

# ACADEMIC INFORMATION

## VETERAN'S BENEFITS

Veteran's benefits may be used at Navarro College. The College's Office of Veterans Affairs should be consulted to obtain accurate, complete, and current information concerning VA educational benefits. Because Veteran's benefits are legislatively controlled, it is necessary to alter requirements for continued receipt of veteran's benefits as the laws and guidelines change. Consequently, the veteran's benefit recipient is advised that the standard of progress expressed previously in this catalog may not be the only standard of progress requirement he or she must meet. The recipient must consult with the Office of Veterans Affairs on campus about specific up-to-date requirements. Veterans with military service, selected reservists and dependents of veterans may be eligible for federal payments and benefits while attending Navarro College. The School Certifying Official is assigned to help assure the proper handling of veterans' educational benefits applications.

\*EDUCATIONAL OBJECTIVES: \*The Veterans Administration requires each student drawing educational benefits be enrolled for courses that lead to his/her approved educational objective (degree or certificate). VA students may not draw benefits for courses for which they have already received credit, for courses that are in excess of degree requirements or for courses that do not apply to a planned degree. A college counselor is available to help prospective students determine that the courses they wish to take qualify for VA educational benefits. If students change their degree plan, they need to apply with the VA to update their degree plan.

### First-time Applicant requirements

#### 1. Chapter 30 – Montgomery GI Bill® (MGIB-AD) (Served Active Duty):

- Submit copy of DD Form 214
- Submit Certificate of Eligibility, letter from the VA confirming eligibility for Montgomery GI Bill®.
- If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at <https://www.va.gov/education/how-to-apply/>
- Request Official Military Transcripts: Official Joint Service Transcript request for Veterans who served in the Army, Navy, Marines, or Coast guard can request an Official copy of their Joint Service Transcript be sent to Navarro College by accessing the following website <https://jst.doded.mil/jst/>
- If the Veteran served in the Air Force, they will need to request a transcript from the Community College of the Air Force. The form is located at <https://www.airuniversity.af.edu/Portals/10/CCAF/documents/CCAF-Transcript-Request.pdf> It needs to be mailed in and it is STRONGLY recommended that it be done certified mail. Then submit copies of the receipts on Document Upload. Long delays are anticipated.

· The veteran must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.

· The Veteran will need to verify his/her enrollment near the end of each month on <https://www.gibill.va.gov/wave/index.do>

#### 2. Chapter 31 – Veteran Readiness and Employment® (VR&E) (Service Connected Disabled Veterans)

- Veteran MUST apply in advance and get approved BEFORE registering for classes.
- Submit copy of DD Form 214
- Equivalent of Certificate of Eligibility will be Supplied on Tungsten by the VR&E counselor.
- Request Official Military Transcript: Official Joint Service Transcript request for Veterans who served in the Army, Navy, Marines, or Coast guard can request an Official copy of their Joint Service Transcript be sent to Navarro College by accessing the following website <https://jst.doded.mil/jst/>
- If the Veteran served in the Air Force, they need to request a transcript from the Community College of the Air Force. The form is located at <https://www.airuniversity.af.edu/Portals/10/CCAF/documents/CCAF-Transcript-Request.pdf> It needs to be mailed in and it is STRONGLY recommended that it be done certified mail. Then submit copies of the receipts on Document Upload. Long delays are typical.

· The veteran must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.

· Each month the Veteran will need to verify his/her enrollment enrolment near the end of each month on <https://www.gibill.va.gov/wave/index.do>

#### 3. Chapter 33 – Post 9/11GI Bill® (Served Active Duty)

- Submit copy of DD Form 214
- Submit Certificate of Eligibility, letter from the VA confirming eligibility for the Post 9/11GI Bill®.
- If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at <https://www.va.gov/education/how-to-apply/>
- Request Official Military Transcript: Official Joint Service Transcript request for Veterans who served in the Army, Navy, Marines, or Coast guard can request an Official copy of their Joint Service Transcript be sent to Navarro College by accessing the following website <https://jst.doded.mil/jst/>
- If the Veteran served in the Air Force, they need to request a transcript from the Community College of the Air Force. The form is located at <https://www.airuniversity.af.edu/Portals/10/CCAF/documents/CCAF-Transcript-Request.pdf> It needs to be mailed in and it is STRONGLY recommended that it be done certified mail. Then submit copies of the receipts on Document Upload. Long delays are anticipated.

· The veteran must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.

· Every Veteran using this benefit will need to verify enrollment verify his/her enrollment near the end of each month, see link for options [https://benefits.va.gov/gibill/isaksonroe/verification\\_of\\_enrollment.asp](https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp)

#### 4. Chapter 33 – Post 9/11GI Bill® TEB (Transfer Education Benefits to Dependents)

- DOD approves student's transfer and sends letter of approval to the student. For Transferability details see <https://milconnect.dcmc.mil>
- Complete VA Form 22-1990 Application for Education Benefits
  - Submit copy of DD Form 214 unless Service member is still on Active Duty as noted on COE
  - Submit Certificate of Eligibility, letter from the VA confirming eligibility for the Post 9/11GI Bill®.
  - If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at <https://www.va.gov/education/how-to-apply/>
  - The student must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
  - Every student using this benefit will need to verify his/her enrollment near the end of each month, see link for options [https://benefits.va.gov/gibill/isaksonroe/verification\\_of\\_enrollment.asp](https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp)
  - 5.Chapter 33 FRY Scholarship – Post 9/11GI Bill® (benefits provided to the service member's surviving spouse and children)
  - DOD approves the award of the Fry scholarship and sends letter of approval to the dependents.
  - Complete VA Form 22-1990 Application for Education Benefits
  - If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at <https://www.va.gov/education/how-to-apply/>
  - Submit copy of DD1300 Report of Casualty
  - The student must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
  - Every student using this benefit will need to verify his/her enrollment near the end of each month, see link for options [https://benefits.va.gov/gibill/isaksonroe/verification\\_of\\_enrollment.asp](https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp)
  - 6.Chapter 35 Dependent's Educational Assistance DEA®– Post (benefits provided to the service member's surviving spouse and children)
  - DOD approves the award of the Fry scholarship and sends letter of approval to the dependents.
  - Complete VA Form 22-1990 Application for Education Benefits
  - If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at <https://www.va.gov/education/how-to-apply/>
  - Submit copy of DD1300 Report of Casualty
  - The student must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
  - Every student using this benefit will need to verify his/her enrollment near the end of each month, see link for options [https://benefits.va.gov/gibill/isaksonroe/verification\\_of\\_enrollment.asp](https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp)
  - Chapter 1606 – Montgomery GI Bill Selected Reserve® (MGIB-SR) (Served in Reserves)
  - Submit copy of DD Form 214
  - Submit Certificate of Eligibility, letter from the VA confirming eligibility for the (MGIB-SR)®.
  - If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at <https://www.va.gov/education/how-to-apply/>
  - Request Official Military Transcripts: Official Joint Service Transcript request for Veterans who served in the Army, Navy, Marines, or Coast guard can request an Official copy of their Joint Service Transcript be sent to Navarro College by accessing the following website <https://jst.doded.mil/jst/>
  - If the Veteran served in the Air Force, they need to request a transcript from the Community College of the Air Force. The form is located at <https://www.airuniversity.af.edu/Portals/10/CCAF/documents/CCAF-Transcript-Request.pdf> It needs to be mailed in and it is STRONGLY recommended that it be done certified mail. Then submit copies of the receipts on Document Upload. Long delays are anticipated.
  - The veteran must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
  - The Veteran will need to verify his/her enrollment near the end of each month on <https://www.gibill.va.gov/wave/index.do>
  - **\*TRANSFER STUDENTS**
  - Transfer students using Chapters 30, 33, and 1606 need to complete VA form 22-1995 to transfer benefits from your previous college. To Navarro College. The form can be found here. <https://www.va.gov/education/how-to-apply/> Also need the same documentation as students using the benefit for the first time. See above.
  - Transfer students using Chapters 35 need to complete VA form 22-5495 to transfer benefits from your previous college. To Navarro College. The form can be found here. Also need the same documentation as students using the benefit for the first time. See above. · <https://www.va.gov/education/how-to-apply/>
  - Transfer students using Chapters 31 need to coordinate with their VR&E Counselor so an updated approval can be added in Tungsten form them. Also need the same documentation as students using the benefit for the first time. See above.
  - 7.Hazlewood Act – Contact the Navarro College Office of Financial Aid
  - Veteran must have entered active duty service in Texas or have Texas listed as his/her home of record on DD form 214.
  - Veteran must have served at least 181 days of active duty not including training time.
  - Veterans can transfer his/her unused hours to a child under the Hazlewood Legacy Act.
  - All students wishing to use the Hazlewood exemption must submit a completed application with all required supporting documentation prior to the last date of the semester in which they wish to begin the exemption. Incomplete applications will not be accepted. There are four semesters within an academic year in which a student can apply for the exemption: Fall, Spring, First Summer, and Second Summer. You will be required to renew your exemption once per academic year.
  - **\*IMPORTANT NOTICE\***: All Veterans should thoroughly review admissions standards and testing requirements before submitting an application.
  - Veterans should consult the school Veterans Affairs Certifying Official for information and assistance in applying or benefits.

\*Note: \*Allow four to eight weeks for VA application or any paperwork to be processed by the Veterans Administration Regional Office in Muskogee, Oklahoma.

**\*ADVANCE PAY**

All VA students must pay their tuition and fees up front. \*Advance pay is available for eligible students upon request. Students must request advance pay 30 days prior to the beginning of class. This will allow time for the funds to be distributed to the student. Navarro College does not determine eligibility of students. \*All financial responsibility rests upon the student and not Navarro College.\*

**\*CAUTION**

\*VA students may be required to pay their tuition and fees. It is the responsibility of the student receiving benefits to notify the Veterans Affairs Certifying Official immediately if there are any changes in his/her enrollment.

If a student changes his/her curriculum or transfers to another college, the veteran should notify the VA certifying official immediately.

**\*IMPORTANT NOTICE:** \* To remain eligible for benefits, students utilizing VA benefits must meet school standards of conduct, academic (satisfactory) progress, and class attendance. Students should, therefore, report to the Office of Admissions & Records to withdraw if they do not plan to pursue their courses or to attend regularly. If a student drops classes or is placed on scholastic probation, he or she may become ineligible for further VA benefits. It is the student's responsibility to notify the Certifying Official when he/she registers for courses and if there are any changes in enrollment status from the time VA Enrollment Certification was requested until the end of the term.