Directions and Guidelines for receiving your VA Benefits

***IMPORTANT INFORMATION -- RETAIN FOR YOUR RECORDS***

To avoid delayed receipt of your VA educational benefits and to prevent future interruption of benefits, please read and follow the following information.

**STEP ONE**

In order to receive VA Benefits the veteran/military personnel must apply for said benefits via the website <http://www.gibill.va.gov>. Complete the intent of enrollment and return to CAVS (see below).

**GETTING PAID**

EACH ACADEMIC YEAR (OR SEMESTER) you must complete the attached Intent of Enrollment form in order for your hours to be certified to the VA. **We will not certify your hours without this completed form in your file.**

**ADVANCED PAY** **(Post 9/11 GI Bill recipients are ineligible)**

Advance pay may be requested 30-120 days prior to the beginning of the semester. To be eligible, a person must have skipped attending a semester (i.e. summer) and plan on enrolling for at least ½ time. An advance pay consists of the first partial month and the full succeeding month. For Fall Semester 2014, the advance pay would include 8/25/14 through 9/30/14. Your next monthly payment would be received in November for the month of October.

**DROPPING, ADDING, OR WITHDRAWING**

**If you adjust your class schedule then you must report to the CAVS office immediately,** if it changes your enrollment status. If you drop or withdraw 30 days after the beginning of the semester, VA Form 4138 (Support of Claim) must be completed indicating the reason for reduction. The VA will evaluate the information provided and determine whether your benefits will be **reduced** from the withdrawal date OR the beginning of the semester. The VA allows a one-time withdrawal (up to 6 hours) without penalizing you. *There may be consequences for reducing the number of hours you are enrolled in, including owing the VA tuition and/or Basic Allowance for Housing.*

**YOUR GRADES DO MATTER**

The VA **will not pay for grades NF, SF, Z,** or a course without any grade (**W**) when it appears on your grade report. This must be reported to the VA within 30 days. If there is an error, it is your responsibility to bring in a grade for these courses in order to prevent your benefits from being REDUCED! You have one calendar year to change an **IN** or an **IP** to a grade. If you do not, a reduction is reported to the VA for that semester and you will have an overpayment. *There may be consequences for receiving poor grades, including owing the VA tuition and/or Basic Allowance for Housing. See your CAVS adviser to get help with your classes. Or consider beginning your college experience with part time credit hours (6-7hrs) to avoid getting in over your head.*

**CHAPTER 30, 1606, 1607 MONTHLY VERIFICATION**

Chapter 30, 1606 and 1607 students must verify their enrollment with the VA the last day of each month before your payment will be released to you. Verification phone number is 1-877-823-2378 OR on the web at www.gibill.va.gov. The first time you verify, your password is the last six digits of your SSN.

**MILITARY CREDIT**

Upon being admitted, a copy of the DD214 (discharge papers) must be submitted to the Admissions Office for evaluation of credit for basic and/or military training. You should also consider ordering your AARTS or SMARTS transcripts to receive college credit for military training. See the CAVS office for a booklet detailing this process.

**UNPAID BURSAR BILLS**

The Bursars Office will make special arrangements for students who receive Ch.33 (Post 9/11 GI Bill) benefits *only*. Not everyone is eligible for 100% tuition payments through the VA, make sure you look at your FLASHLINE Bursar account to view any outstanding bills.

**SCHOLARSHIPS AND FEE WAIVERS**

You are responsible to report all scholarships (including the Ohio National Guard Scholarship), employee/dependent fee waivers and graduate assistantships to the school certifying official. The VA requires that we reduce all reported tuition, by the amount of the scholarship/waiver.

**DID YOU KNOW….?**

CAVS offers the following services and programs:

* Free tutoring in math and English writing
* KSU Veterans Club
* Referrals for Career and Academic Advising
* Adult Orientation Course/College orientation JUST for VETS
* Referrals to VA and non-VA off-campus services

Please return all completed forms to:

Joshua Rider, VA Certifying Official

Center for Adult and Veteran Services (CAVS)

181 Schwartz Center

Kent, OHIO 44242-0001

PHONE 330-672-0510, FAX 330-672-9227

E-mail address, jrider@kent.edu.

QUESTIONS ABOUT YOUR VA BENEFITS?

Telephone number for the Regional VA office in Buffalo: 1-888-442-4551 (1-888-GIBILL-1), Website address, www.gibill.va.gov

*Please remember…The federal government reserves the right to collect overpayments due to poor grades, poor academic progress, and dropped classes.*

**INTENT OF ENROLLMENT FOR SUMMER 2014, FALL 2014, SPRING 2015**

Please check the appropriate statements below and return this form to the Center for Adult and Veteran Services, 181 Schwartz Center by April 1, 2014, if you are planning to attend Summer. If you are not returning to school until the Fall semester, please return this form before you leave school in May.

**SUMMER 2014**

\_\_\_\_\_\_ I do not plan to attend any summer sessions

\_\_\_\_\_\_ I plan to attend Intersession and take \_\_\_\_\_ hours (05/19/14-06/06/14)

\_\_\_\_\_\_ I plan to attend Session I and take \_\_\_\_\_ hours (06/09/14-07/12/14)

\_\_\_\_\_\_ I plan to attend Session II and take \_\_\_\_\_ hours (06/09/14-08/02/14)

\_\_\_\_\_\_ I plan to attend Session III and take \_\_\_\_\_ hours (07/14/14-08/16/14)

\_\_\_\_\_\_ I plan to attend summer but do not wish benefits

Payment rate for Summer I and Summer III (5 week sessions) will be determined on the following basis:

Undergraduates

4+hours = full time 3 hours = 3/4 time 2 hours = 1/2 time

Graduates

3+hours = full time 2 hours = 3/4 time

Payment rate for Summer II (8 week session) will be determined on the following basis:

Undergraduates

6+hours = full time 5 hours = 3/4 time 3-4 hours = 1/2 time

Graduates

4+hours = full time 3 hours = 3/4 time 2 hours = 1/2 time

**The VA no longer pays for the break in between terms/sessions. For example, during the break between Fall 2014 and Spring 2015 or the break between Spring 2014 and 5/19/14 when Intersession begins, no BAH will be paid. Payments for partial months are prorated based on days in class during a specific month.**

**FALL 2014/SPRING 2015**

Payment rate for the academic year will be determined on the following basis:

STATUS UNDERGRADUATE GRADUATE

Full Time 12 or more hours 8 or more hours

3/4 Time 9-11 hours 6-7 hours

1/2 Time 6-8 hours 4-5 hours

Less than ½ Time 5 or less hours 3 or less hours

I plan to attend Fall Semester 2014 (08/25/14- 12/12/14) and take \_\_\_\_\_ hours.

I plan to attend Spring Semester 2015 (01/12/15 – 05/08/15) and take\_\_\_\_\_ hours.

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student/Banner ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCAL ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LOCAL PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP CODE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read and understand the attached “Directions and Guidelines” Initial Here\_\_\_\_**

**I have been awarded a scholarship/fee waiver for the upcoming terms: Yes\_\_\_ No \_\_\_**

**ADVANCE PAYMENT REQUEST** If you do not attend the previous semester, an advance paycheck may be requested for the summer/fall/spring semester, providing you have at least half time status.

I REQUEST ADVANCE PAYMENT FOR SUMMER/FALL/SPRING SEMESTER 2014-2015 (SIGN BELOW)

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_