

INFORMATION REGARDING VETERANS AFFAIRS (V.A.) EDUCATIONAL BENEFITS

Active Duty: If you have never received V.A. educational benefits or if it has been at least five years since you last received benefits please complete VA Form 22-1990 and complete the enclosed Request for Certification form. If you have previously received V.A. benefits at another college or university, please complete VA Form 22-1995 and the enclosed Request for Certification form.

Chapter 30 or 32 (Veteran): If you have never received V.A. educational benefits or if it has been at least five years since you last received benefits, please complete VA Form 22-1990, attach a copy of your Form DD-214, and complete the Request of Certification Form. If you have received V.A. benefits while attending another college or university, please complete VA Form 22-1995 and the Request for Certification Form **each semester** that you are using these benefits. It is also the student's responsibility to call the VA, the last day of **each month**, to verify their enrollment (1-877-823-2378).

Chapter 31 (Vocational Rehabilitation): If you are eligible for V.A. educational benefits under Chapter 31, your V.A. assigned case manager must first authorize you. Your case manager will forward Form 28-1905 to the school for certification. The school will certify your enrollment and progress toward your degree and return the certification to your case manager. The College Bookstore and the Business Office will be advised that you are eligible for Chapter 31 benefits through the U.S Department of Veterans Affairs. It is the Veterans responsibility to complete the Request for Certification Form **each semester** that you are using these benefits and notify the Certifying Official so he/she can forward the appropriate documentation to the Business Office. Neglect to do so, will result in unpaid tuition and fees, and being dropped from classes.

Chapter 33 (Post 9/11 GI Bill): If you have never received V.A. Educational benefits or you are electing to revoke use of other benefits complete VA Form 22-1990. Bring the Certifying Official a copy of your Certificate of Eligibility to determine percentage of eligibility. If you are eligible for a percentage (40 to 90%) of the benefit the student is responsible for paying the remaining portion of their bill. The student also needs to submit a Request for Certification form **each semester** that you are using these benefits.

Chapter 35 (Dependent of a Veteran): If you have never received V.A. educational benefits or if it has been at least five years since you last received benefits, please complete VA Form 22-5490 and the Request for Certification Form. If you have previously received V.A. benefits at another college or university, please complete VA Form 22-5495 and the Request for Certification Form **each semester** that you are using these benefits.

Chapter 1606 (Guard or Reserves): If you have never received V.A. educational benefits or it has been at least five years since you last received benefits, please complete VA Form 22-1990, attach a copy of your Notice of Basic Eligibility (NOBE), and complete the Request for Certification Form **each semester** that you are using these benefits. If you have previously received V.A. benefits at another college or university, please complete VA Form 22-1995 and the Request for Certification Form. It is also the student's responsibility to call the VA, the last day of **each month**, to verify their enrollment (1-877-823-2378).

Chapter 1607 (Reserve Education Assistance Program): If you have never received V.A. educational benefits or it has been at least five years since you last received benefits, please complete VA Form 22-1990, and complete the Request for Certification Form. If you have previously received V.A. benefits at another college or university, please complete VA Form 22-1995 and the Request for Certification Form **each semester** that you are using these benefits.

Virginia Military Spouses and Dependents Program (VMSDEP): If you are eligible for educational benefits under VMSDEP, your V.A. assigned case manager must first authorize you. Your case manager will forward the appropriate forms to the school. The Business Office will be advised that you are eligible for these benefits through the U.S Department of Veterans Affairs. It is the Veterans responsibility to notify the school certifying official **each semester** that you are using these benefits; so he/she can forward the appropriate documentation to the Business Office. Neglect to do so, will result in unpaid tuition and fees, and being dropped from classes.

IMPORTANT INFORMATION REGARDING YOUR EDUCATIONAL BENEFITS

Applicants must agree to comply with the following. Failure to do so may cease your V.A. educational benefits and result in you being charged with an overpayment.

Requesting Your Certification of Enrollment: The **Request for Certification Form** should be submitted, as soon as possible; to any of the three Access Centers to avoid delays in receiving subsistence checks. **Please note that JSRCC will not certify students for V.A. educational benefits unless the student makes the request with appropriate documentation.**

Academic Suspensions: V.A. beneficiaries who are academically suspended will be reported to the U.S. Department of Veterans Affairs, and the subsistence check(s) will be terminated. Veterans or dependents of veterans who accept V.A. checks after being academically suspended **will be charged by the U.S. Department of Veterans Affairs with an overpayment.**

Continued Enrollment: It is the veteran's responsibility to notify the Veterans Specialist concerning his/her continued enrollment by completing the Request for Certification Form each semester. Failure to do so will cause the payment cycle to be broken.

Enrollment as Progress Toward Degree: **All courses taken during a term for which you have been certified for V.A. benefits must apply toward your degree. Veterans can be charged an overpayment for any courses taken which are not applicable toward their degree. If you are in doubt as to whether certain courses are required for your degree, please contact your academic advisor, your academics dean's office, or the Veterans Specialist immediately as this could affect your V.A. Benefits.**

Courses Taken Under the Audit Option: Courses taken on an audit basis cannot be used in computing enrollment status. Students must have 12 credit hours or more, or equivalent credits, not audit, to permit certification of full-time statuses. When you report your enrollment status, DO NOT include any courses taken under the audit option. If you report and are certified for courses taken under the audit option, the U.S. Department of Veterans Affairs can charge you with an overpayment.

Repeating Courses: Once a student has received a passing grade (D or better), in a course; s/he is no longer eligible for V.A. benefits for repeating that course.

Independent Study Courses: Veterans enrolling in independent study courses must notify the U.S. Department of Veterans Affairs and the Veterans Specialist at JSRCC at the beginning of the term.

Prerequisite/Substitution/Elective Courses: **V.A. beneficiaries required to take prerequisite/substitution/elective courses must have their departments provide the Veteran Specialist with a written documentation stating the purpose of taking the said course(s).** Such a list should identify prerequisites/substitutions by both course name and number. The V.A. may charge beneficiaries who fail to do this with an overpayment for taking courses not included in their program.

Transfer Credit: It is the student's responsibility to see that transcripts of his/her academic work at other schools are evaluated to determine the number of transfer credits accepted by this College toward the student's program of study/degree and to have this information submitted to the Veterans Specialist for transmittal to the U.S. Department of Veterans Affairs regional office.

Withdrawals, Resignations, or Reduction in Enrollment: All beneficiaries withdrawing or resigning from J. Sargeant Reynolds Community College must notify the Veterans Specialist. Beneficiaries who reduce their course load must also notify the U.S. Department of Veterans Affairs regional office through their monthly verification, as it may have an adverse impact on their eligibility for benefits.

Changes in Major: All recipients of VA educational benefits must notify the U.S. Department of Veterans Affairs of any major change by seeing the Veterans Specialist and completing JSRCC Change of Program Form located in any campus Access Center.

Change of Address: All beneficiaries must notify, in writing, both the Veterans Specialist and the U.S. Department of Veterans Affairs of any change of address.

Double Majors: If you plan to declare a double major, you must notify the Veterans Specialist immediately as this could affect your V.A. benefits.

Course Withdrawals: Course withdrawals must be reported to the Veterans Specialist and may impact your enrollment for VA purposes. Please be aware that this could result in an overpayment.

Please note the JSRCC Veterans Office is responsible for certifying and monitoring enrollment, academic progress, and other academic information. It is the responsibility of the U.S. Department of Veterans Affairs to approve applications and to make decisions regarding payment, issuance of checks, and eligibility. Beneficiaries who have questions regarding payment or eligibility should contact the U.S. Department of Veterans Affairs at (888) 442-4551. Please note that new applicants should expect a wait of approximately 10-12 weeks for V.A. to process and send their first subsistence check; beneficiaries who are renewing their benefits at the same school should expect a wait of approximately 6-8 weeks for V.A. to process and send their first subsistence check.

DO YOU STILL HAVE QUESTIONS REGARDING YOUR BENEFITS?

If you should need assistance with application/certification for V.A. educational benefits, please feel free to call our office, contact us via email, or call to schedule an appointment. You may contact the JSRCC Veterans Specialist by email at tc Carroll@reynolds.edu. You may request that JSRCC renew your certification for your V.A. benefits via e-mail and fax if the Request for Certification form is completed. Please note that any correspondence to the Access Center concerning your V.A. benefits should be marked ATTN: Veterans Affairs. **For your records, please retain copies of all forms that you submit to the Success Centers.**

To contact the U.S. Department of Veterans Affairs:

Call Toll-Free (888) 442-4551 or

Email your questions to VA Regional Office at BUFFRPO@VBA.VA.GOV or

Write to the VA at:

U.S. Dept. of Veterans Affairs

V.A. Regional Office

P.O. Box 4616

Buffalo, NY 14240-4616

To contact the VA Certifying Official:

Tramaine Carroll-Payne

Georgiadis Hall, Room 201

1651 E. Parham Rd.

Richmond, VA 23228

804-523-5368

Email: tc Carroll@reynolds.edu

Please return all completed forms to:

J. Sargeant Reynolds Community College

PRC Success Center

Attn: Veterans Affairs

PO Box 85622

Richmond, VA 23285-5622