



Office of Veterans Affairs
Student Handbook



Financial Aid/Veterans Office
321 East Chapman Avenue
Fullerton, California 92832-2095
(714) 992-7050

Table of Contents

VA Regional Office Information	1
How to apply for VA Benefits	1
Documents Required for VA Benefits	1
Advance Payment Request	5
Monthly Verification Procedures (Chapter 30, Chapter 1606 & Chapter 1607 only)	5
Direct Deposit	5
Pay Status	6
G.I .Bill Benefits & Pay Listings	6
Educational Plan Evaluations (SEPP Form) Student Educational Program Plan	8
Military Credit Evaluations	8
Continuation of VA Benefits	9
Extension of VA Benefits	9
Non-Required Courses	9
Standards of Satisfactory Progress	9
Incomplete, No Credit and “F” Grades	9
Financial Aid Assistance	10
Military Tuition Assistance (TA) Active Duty	10
National Guard Fee Waiver	10
Parent School Letters	11
Repeat Courses	11

Greetings and welcome to Fullerton College. The Veterans Department staff is here to assist and answer any questions you may have about financial aid and Veterans benefits. The VA staff will submit all of your documentation for benefits to the Veterans Administration Regional Office, which is located in Muskogee, OK.

Eligibility for Veterans Benefits can only be determined by the Department of Veterans Affairs, so if you have questions regarding your status, you will need to contact the VA immediately.

As a veteran who is enrolled at Fullerton College, you have the opportunity to schedule an appointment to talk with a Veterans Counselor. The counselor will assist you in selecting a major which then will have to be approved by the Veterans Administration. All VA educational benefits are paid based upon enrollment and attendance in the approved classes which are appropriate for your major.

If you should have any specific questions about your Veterans Benefits, you need to contact the Veterans Affairs Office at:

MUSKOGEE, OK - REGIONAL OFFICE

P.O. Box 8888

Muskogee, Oklahoma 74402-8888

TOLL FREE EDUCATION NUMBER: 1 (888) 442-4551

** IMPORTANT: When dialing the toll free number, as soon as you hear a voice prompt, press #1, then #0 and you will be told to hold for the next available technician. Be sure to get the name of the contact person that is assisting you in case you should have future questions or concerns.*

How to Apply For Veterans Benefits

Before applying for your benefits, you must complete your application for admission at the Admission & Records Office. Then you can proceed to the Veterans Department/Financial Aid Office for instructions on applying for Veterans Benefits. Additional documents may be required for certain individual cases.

Required Documentation for Certification

Be sure to collect and submit all appropriate documentation. You need to refer to the instructions and the list of documents required in each of the following VA Chapters.

**Montgomery GI Bill Active Duty and Selected Reserve
Educational Programs, Chapters 30 & 1606
and
Reserve Educational Assistance Program (REAP)
Chapter 1607**

1. Complete VA 22-1990 Form
2. Complete Request for Enrollment Certification Form (Buff colored)
3. DD-214 (copy member 4)
or N.O.B.E. (Notice of Basic Eligibility DD-2384)
4. Documentation indicating any other type of contribution, such as Kicker,
Bonuses, etc.....
5. *Official Academic Transcripts (any college or university attended,
including schools where you did not receive VA benefits.) *(see note)
6. SEPP Form (Student Educational Program Plan) from either a VA
Counselor or an Academic Counselor.
7. Complete VA 22-1995 Form (Request for either change of program or
place of training) if you have attended another school or are requesting a
change of your major.

**Note: Copies of Academic Transcripts MUST be received in our office by the end of the first semester in which you were first certified. You will need to see the Veterans Counselor in the Financial Aid Office for an evaluation of your transcript.*

Once you have been processed for your VA Benefits, for subsequent semesters all you need to do is resubmit a Request for Enrollment Certification Form, along with a SEPP Form for the semester.

***Please note: In order to expedite your monthly payment, Veterans who only receive Chapter 30 or Chapter 1606 benefits from the Montgomery GI Bill Program, are required to call the VA Phone number 1-888-442-4551 at the end of each month or log onto their official website at <http://www.gibill.va.gov> to verify the status of your enrollment for each month.*

**THE CERTIFICATION PROCESS WILL NOT BE COMPLETED UNTIL ALL
THE REQUIRED DOCUMENTATION IS SUBMITTED. NO EXCEPTIONS!**

Vocational Rehabilitation Chapter 3 I

1. VA Authorization Form 28-1905, which must be obtained from your VA Voc-Rehab Counselor each semester.
2. DD-214 (copy member 4)
3. Request for Enrollment Certification Form (buff colored)
4. Official Academic Transcripts (any college or university attended, including schools where you did not receive VA benefits) *(see note)
5. SEPP Form (Student Educational Program Plan) from either a VA Counselor, or an Academic Counselor.

NOTE: Copies of Academic Transcripts MUST be received in our office by the end of the first semester in which you were first certified. You will need to see the Veterans Counselor in the Financial Aid Office for an evaluation of your transcript.

Once you have been processed for your VA Benefits, for subsequent semesters all you need to do is resubmit a Request for Enrollment Certification Form, along with a SEPP Form for the semester and VA Form 28-1905.

IF YOU ARE REQUESTING A CHANGE OF PROGRAM OR PLACE OF TRAINING, PLEASE CONTACT THE VA COORDINATOR FOR MORE DETAILS.

THE CERTIFICATION PROCESS WILL NOT BE COMPLETED UNTIL ALL THE REQUIRED DOCUMENTATION IS SUBMITTED. NO EXCEPTIONS!

Survivors and Dependents of Disabled or Deceased Veterans Educational Program

Chapter 35

1. Complete VA Form 22-5490
2. Dependent children submit Birth Certificate or Military I.D.
Spouses submit Marriage Certificate or Military I.D.
3. Official Academic Transcripts (any colleges or university attended, including schools where you did not receive VA benefits.) *(see note)
4. SEPP Form (Student Educational Program Plan) from either our VA Counselor, or an Academic Counselor.
5. Complete VA Form 22-5495 (Request for either change of program or place of training) if you have attended another school or have requested a change of your major.

**NOTE: Copies of Academic Transcripts MUST be received in our office by the end of the first semester in which you were first certified. You will need to see the Veterans Counselor in the Financial Aid Office for an evaluation of your transcript.*

Once you have been processed for your VA Benefits, for subsequent semesters all you need to do is submit a Request for Enrollment Form, along with a SEPP Form for the semester.

IF YOU ARE REQUESTING A CHANGE OF PROGRAM OR PLACE OF TRAINING, PLEASE CONTACT THE VA COORDINATOR FOR MORE DETAILS.

THE CERTIFICATION PROCESS WILL NOT BE COMPLETED UNTIL ALL REQUIRED DOCUMENTATION IS SUBMITTED. NO EXCEPTIONS!

Advance Payment Request for New, Returning, or Transfer Students

Advance pay may only be requested by Chapter 30, Chapter 1606 & Chapter 1607 veterans, and **only** if this is your first semester attending school, or if you are transferring from another college to Fullerton College.

****Advance payment must be requested (30) thirty days prior to the first day of the semester. Keep in mind that you will receive your advance the month school starts, but your next check will not be received until 2 months later.***

Veterans who choose not to request advance payment, can tentatively expect to receive the first payment from between 30-45 days after all your paperwork has been submitted & certified by the VA Certifying Official.

Please be sure to notify the Fullerton College-VA Coordinator of any changes, with regards to your name, address, or telephone number. (Changes submitted to the VA Regional Office will NOT update Fullerton College VA files).

****Please note that any changes to your class schedule may affect your VA Benefits. Again, also note that any non-required classes taken will not be certified by the VA Certifying Official.***

Fullerton College-VA Department needs to be notified of any changes to your Student Educational Program Plan (SEPP) immediately. If you add or change more than one class on your schedule, the Fullerton College VA Department will require a SEPP Form listing the new course(s). **All added classes must be submitted to the Fullerton College VA Coordinator for review. No exceptions!**

Monthly Verification Procedures

All Chapter 30 and Chapter 1606 recipients must verify your attendance on a monthly basis. Veterans may either call the VA Office at 1-888-442-4551, and follow the voice prompts, or they can access the VA's website at <http://www.gibill.va.gov>. Click on the link to the WAVE Program and follow the instructions provided. This must be done on the last business day of each month, during the semester.

Direct Deposit

Veterans using Chapter 30, Chapter 1606 & Chapter 1607 benefits have the option to request for VA Benefits to be directly deposited into a checking/ preferred savings account. Interested veterans should contact either the VA Office at 1-888-442-4551 to set up your account, or submit a voided blank check to the Fullerton College VA Department.

Pay Status

Veterans enrolled in a community college are considered to be at full-time status by the VA if you are enrolled in (12) semester units/hours of eighteen week courses or three-quarter time status, if you are enrolled in (9-11.5) semester units/hours of eighteen week courses or half-time status, if you are enrolled in (6-8.5) semester units/hours of eighteen week courses. *Veterans who enroll in less than (6) semester units/hours of eighteen week courses, will be reimbursed for your tuition & health fees only!

Veterans enrolled during the four week summer sessions will be considered at full-time status if you enroll in (4) semester units/hours.

Requirements may differ at upper division schools and universities.

With the exception of Chapter 31 veterans, all less than half-time veterans will be paid in a lump sum payment.

VA educational benefits are non-taxable.

GI BILL Benefits

CH 30-NEW MGIB

Three or more years active service

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$1,075.00	\$806.25	\$537.50

* Less than $\frac{1}{2}$ time status: tuition and fees only

CH 30-NEW MGIB

Less than three years active service

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$873.00	\$654.75	\$436.50

* Less than $\frac{1}{2}$ time status: tuition and fees only

CH 35-SURVIVOR AND DEPENDENT BENEFITS

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$860.00	\$645.00	\$429.00

* Less than $\frac{1}{2}$ time status: tuition and fees only

CH 1606-RESERVES/NATIONAL GUARD

Selected Reserve MGI B

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$309.00	\$231.00	\$153.00

* Less than $\frac{1}{2}$ time status: \$77.25 per month

CH 1607-RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP)

Consecutive service of 2 years +

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$860.00	\$645.00	\$430.00

* Less than $\frac{1}{2}$ time status: tuition and fees only

Consecutive service of 1 year +

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$645.00	\$483.75	\$322.50

*Less than $\frac{1}{2}$ time status: tuition and fees only

Consecutive service of 90 days but less than 1 year

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$430.00	\$322.50	\$215.00

*Less than $\frac{1}{2}$ time status: tuition and fees only

****Important notice: Effective October 1st of each year, Congress will authorize an annual increase in all chapter benefits, subject to fiscal budget constraints.*

Fullerton College VA Educational Plan (SEPP)

All VA students must obtain an Educational Plan from the VA Counselor in the Financial Aid Office or an Academic Counselor. The VA requires the Fullerton College VA Office to maintain an Educational Plan for each veteran's educational objective!

Appointments with a Veterans Counselor must be made before registering for classes to ensure that the approved classes are being taken for one's major! To make an appointment with a Veterans Counselor, please call the Financial Aid Office at (714) 992-7050.

Failure to obtain an Educational Plan from a VA Counselor or Academic Counselor will delay the processing of your Veteran benefits. The Student Educational Program Plan (SEPP) must accompany the Request for Enrollment Certification each semester.

**Note: You are responsible for selecting and enrolling in only those classes which apply to your major. Deviating from the Student Educational Program Plan may result in not being certified for all courses!*

The Fullerton College VA Department must be notified of any changes to your Educational Plan as soon as possible.

Military Credit

To apply for evaluation of military credit, the following conditions must be met:

1. A minimum of 24 degree applicable units at a regionally accredited college or university must be complete.
2. Of the minimum 24 degree applicable units, 12 must have been completed at Fullerton College.
3. Submit a clear and legible copy of the DD214.

If there are any courses that need to be evaluated, which do not appear on the DD214, please submit copies of either "SMART" or "ARRTS" transcripts to the Fullerton College VA Department for review.

****NOTE: Military credit will only be applied (if applicable) when the veteran has submitted an application for graduation.***

****DISCLAIMER***

Please be advised that there are no State or Federal Statutes which require military credit to be granted to a veteran, but rather, this is a "best practices" policy that Fullerton College has adopted for its veterans who are applying for VA benefits.

Continuation of VA Benefits

Due to the high volume of Requests for Certification each semester, all veterans are encouraged to submit both their Student Educational Program Plan (SEPP) and Request for Enrollment Certification as soon as possible, in order for the VA Department to review all paperwork before certifying the request.

If you are continuing student, take advantage of the early enrollment period. The earlier you submit your request, the sooner you will be processed for your benefits. Also, note that Fullerton College cannot guarantee when you will receive your benefits. Be advised that multiple class changes may cause delays in processing your request.

Extending your VA Benefits

If you are using either Chapter 30 or Chapter 35 benefits, you may be able to request an extension of your benefits. You can submit a written request for an extension of your VA benefits to the VA Regional Office, in Muskogee, OK. (See page 1 for complete address of VA Regional Office).

Non-Required Courses

The Veterans Administration will pay only for required courses listed on your Educational Plan. These approved courses must meet the minimum requirements for graduation established by the North Orange County Community College District.

Standards of Satisfactory Progress

Students who do not maintain satisfactory progress for two (2) consecutive semesters will not be eligible for any further certifications of Veterans Benefits, unless the student either attends a Counseling 93 class, or elects to sit out the third semester without receiving benefits while completing 67% of the attempted units with a C or better in all of the classes.

“INC”, “F” and “NCR” Grades

If you have received an “INC” or Incomplete for a class, please note that you will have one (1) year to complete the course before the VA may charge you with an overpayment. You will receive a letter from the Fullerton College VA Department regarding these grades. Please sign and return the letter within 30 days from the date of the letter.

You are responsible to notify the Fullerton College VA Department when the course grades change from an “INC” to a letter grade on your transcript. Students who receive a grade of “F” for non-attendance may be charged with an overpayment by the VA.

If roll is not taken in class by the instructor, then non-attendance will be determined by the last date of attendance in class from tests taken and homework submitted. Mitigating circumstances may be submitted to the Fullerton College VA Department, via VA Form 21-4138.

Financial Aid Assistance (FA)

Be sure to check with Fullerton College Financial Aid Office for information on both federal and state financial aid programs (fee waivers, grants, loans and scholarships) which may be available to assist you with your educational expenses. If eligible, you may receive both VA benefits and financial aid funds during the same semester, however the amount of VA assistance you receive may become part of your financial aid package. ***Note:** If you are a CH 30 veteran and you have received a California Board of Governors Fee Waiver to pay for your classes, it may be cancelled after the fact if you no longer have at least \$1.00 of unmet need in your budget, since the state fee waiver is not considered an “entitlement” like the grants or VA benefits. We will notify you if this happens and you may have to pay back the amount paid by the state Board of Governors Grant.

Military Tuition Assistance (TA) Active Duty Status

Service personal and Veterans who are eligible for CH 30 benefits and approved for TA, must submit their paperwork for TA to the Fullerton College Bursar’s Office for processing.

***Note:** Veterans who are applying for both VA benefits and Financial Aid funds must notify the Financial aid Office that they are receiving Tuition Assistance from the Veterans Administration. Failure to notify the Fullerton College VA Department may result in a possible overpayment of VA benefits.

National Guard Tuition Waivers

National Guard (1606) Reservists may also be entitled to a National Guard Tuition Waiver. This waiver may be used in conjunction with their VA Benefits. More information can be obtained through individual National Guard units. All tuition waivers must be processed through the Fullerton College Bursar’s Office. The Fullerton College VA Department cannot process these waivers.

Parent School Letter

Parent School Letters are issued to students taking courses simultaneously at more than one (1) school. The school that will grant the degree is the student's "primary" school. All other schools are "secondary" schools.

Students seeking a degree at another institution and attending courses at Fullerton College must have approval from the degree granting institution in order to certify the courses taken at Fullerton College. A Parent School Letter of Understanding request form must be completed by the student each semester. The student must inform the Fullerton College VA Department if changes have been made to their enrollment schedule or degree objective after completing the initial Parent School Letter Statement of Understanding. The Fullerton College VA Department will not issue a Parent School Letter without the receipt of an enrollment schedule. The enrollment schedule must list all courses required for approval by the Parent School.

Be advised that all students attending two (2) schools simultaneously will need to submit a final grade to the Fullerton College VA Department, upon completion of courses at the "secondary" school, in order to determine student's satisfactory academic progress.

Repeat Courses

The VA will not pay for repeated courses which were successfully completed. Letter grades of "A", "B", "C", "D", or "CR" are approved for payment of required courses. Only "F" or "NC" grades may be repeated, if the courses are required for completion of program.

Board of Trustees

Jeffrey P. Brown

Barbara Dunsheath

Leonard L. Lahtinen

Michael B. Matsuda

Molly McClanahan

Donna Miller

Manuel Ontiveros

Jerome Hunter, Ed.D., Chancellor

Kathleen O'Connell Hodge, Ed.D., President, Fullerton College

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on nondiscrimination, sexual harassment, sexual assault treatment and counseling, and maintenance of a drugs-free environment is available in the District's Human Resources Office.

Notes
