Department)
Placement test scores (remedial course work only)

REQUIRED ITEMS FOR DEPENDENTS (Chapter 35)

New Students

- VA Form 22-5490 (Application for Dependents Education Assistance). Application form is available on line at: **www.gibill.va.gov/GI_Bill_Info/education_forms.htm**
- Copy of birth certificate (dependent children applicants)
- Copy of marriage license (spouse applicants)

Transfer Students

Form 22-5495 (Dependents Change of Program/Place of Training).

Application form is available on line at: **www.gibill.va.gov/GI_Bill_Info/education_forms.htm**

All Students

- VA claim number (the claim number of the veteran who made you eligible)
- Student Education Plan (signed by COM veteran's counselor)
- Transcripts from all colleges previously attended (must be sent to College of Marin Counseling Department)
- Placement test scores (remedial course work only)

PAYMENTS/VERIFICATION OF ENROLLMENT**Advance Payment**

Not available to Chapter 33 or 1607. Advance payment provides payment for the first partial and first whole month of the enrollment being certified. The next check will be received at the end of the next month. To receive advance payment, you must complete and sign the Veteran's Benefit/Request for Certification form (available at the Office of Enrollment Services). You must be enrolled at least half-time and there must be more than 30 days between terms.

When You Should Receive Your First Payment

Unless you requested (in writing) an advance payment, new/transfer students can expect to begin receiving VA funding in about six weeks from the first day of your beginning semester.

Direct Deposit

Chapter 30 and 1606 students can have their checks deposited directly to their bank account. To start or change a direct deposit, call VA 1.877.838.2779.

Verification of Enrollment

Students receiving Chapter 30, 1606, and 1607 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR), 1.877.823.2378. The award letter students receive when they are awarded benefits has information about WAVE and IVR.

EDUCATION BENEFIT PROGRAMS**Chapter 30**

Must have completed high school, served on active duty after June 30, 1985, fulfilled one's basic service obligation and received an honorable discharge. Chapter 30 has four eligibility categories:

Chapter 31

Disabled Veteran Vocational Rehabilitation GI Bill. Any veteran receiving at least 10% permanent, service-connected disability from DVA can apply for this GI Bill. Approval is done on a case-by-case basis.

Chapter 32

VEAP (Veterans Educational Assistance Program)—both Veteran and active duty. Entered active duty between January 1, 1977 and June 30, 1985, paid into VEAP, discharged at least under honorable conditions or still on active duty and completed first term of obligated service.

Note 1: Section 903 (Non-Contributory VEAPS) are processed in same manner as regular VEAPS

Note 2: Active duty VEAPS are authorized to receive their regular VEAP GI Bill after completion of first term of obligated service. Active Duty VEAPS are not paid for semester breaks.

Chapter 33

Eligibility: Generally, students eligible for chapter 33 must have served on active duty after 09/11/01 for:

- A minimum of 90 aggregate days (excluding entry level and skill training);
- At least 30 continuous days if discharged for a service-connected disability.

Active duty members are eligible the 90th day after completion of entry level training. Students are encouraged to review the full eligibility description online at **www.gibill.va.gov**. After submitting the VA application (**vabenefits.vba.va.gov/vonapp/main.asp**) for chapter benefits, eligible students will be mailed a **Certificate of Eligibility** letter that describes their eligibility and their chapter 33 benefits. **You must bring this letter to your school. Your school must certify enrollment before you can get paid.**

Tuition and Fees

Tuition and Fees Tuition payment is paid directly to the school on behalf of the student when the school's enrollment certification is processed.

Monthly Housing Allowance

A monthly housing allowance is paid if the student's rate of pursuit is more than 50% (6.5 units or more). The monthly housing allowance is paid directly to the student at the beginning of each month for the previous month. The monthly housing allowance paid equals the DoD Basic Allowance for Housing (BAH) for an "E-5" with dependents" and the zip code of the school (College of Marin 94949 and 94904). The BAH rates are at: <http://www.defensetravel.dod.mil/perdiem/bah.html>

Rate of Pursuit

Rate of pursuit applies specifically to chapter 33. It differs from training time, which is used for all other chapters. VA calculates rate of pursuit by dividing the number of credit (or credit hour equivalents) being pursued by the number of credit considered to be full-time by the school. The resulting percentage is the student's rate of pursuit.

Examples: If full-time is 12 credits, then rate of pursuit for:

6 credits is 50% (6 divided by 12 = 50%)

6.5 credits is 54% (6.5 divided by 12 = 54%)

The housing allowance is paid only if the student's rate of pursuit is more than 50%.

Distance Learning and the Housing Allowance

Individuals only enrolled in distance learning courses will be eligibility for a monthly housing allowance equal to **50% of the national average** of all Basic Allowances for Housing. Rates will be multiplied by the rate of pursuit rounded to the nearest 10. If a student's enrollment is both distance learning and resident training (standard classroom instruction) and pursuit is **MORE than 50%** then the monthly housing allowance can be paid for the period of residence training and any break periods that meet break pay rules.

Books and Supplies

The books and supplies stipend is a lump sum payment (each semester or term attended) paid directly to the student when the school's enrollment certification is processed. The stipend is prorated by the student's length of service percentage. Active duty students ARE NOT eligible for the stipend. The books and supplies stipend pays \$41.67 per credit certified, up to 24 credits for the academic year (August 01 to July 31). The maximum stipend is \$1,000 per academic year.

Transfer of Entitlement (ToE):

The Department of Defense (DoD) offers some members of the Armed Forces the opportunity to transfer benefits to their spouse or dependent children. Information and requirements about transferability can be found on DoD's website: **www.defenselink.mil/homfeatures/2009/0409%5Fgibill**

The education website also offers a concise summary at: **www.gibill.va.gov/GI_Bill_Info/CH33/Transfer.htm**

Chapter 35

Survivors' and dependents' must be spouse, daughter, son, step-daughter, step-son, or adopted child of veteran who is deceased (service connected) or is rated 100% disables (service connected, permanent and total, approved by DVA).

Chapter 1606

Montgomery Selected Reserve GI Bill. The Department of Defense and the Department of Homeland Security (Coast Guard) determine who's eligible for chapter 1606. The Department of Veterans Affairs administers the program and pays benefits. Basic eligibility requires a 6 year obligation to serve in the Selected Reserve and satisfactory participation in required Selected Reserve training.

Chapter 1607

Montgomery GI Bill—Educational assistance for certain reserve components. Certain individuals activated after September 11, 2001, either eligible for education benefits or for increased benefits. Details are available on GI-Bill Website.

ADDITIONAL INFORMATION

eBenefits is a portal; a central location for Veterans, Service Members, and their families to research, find, access, and, in time, manage their benefits and personal information. eBenefits offers a personalized workspace called My Dashboard that provides quick access to eBenefits tools. Using eBenefits tools, you can complete various tasks. You can apply for benefits, download your DD 214, and view your benefits status, in addition to other actions as needed. This workspace is available to you once you have created an eBenefits account: https://www.ebenefits.va.gov/ebenefits-portal/downloads/eBenefits_factsheet.pdf

Student's Responsibility

It is the student's responsibility to notify the College of Marin Certifying Official immediately of any and all changes in the current enrollment schedule effecting a change of status or total withdrawal. Student must be maintaining satisfactory progress in all course work and taking only courses applicable toward the degree goal/objective.

The law prohibits payment of DVA benefits for a course from which a student withdraws, or for a course that a student receives a grade, which will not be used in computing requirements for graduation. Payments may be allowed, however, if the student submits evidence of acceptable mitigating circumstances to explain why the course could not be completed and/or a creditable grade assigned. Form 21-4138, Statement in Support of Claim, is available at: **www.gibill.va.gov/GI_Bill_Info/education_forms.htm**

If a student drops a course, unless he or she can show DVA that there are mitigating circumstances, he or she must return ALL the money paid to him or her for that course from the start of the term, not merely from the date he or she dropped the course.

Student Verification of Enrollment

Students receiving chapters 30, 1606 and 1607 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) www.gibill.va.gov/wave/index.do or by Interactive Voice Response (IVR) 1-877-823-2378. The monthly verification of enrollment procedure has not been adopted for chapter 33 and chapter 35. The earliest students can verify their enrollment is the last calendar day of each month.

Change of Program

If a VA student changes from one program to another the student must request the change and the school must report credit allowed to VA that applies to the new program. The student is required to complete a Change of Program or Place of Training form 22-1995 or for dependents 22-5495 (available on line at www.va.gov or the Office of Enrollment Services).

Continuing Students

Complete a Veterans Benefit/Request for Certification form EACH SEMESTER you wish to be certified with the Department of Veterans Affairs (available at Office of Admissions and Records).

Continuing students are encouraged to take advantage of PRIORITY registration. The College mails priority dates and a reminder letter to each student prior to the end of each semester.

Remedial Courses

The VA will not pay for Remedial course work unless test results show that you need the course(s). Verification of remedial test scores must be on file with the Certifying Official in the Office of Enrollment Services.

Repeating Courses

Courses that are failed or for which the final grade does not meet minimum requirements for the current objective, may be certified a second time for VA purposes (check COM catalog for course repletion regulation) Courses that are successfully completed may not be certified for VA purposes if they are repeated.

Retroactive benefits

VA benefits can be paid for enrollments up to one year prior to the date VA receives a student's application.

VA Payments

The VA will only pay for programs that lead to a degree or certificate granted by the College of Marin and approved by the State Approving Agency. If your objective is to transfer to a four-year school, the College of Marin must have an articulation agreement with the transfer school in the specific major in order for COM to certify your course work with the VA. If you will be taking short-term courses please know the monthly payment will be adjusted accordingly.

Short-Term Class Payment Calculations

Payments for a short-term class are calculated for full-time, three-quarter or half-time VA benefits only during the ACTUAL date the short-term class is in session, not the entire semester. The monthly payment will be adjusted accordingly.

Standards for Dismissal for Veteran Students (catalog addendum)

A GPA of 2.0 is required to meet graduation requirements. A veteran or eligible person who has less than a 2.0 cumulative GPA in three consecutive semesters (not including summer) will have his or her veterans benefits terminated.

Parent School Letter

Student's wishing to take courses elsewhere that satisfy requirements for the current objective at COM need to request from the COM Certifying Official a "Parent School Letter". It is the responsibility of the student at the completion of each term, to have transcripts from the secondary school sent to the College of Marin Counseling Department for evaluation.

Math and English Certification

All students are required to take the College of Marin Math and/or English Placement test. Prior to any VA certification of enrollment in math and/or English courses, test results must be submitted to either the veteran counselor or to the Certifying Official in the Office of Enrollment Services. VA will only pay for math and/or English courses that match your test score placement level. Lower level courses (other than placement level) must be approved by the College of Marin Petition committee prior to VA certification.text