

Veteran Benefits Student Application Process

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Dear Veteran:

All items on this VA packet **must be returned to the VA /Financial Aid Office** (Including prior academic transcripts & classes must match your Ed Plan) before you can be certified.

The following must be completed in order to process your VA Educational Benefits. If not sure what your VA Education Benefits you are eligible for please go to http://www.gibill.va.gov/GI_Bill_Info/benefits.htm, to determine what chapter you are eligible to apply. Please return this form complete with signature.

1. Submit copy of **DD214** . Apply to Gavilan College to receive your Gavilan College ID number. You make get an application at www.cccapply.org/apply.
2. Application for Veterans Educational Benefits on line at : <http://vabenefits.vba.va.gov/vonapp/main.asp> submit and print-out the application or submit approved letter from Department of Veterans to Gavilan College Financial Aid/VA Office.
3. Make an appointment to do the Assessment Test and the Orientation before you meet with a Counselor. Go to <http://www.gavilan.edu/orientation/> for Orientation days and times.
4. Please make an appointment with a Counselor go to www.gavilan.edu/counseling to meet with counselor for an educational plan.
5. *If you are **NOT** eligible for the new GI Bill Chapter 33 Post 9/11 please fill-out the Board of Governors' Fee Waiver Grant (BOG). You can download application at: www.gavilan.edu/finaid.*
6. *If you are a dependent of a veterans please fill-out the **California Department of Veterans Affairs College Fee Waivers, for application go to www.cdva.ca.gov and send to the given address or fax to be approved. Once you receive the letter from the California Department of Veterans Affairs please complete the **Board of Governors Fee Waiver Application (BOG)** with a letter from the California Department of Veteran Affairs so you will not need to pay tuition for the school year.***
7. When claiming dependents submit copies of marriage license, divorce decreed, (if applicable) and children's birth certificates.
8. GI Bill Comparison Tool go to: <http://department-of-veterans-affairs.github.io/gi-bill-comparison-tool/>

Signature

Date

Veteran's Enrollment Data Request

This form is located at: <http://www.gavilan.edu/finaid/va/forms.html>

This form is to be completed every semester and turned into your Gavilan Certifying Official

Gavilan Student ID _____ Semester: Fall Spring Summer 20__

Name: _____ Which GI Bill? _____
Last First Middle

Address: _____
Street Address City State Zip

Email: _____ Telephone: _____

If the above address/information has changed, check this box and be sure to update your address in MyGav.

What is your Major? _____ Transfer: Yes No Degree Certificate

If your Major Program **has changed from last semester**, check this box:

Educational History Information-Previous College/University Attended (Will Need Official Transcript(s))

Name of College/University	Start Date	End Date

If there is no previous college/university check this box: or If transcripts are already on file check this box

Colleges must evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and shorten the program certified accordingly. Whenever a student initially enrolls or changes programs a credit evaluation must be completed within the first semester. **VA Department will review credit evaluation during compliance reviews and credit evaluation records must be kept and made available**

Only classes reflected on your Gavilan Student Educational Plan will be certified for benefits

Course Name	CRN #	Units	Type of Semester Class
			<input type="checkbox"/> Full Semester <input type="checkbox"/> Distance learning <input type="checkbox"/> Short Course: From _____ To _____
			<input type="checkbox"/> Full Semester <input type="checkbox"/> Distance learning <input type="checkbox"/> Short Course: From _____ To _____
			<input type="checkbox"/> Full Semester <input type="checkbox"/> Distance learning <input type="checkbox"/> Short Course: From _____ To _____
			<input type="checkbox"/> Full Semester <input type="checkbox"/> Distance learning <input type="checkbox"/> Short Course: From _____ To _____
			<input type="checkbox"/> Full Semester <input type="checkbox"/> Distance learning <input type="checkbox"/> Short Course: From _____ To _____
			<input type="checkbox"/> Full Semester <input type="checkbox"/> Distance learning <input type="checkbox"/> Short Course: From _____ To _____
Total Number of Units for Certification			

I understand it is my responsibility to notify the Veteran Administration and the Gavilan Certifying Official of any course load change immediately . I accept personal responsibility for any overpayments made and I agree to refund such overpayments promptly to the VA.

Signature _____

Date _____

Once completed, print a copy for your records & submit to your VA Certifying Official.

Sandra Talavera (408)848-4734

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While attending Gavilan College, it is your



responsibility to comply with the following guidelines. This list is a combination of Veterans Administration regulations and college policy, but is not inclusive.

Gavilan Student ID: G00_____

Veteran File (SSN) _____

Name: _____
Last First Middle

Address: _____
Street Address City State Zip

Telephone: _____ Email Address: _____

I understand that I have the following obligations while attending Gavilan College and receiving VA Educational Benefits:

1. You must submit official transcripts from all previous colleges you attended prior to enrolling at Gavilan College. Official transcripts must be on file before the second semester certification in order to give proper credit for courses completed.
2. You must complete a **Student Educational Plan (SEP)** with an academic counselor prior to the beginning of your first semester. Thereafter you are required to maintain an updated SEP. If you change classes after certification and the new classes are not on your SEP then you must meet with an academic counselor to update your plan or risk decertification.
3. **Students must declare an educational objective/major.** You must be enrolled in a VA approved program for an associate degree, certificate, or to transfer by your second semester at Gavilan College. The classes a veteran or dependent student enrolls in must be required for the major. If the class is not part of the required coursework, the VA will not pay for the class.
4. You may change your educational objective/major between semesters. Changing your objective requires obtaining a new SEP from your academic counselor.
5. You must notify the Gavilan Certifying Official immediately of any change in the number of units or classes you are taking or if you have terminated/withdrawn from the school. You may require to pay back to the VA any money received when a grade of "F" or Not Passing (NP) is received unless there are mitigating circumstances. Withdrawing from a class requires you to pay back cost of the class.
6. Chapter 30 (Active Duty), Chapter 1606 (Selected Reserve), Chapter 1607, and VRAP must notify the VA on the last day of each month or within the 1st week after to verify your enrollment. You can call (877)823-2378 or go online at www.gibill.va.gov/wave/ for enrollment verification. Chapter 33 (Post 9/11) and Chapter 365 (Dependents) are not required to verify enrollment.
7. If you are called to active duty, you are entitled to a full refund of your enrollment fee. If called to active duty you are not required to pay back any VA money due to terminating enrollment. You must submit a copy of your orders to Gavilan College.
8. Keep in mind that the Summer Semester unit value is different than the fall and spring semesters. For summer semester 6 units is full-time.

Chapter 33 (Post 9/11) only:

1. In order to collect the monthly allowance, you must be certified for more than half-time (7units in the fall and spring semesters). If your certification drops to half-time or below, you will stop receiving a monthly payment. Veterans must be enrolled full-time to receive their BAH entitlement. Your BAH will be less or differ greatly in the amount you receive if taking online classes only.
2. If you withdrew, drop, or receive a failing grade this may lead to an overpayment resulting in a debt. If an overpayment is created resulting in a debt you may be responsible for repaying the VA for tuition and fees, books, and the basic housing allowance. The amount of the overpayment may vary depending on the date in which you withdraw, drop, or receive a failing grades

FYI: The time in receiving educational benefits once you are certified can be anywhere from six to eight weeks or longer. This is why it is important to turn in your SEP and Enrollment Data Request (EDR) as soon as you register for classes.

I, the undersigned, do hereby affirm that I have received, understand and will comply with the "Veteran Statement of Responsibility". I further affirm that I understand I will be liable for any overpayment caused by my failure to adhere to the "Veteran Statement of Responsibility" and will advise Gavilan College Certifying Officials of any changes in my enrollment.

Student Signature: _____ Date: _____

Veteran Certifying Official

Summary: Satisfactory Academic Progress Policy

The primary purpose of Veteran Educational Benefits is to assist students in achieving an educational objective. Academic status is an index of student's academic eligibility for continuing enrollment and certification for Veteran Educational Benefits. Remember you have a limited time to complete your education goal.

<p>If on Academic</p> <p>Continuing Veteran will not be certified until grades are posted for probation term and academic progress is demonstrated.</p> <p>You will have to pay tuition & fees or complete the Free Application for Federal Student Aid (FAFSA). To apply go to https://fafsa.ed.gov.</p>	<p>ACADEMIC SUCCESS is required to maintain</p>		
	<p>Academic Requirements</p>		
	<p>OVERALL GPA</p> <ul style="list-style-type: none"> Maintain overall grade point average of at least 2.0 	<p>TERM PACE</p> <ul style="list-style-type: none"> Earn at least 67% of units you attempt each semester. 	<p>OVERALL PACE</p> <ul style="list-style-type: none"> Earn at least 67% of units you attempt on overall basis
<p>*****</p> <div data-bbox="139 1163 415 1325" data-label="Image"> </div> <p>*****</p>	<p>How is pace calculated?</p> <p>Pace is calculated by dividing the number of units earned by number of units attempted.</p> <p>Example:</p> <p>Student attempted 12 units in fall semester and successfully completed 8 units. To calculate <u>term pace</u>: Divide 8 (units completed) by 12 (units attempted). Student completed 66.67% of courses attempted, which is below 67%. Student was required to complete 8.5 units, which calculates term pace of 70.83%.</p>		

Complete Educational Goal Within Maximum Timeframe

Student Veterans are required to have an educational goal of certificate, associate degree or transfer program to be certified for Veteran Education Benefits. Completing educational goal in a reasonable amount of time is essential, given the number of months you are eligible to receive your Veteran Educational Benefits. *Students who don't complete their educational goal within the maximum timeframe can exhaust their VA Educational Benefits.*

Students with extenuating circumstances may submit an Education Plan and Request for Extension for consideration.

Maximum Timeframe

Educational Goal	Average Units Required to Achieve Ed. Goal	Maximum units student may attempt before they are considered "Overunits"
Certificate	30	45
Associate Degree	60	90
Transfer Program	60	90