

Steps to Process Federal Veterans (VA) Education Benefits

ACTC Veterans Services Coordinator:

Carol Roe: 606/326-2424, email: carol.roe@kctcs.edu,

Office Hours 8am – 4:30pm

TDC Room 101A: Monday, Tuesday, Thursday, Friday

CDC Room 222C: Wednesday

http://www.ashland.kctcs.edu/Costs_and_Financial_Aid/Veterans_Services.aspx

- **Submit VA Application for Education Benefits:** If you have never received VA education benefits, you must complete and submit an Application to the VA for determination of eligibility. File an online application at: <http://www.gibill.va.gov> *Apply for Benefits*

OR – Submit VA Request for Change of Program or Place of Training: This request must be completed if you have received VA education benefits before, but are now changing either your place of training, or your program (major). You may submit a paper version of this request to the ACTC's Veterans Services Coordinator, OR file online at <http://www.gibill.va.gov> *Apply for Benefits* and provide a copy of your online request to ACTC's Veterans Services Coordinator.

If you are unable to file your request online, you may obtain a paper version of the VA Education Benefit forms from ACTC's Veterans Services Coordinator

- **VA Certificate of Eligibility / DD214:** Provide a copy of your VA education benefits eligibility determination letter, as well as your DD214 to the Veterans Services Coordinator.
- **Complete** ACTC's Admission requirements including required placement testing.
- **Submit All Transcripts:** We are required by the VA to evaluate and report all prior credit. You must provide ACTC's Admission Office with your official transcripts from all other post-secondary institutions, as well as from your branch of military service. See page three of this document for information to request your official transcript from your branch of service.
- **Meet with an Academic Advisor** to discuss your educational goals and the requirements of your proposed major.
- **Submit** a copy of your major's **Student Check Sheet** to the Veterans Services Coordinator. Keep a copy of the check sheet for yourself. You must notify the Veterans Services Coordinator if you change your major. VA Education benefits are payable only for required courses in VA Approved Programs.
- **Complete** ACTC's class registration process and provide a copy of your schedule to the Veterans Services Coordinator.

New Students: After completion of the steps listed above, certification of your enrollment hours will be transmitted to the VA **after** the last day to drop/add classes. The last day to drop/add classes is usually one week after the first day of the term.

For certification of enrollment hours in following terms, notify the Veterans Services Coordinator as soon as you have registered for classes.

In order to prevent overpayment of education benefits, please report any schedule changes to the Veterans Services Coordinator immediately. Your VA Education benefits are paid for class attendance. The Veterans Services Coordinator is required to monitor and report unsatisfactory conduct, attendance and progress.

PLEASE NOTE:

➤ **Enrollment hours cannot be certified for:**

1. A course that is not ***required*** for your declared major.
 2. A course for which you have already received credit (example: Transfer credit), or you are repeating to improve a passing grade.
 3. A course you are repeating because you previously received a grade of Incomplete. You must follow KCTCS guidelines to resolve all Incompletes.
 4. A Remedial/Deficiency course (course number less than 100) *except* when you are required to do so by exam. Remedial/Deficiency courses offered as independent study (online) cannot be approved and cannot be certified to VA.
- You may incur an overpayment of VA education benefits if you withdraw from a course after your enrollment hours have been certified to VA.
- Advance Payment requests must be processed at least six weeks prior to the beginning of the term in which you propose to begin. Your Admissions file and your VA file must be complete and you must be properly registered for required courses in your declared major. *Advance Payment is not available for Post 9/11 GI Bill (Chapter 33) students.*
- With the exception of the Post 9/11 GI Bill (Chapter 33), federal VA education benefits are paid directly to the student after the completion of each month of attendance. ***Unless you will receive education benefits under the Post 9/11 GI Bill (Chapter 33) at the 100% rate, your tuition is not guaranteed or deferred with your federal VA education benefits.*** You must follow the same payment policies and schedule as non-VA students. If you have questions regarding tuition payment, you should contact ACTC's Veterans Services Coordinator.
- National Guard Members and Reservists may be eligible for tuition assistance through their enlistment units. Eligible students must make application for tuition assistance benefits through their respective units, and provide information regarding approved tuition assistance to ACTC's Veterans Services Coordinator.
- Eligible Survivors and Dependents of certain Kentucky veterans may be eligible for a tuition waiver. Details and Application for the Kentucky Tuition Waiver Program are available online at <http://www.veterans.ky.gov/tuitionwaiver.htm> or from the Veterans Services Coordinator.
- Students should complete the FAFSA each academic year to determine eligibility for financial aid. <http://www.fafsa.ed.gov/>
- We are required to monitor and report the academic progress and attendance of students who receive federal VA education benefits. Your benefits may be reduced or terminated because of unsatisfactory conduct, attendance or progress, *even if you do not officially withdraw.*
- **IMPORTANT:** All students who receive either Montgomery GI BILL Active Duty (Chapter 30), Selected Reserve (Chapter 1606), or REAP (Chapter 1607) MUST verify their enrollment/attendance monthly to receive payments. This is done by using the Web Automated Verification of Enrollment (WAVE) at http://gibill.va.gov/resources/verify_attendance/ or by using an automated telephone system (IVR) at 1-877-823-2378. *If you attended classes for the full month you cannot verify your attendance before the last calendar day of the month. If you attended classes for a partial month you can verify your attendance anytime after your enrollment period ends.*

VA Customer Service Toll-Free at 1-888-442-4551
VA Education Benefits Website at <http://www.gibill.va.gov>

VA REGIONAL OFFICE
P O BOX 66830
ST LOUIS MO 63166-6830

Can I receive **credit** for **military** training?

Answer ID 493 | Published 05/20/2005 10:11 AM | Updated 07/05/2011 09:16 AM

From: www.gibill.va.gov FAQs 10/03/2011

Can I receive **credit** for **military** training?

It may be possible to receive college **credit** for your **military** training. **Your school or training program will make the final decision about whether to grant credit for military training/experience.**

Certain veteran, active-duty, or reserve status members of the US Army, Navy, or Marine Corps may be eligible to receive an Army/American Council on Education Registry Transcript System (AARTS) or Sailor/Marine/American Council on Education Registry Transcript (SMART), available at no charge. **Currently, the Air Force and Coast Guard do not provide American Council on Education Transcripts- please contact your service's education center or your school/training facility's registrar for information about transfer credit.**

AARTS and SMART transcripts are fully automated documents, endorsed by the American Council on Education (ACE) and generated by the **services**, that provide an official list of **military** courses, occupations, and college-level exam scores completed during active duty that have been evaluated by ACE for possible college **credit**.

For more information, see the following:

For ARMY personnel:

AARTS Operations Center
415 McPherson Avenue
Ft. Leavenworth, KS 66027-1373

Phone: (913) 684-3269

DSN: 552-3269

Commercial FAX: (913) 684-2011 or **DSN FAX** 552-2011

Web Site: <http://aarts.army.mil>

For NAVY and MARINE personnel:

Navy College Center
CPPD, VOLED Det, N211
6490 Saufley Field Road
Pensacola, FL 32509

Phone: 877-253-7122

E-mail ncc@navy.mil

Web Site: <https://smart.navy.mil>

For AIR FORCE and COAST GUARD:

Your services do not currently participate in the transcript program. Please contact your Air Force or Coast Guard education services office for more information about transfer credits and civilian career equivalents.

Community College of the Air Force website: <http://www.au.af.mil/au/ccaf/transcripts.asp>

US Coast Guard Transcript website: http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp

For DANTES Test Transcripts:

<http://www.getcollegecredit.com/military.html>