

VETERANS AFFAIRS GENERAL INFORMATION (PAGE 1) – STUDENT’S COPY

SPECIAL NOTICE: VETERANS AFFAIRS STUDENTS MUST BE PREPARED TO PAY FOR THEIR TUITION, FEES, BOOKS AND SUPPLIES UP FRONT AS VA BENEFITS DO NOT BEGIN UNTIL THE MONTH AFTER YOU START CLASSES EACH SEMESTER.

1) How am I certified for Veterans Affairs educational benefits?

Your CPCC VA file must be complete before you can be certified for VA Educational Benefits. Once your file is complete and you have registered and paid for classes, you can make an appointment to be certified by calling 704.330.6267. A VA Request for Certification Form must be completed listing the courses that you are requesting for Certification of your benefits. **Please access your “MyCollege” online service and run a Program Evaluation to confirm all courses are required for your Program of Study when you register as only required courses can be certified.**

2) How long does the certification last?

As long as the student enrolls for at least half time, he/she can be certified for up to two terms or one academic year if it is noted on the VA Request for Certification form. **The student must still present written notification of registration to Veterans Affairs Office each term to verify these estimates.** Federal law does not allow the Veterans Affairs Office to certify students for the duration of a program which exceeds 2 semesters in an academic year and/or if they are enrolled less than ½ time or if the student is not making satisfactory progress. If the student is enrolled for less than half time or on Academic Intervention, he/she must be certified each semester after they register, tuition is paid and grades post.

3) What happens after the CPCC Veterans Affairs Office has certified me?

After the student has been certified by the CPCC Veterans Affairs Office, the approximate processing times in the Regional Processing Office are as follows:

- New students, using benefits for the first time, please allow 45 to 60 business days to receive payment after the term begins.
- Returning students, who previously used benefits at CPCC and who are not changing programs, please allow 30 business days to receive payment after the term begins.
- Students changing schools and/or programs, please allow 30 to 60 business days to receive payment after the term begins. Under normal circumstances, there should be no effect on continuing students’ pay. *If you have been out of school for more than one semester or are changing regions (previous school was in another part of the country), it may take longer to get educational benefits restarted.*

If you have questions about status of benefits once the Veterans Affairs Office has completed the certification, please call the VA Regional Office at 1-888-442-4551 after the above time period. The office hours are Monday through Friday 8:00am – 4:00pm. You may also inquire about the status of your certification via e-mail. The address is: www.gibill.va.gov. Be sure to include: *your full name, claim number, Social Security Number and CPCC as the name of your school with your question.*

4) What are training rates?

Training rates are based on the number of credit hours in which the student is enrolled for a given semester. These are broken down as follows: During a full 16 week term:

- “Full Time” is 12 + credit hours
- ¾ time is 9 to 11 credit hours
- ½ time is 6 to 8 credit hours
- Less than half time is 1 to 5 credit hours.

Some courses are offered under acceleration (short sessions). These courses are certified according to dates of attendance. They are separated from full semester courses. The CPCC VA Office certifies the dates of class sessions to the VA Regional Processing Office, and the adjudicators there determine overlapping dates and the rate of pay.

During the summer term, classes are accelerated. Summer 2008, students who attend for the full summer term may receive benefits as follows: (The Regional Office determines this calculation)

- 6+ credit hours is full time
- 5 credit hours is ¾ time
- 3 to 4 credit hours is ½ time
- Less than half time is 1 to 2 credit hours.

(The CPCC VA Office does not determine the rate of accelerated pay; this is determined by the VA Regional Processing Office).

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How much will I get paid? Pay rates can be accessed at www.gibill.va.gov. For trainees on Active Duty, payment is limited to reimbursement of tuition and fees only.

The rate of pay effective October 1, 2007 (paid monthly while attending classes) for various chapters (kickers not included) are as follows:

Chapter 30 New GI Bill – Completed an enlistment of 3 years or more

Type Of Training	Full Time	¾ Time	½ Time	Less than ½ time
Institutional	\$1101.00	\$825.75	\$550.50	Tuition and Fees only

Chapter 30 New GI Bill – Completed an enlistment of less than 3 years

Type Of Training	Full Time	¾ Time	½ Time	Less than ½ time
Institutional	\$894.00	\$670.50	\$447.00	Tuition and Fees only

Chapter 1606 GI Bill Reservists/National Guard

Type Of Training	Full Time	¾ Time	½ Time	Less Than ½ Time
Institutional	\$317.00	\$237.00	\$157.00	\$79.25

Chapter 1607 REAP

Training Time	Consecutive service of 90 days but less than one year	Consecutive service of 1 year +	Consecutive service of 2 years +
Full	\$440.40	\$660.60	\$880.80
¾	\$330.30	\$495.45	\$660.60
½	\$220.20	\$330.30	\$440.40
Less than ½ Time	Cost of Tuition and Fees		

Chapter 35 Dependents/Spouse of Veterans (DEA)

Type Of Training	Full Time	¾ Time	½ Time	Less Than ½ Time
Institutional	\$881.00	\$661.00	\$439.00	Cost of Tuition and Fees

6) What is a verification of enrollment (Chapters 30, 1606 and 1607) - WAVE

After the Veterans Affairs Office has certified your semester hours to the VA Regional Processing Office, you will need to verify that your hours have not changed. You will do this the first of each month by calling 1(877) 823-2378 (if there are no changes) or by using WAVE (Web Automated Verification of Enrollment) through www.gibill.va.gov. Students are responsible for notifying the VA Office immediately when changes are made to their enrollment and a VA Schedule Adjustment Form must be submitted. The VA Office is responsible for transmitting all Changes of Enrollments immediately to the VA Regional Processing Office.

7) Can I receive Veterans Affairs educational benefits for Virtual Courses (Internet or Telecourses)?

The option of receiving Veterans Affairs educational benefits for Open Circuit Television courses or Internet courses is offered to students who have met specific criteria. Please ask a Veterans Affairs Representative about requirements to be eligible to receive Veterans Affairs educational benefits and to properly report attendance while taking these courses. If the student enrolls for Virtual Courses without meeting the specific criteria, the VA Office is not allowed to certify the course(s) for payment of educational benefits.

8) Can I receive Veterans Affairs educational benefits for Corporate and Continuing Education Courses?

Veterans Affairs educational benefits are not allowed for courses taken within the area of Corporate and Continuing Education.

For more information, contact: **SANDEE PATTON, VA CERTIFYING OFFICIAL**
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VETERANS AFFAIRS STATEMENT OF UNDERSTANDING (PAGE 1) – STUDENT’S COPY

1) **What must I do in order to keep my benefits going from semester to semester?**

It is the responsibility of the student to notify the VA Office once they have officially registered each semester. We accept Certification appointments each semester once the Registration period begins. You can call 704..330.6267 to make an appointment once you have officially registered and paid tuition (or tuition is secured by a sponsor or financial aid).

Inform the CPCC VA Office of all changes to class schedules, including drops, adds and withdrawals. See below for more details.

2) **What college catalog do I follow?**

It is extremely important that students follow the college catalog under which he/she was admitted to his/her program. Failure to do so may result in courses not being applicable for benefits. **To ensure courses are in the student’s program, he/she should run a “Program Evaluation” through the “MyCollege” online service for students or check with program advisor or request a graduation check to be completed by the Graduation Office. If a course will not count toward graduation credits at CPCC, it cannot be certified by VA.**

Please note: courses that are required by other colleges or universities and are not applicable to a program at CPCC are not allowable for benefits at CPCC.

3) **Can I be certified for courses outside my approved program of study?**

It is the responsibility of the student who is receiving Veterans Affairs educational benefits to register for classes that are required for his/her program. **Any class not in the student’s program is not eligible to be certified for payment. Check your WebAdvisor screen for confirmation that the courses count.**

4) **What if I adjust my class schedule or withdraw during the semester?**

It is the responsibility of the student who is receiving Veterans Affairs educational benefits to immediately notify the Veterans Affairs Office of any adjustments to his/her schedule (examples: withdrawals, credits by examination, audits, etc.). **Failure to do so will result in overpayment of Veterans Affairs educational benefits to the student.** The student, because he/she is aware of the number of credit hours that he/she is enrolled for and the classes that he/she is actively attending, is responsible for the occurrence of the overpayment. A VA Schedule Adjustment Form must be completed by the student as soon as their enrollment changes. If there are mitigating circumstances that they would like to submit, they must provide a signed letter with documentation along with the VA Schedule Adjustment Form within 5 business days of withdrawing.

5) **I need to take a remedial course and/or a deficiency course; will I be able to receive benefits for these?**

Remedial courses and deficiency courses are those that are not credited toward the student’s program, but are needed for the student to reach college level in certain areas. These can be certified for payment with the following documentation: Placement Test scores or documentation of rationale for the course is to be provided by the student’s program counselor or academic advisor and entered in the student’s computer file.

6) **Can I substitute a course outside of my approved program for one within my approved program?**

Yes, if the Department Head of the course in question enters an official course substitution in the "Graduation Substitution Waiver Display" screen. **The course for which substitution is sought cannot be certified until receipt of this documentation and the course has been successfully passed by the student. The North Carolina State Approving Agency allows the Veterans Affairs Office to accept only two substitutions per program curriculum.**

7) **If I enroll in Short Sessions (8 week term), how does this affect my benefits?**

CPCC’s VA Office must report the dates of enrollment for Short Sessions separately. Students are paid for those hours of enrollment during the dates that the class runs and not for the entire term. Due to the courses being accelerated, the rate of pay is higher during those dates of enrollment. The accelerated pay is determined by the Regional Processing Office in Georgia and not by the college.

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8) I would like to change my program, how do I do this?

Any and all program changes must be initiated through Academic Counseling Services. The student must complete a "Request for Change of Program," VA Form 1995 (veterans) or VA Form 5495 (dependents). This form is accepted only after your Program Code has been officially updated by your Academic Counselor.

9) How can I attend two schools at once or take courses at another school without changing my place of training?

Provide a "Visiting Student or Guest Student " letter documenting that the CPCC course(s) for which you are registered will transfer 100% to your home school (primary institution). This letter is provided by the primary institution and signed by the student's academic advisor or counselor. The Home School's VA Certifying Official must send an email to CPCC's VA Office to give our college permission to certify that student listing the specific courses that he/she is registered in at CPCC. **The student can not be certified for benefits until the Veterans Affairs Office receives the above documentation.**

10) I took some time off from school, how do I get my benefits restarted?

If you have been inactive at CPCC for more than two semesters, you must update documents in your VA file and with Student Records. Your Program of Study must be updated to a current catalog year and you will need to complete a VA Change of Program/Change of Schools Form 22-1995 (Veterans) or 22-5495 (Dependents/Spouse). You must get college transcripts here and evaluated if you have attended other schools since leaving CPCC. You must also be in good academic standing.

11) I have moved to another residence, what should I do to make certain that VA has my correct address?

Call the toll free VA Telephone number (888) 442-4551 and have your address changed over the telephone. If you have a WAVE account (Chapter 30, 1606), you can update your address at that location. Please notify the CPCC Student Records Office and the VA Office of any address, phone or email changes.

12) Why is it important for the VA to know when I stop attending classes?

It is very important that you, as a student receiving Veterans Affairs educational benefits, inform the CPCC Veterans Affairs Office immediately of any changes to your class schedule. This is especially true for any class from which you have withdrawn or stopped attending. If for some reason you fail to provide the CPCC Veterans Affairs Office with documentation showing that you have stopped attending or withdrawn from a class, then this Office must use the **LAST DATE OF ATTENDANCE (LDA)**.

The **LAST DATE OF ATTENDANCE (LDA)** must be verified for all withdrawals. If the student has attended classes throughout the semester and receives a "W" as a grade, this must be reported to the Department of Veterans Affairs. The Dept of VA does not pay for courses where students receive a non-punitive grade (W) and this usually results in an overpayment of VA benefits.

If you fail to provide the Veterans Affairs Office with signed documentation of withdrawal from classes, the Veterans Affairs Office must use the **LAST DATE OF ATTENDANCE (LDA)** as recorded on the instructor's final attendance roster. **Your file cannot be processed for further benefits until after the LDA can be conclusively determined. If attendance cannot be conclusively determined, then your LDA will be the first day of the semester of the class in question.** Determination of attendance via this manner will result in an overpayment, and will impede the process of payment of benefits for the following semesters.

You are allowed a one-time exclusion from being penalized for withdrawing from up to six hours. You can be paid for up to the last date of attendance of those six hours. After that time, you will have to provide the VA Office with mitigating circumstances. If mitigating circumstances are not provided, or if they are considered to be invalid, you will have to pay back monies awarded for the term in question. If the student attended classes throughout the semester and receives a "W" as a grade, this is not part of the 6-hour one time exclusion even if he/she can document that they attended through the last day of class.

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