

## VA Guide

### **Please sign the back and return to FCTC's Veteran Liaison to ACTIVATE YOUR BENEFITS**

Active or retired members of our military can access the necessary forms online: <http://vets.gov>

Please print a copy to bring to our office. You will need to provide us with a printed copy of your online application form and a copy of your DD-214 (Member 4). You can complete paper forms in our office, but be advised that paper forms take significantly longer for the VA Office to process.

- First time using your benefits      Complete a 22-1990 form
- Changing programs      Do a 22-1995 form
- Dependents/Survivors (Chapter 35)      Complete a 22-5490 or 22-5495 if you are changing programs
- Active duty      Go to: <http://education.military.com/money-for-school/active-duty/active-duty-education-benefits-users-guide>
- If you would like to speak with the Central VA Office directly, call 1.888.442.4551.

The Financial Aid office must receive a copy of your current schedule to certify your enrollment with the Department of Veteran Affairs.

### **ALL VA APPLICANTS ARE REQUIRED TO PROVIDE TRANSCRIPTS**

The Veterans' Assistance Office requires each school to evaluate prior training and education transcripts to determine if credit can be awarded for previous classes and/or experience.

Veterans are required to provide transcripts from all schools attended including military training. For students in a program at least 6 months long, you have a maximum of 12 weeks to submit transcripts to the Financial Aid office. Students in short-term programs must submit their transcripts prior to certification. If you do not submit your transcripts, FCTC cannot certify your VA benefits and enrollment.

The program instructor will evaluate the VA student's previous training and/or experience. Should credit(s) be accepted and/or granted, the VA student's tuition and training time will be reduced proportionally. The student will receive notice of credit(s) allowed.

Military transcripts can be accessed here: <https://jst.doded.mil/smart/signIn.do>.

### **VERIFYING YOUR ENROLLMENT**

It is the responsibility of the VA student to verify his or her enrollment each month. Starting with the last day of the month, students may verify their enrollment for that month by calling 877.823.2378.

Chapter 33 Post 9/11 Veterans are not required to verify their attendance.

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### STANDARD OF ATTENDANCE

Veterans must maintain 80% attendance each calendar month. If the Veteran does not maintain 80% attendance each calendar month, the VA will be notified and at the discretion of the VA, monthly benefits may be terminated for the upcoming month. An attendance detail will be pulled at the end of each month to ensure that the Veteran is meeting the **Veterans Satisfactory Attendance Policy**.

In order for the monthly Veteran Benefits to be re-certified, the Veteran must maintain 80% attendance for one (1) month. At the end of the month, if in compliance, the Veteran can be re-certified. Attendance information is provided by the instructor at the end of each month. Veteran benefits will be terminated by the VA if a student withdraws or is administratively withdrawn. Students who are absent in excess of 20% in a single calendar month may submit an appeal to the school certifying official for review and a possible one-month probation to avoid termination of benefits by the VA. Only one appeal per semester is allowed.

### STANDARD OF PROGRESS

VA students must maintain a 2.0 or better Grade Point Average to maintain benefits. Each VA student is expected to complete the program within the number of training hours (clock hours) approved by the Bureau of State Approving Agency for Veterans Training, Florida Department of Veterans' Affairs. The student must maintain a minimum grade point average of not less than 2.0 GPA (C) each grading period. In addition, the student must meet any skill or technical requirement of his or her program.

A VA student who has not attained and maintained satisfactory progress (2.0 GPA or better) at the end of any grading period will be placed on academic probation for the next grading period. If the student does not attain or maintain satisfactory progress at the end of the probationary period/semester, the student's VA educational benefits will be terminated for unsatisfactory progress. A VA student whose educational benefits are terminated for unsatisfactory progress may petition to be re-certified after 90 school days have elapsed.

### OTHER SOURCES OF ASSISTANCE

FCTC encourages veterans to pursue additional sources of aid. Please explore other areas of the financial aid section of our website to find guidance on seeking supplemental funds.

For more information regarding Veteran's Benefits in Florida <http://www.floridavets.org/>

For more information regarding Veteran's Education Benefits <https://benefits.va.gov/gibill/>

On April 27, 2012, the President signed Executive Order 13607- Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members. The Executive Order may be viewed at <http://www.gpo.gov/fdsys/pkg/FR-2012-05-02/pdf/2012-10715.pdf>.

I, \_\_\_\_\_, understand my requirements to maintain my eligibility to receive VA Education Benefits.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Focus ID# \_\_\_\_\_ FA Specialist \_\_\_\_\_ Date \_\_\_\_\_

Contact: Wendy Lay, Veteran Liaison [Wendy.lay@stjohns.k12.fl.us](mailto:Wendy.lay@stjohns.k12.fl.us) (904) 547-3512 or fax (904) 547-3506  
(904) 547-3282 ● 2980 Collins Avenue ● St. Augustine, Florida 32084 ● [FCTC.edu](http://FCTC.edu)