



First Coast Technical College – Financial Aid Office
2980 Collins Ave. - St. Augustine, FL 32084
PH: (904)547-3511 FAX: (904)429-9646

MILITARY EDUCATION BENEFITS GUIDE

REQUIRED DOCUMENTATION

FCTC will need to be provided with a printed copy of the following documents if requesting **VA Education Benefits**:

- Certificate of Eligibility
- DD-214 (Member 4) if you are no longer serving
- Parent's DD214 (for dependents)
- Military Transcripts, if applicable: Joint Services Transcript (JST) or Community College of the Air Force Transcripts (CCAT)
- Transcripts from *all* other colleges attended

It is pertinent that you request your Certificate of Eligibility (COE) right away as the VA has an average 30-day turnaround on processing the COE, as well as processing certifications once your School Certifying Official (SCO) enters them.

COE

To request your COE, please see the attached "Tip Sheet."

The COE will be mailed to the student's home address.

It is the students' responsibility to bring the COE to the School Certifying Officer (SCO). Your SCO is *Richard Keller*. He can be reached at (904)547-3511, or Richard.Keller@FCTC.edu.

If you would like to speak with the Central VA Office directly, call 1.888.442.4551

Military Transcripts

To request your JST or CCAF Transcripts, please see the attached "Tip Sheet."

The Financial Aid office must receive **beforehand**, your COE **and** college transcripts (if applicable) in order to certify your enrollment with the Department of Veteran Affairs.

ALL VA EDUCATION BENEFIT APPLICANTS ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS

The Department of Veterans Affairs requires each school to evaluate and document review of 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.* If you do not submit your transcripts, FCTC cannot certify your VA benefits and enrollment.

Transcripts will first be reviewed by the SCO. If determined there are previously courses taken that might relate to the student's program, the transcripts will then be sent to the instructor and/or Program Career Specialist with a request for review. The transcript will then be reviewed by the instructor or Program Career Specialist, for the student's previous training and/or experience. An email documenting the review and status

should be returned to the SCO within 3 business days. 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.

VERIFYING YOUR ENROLLMENT – CH 30 Students

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. The VA will not process the month's housing benefits until the certification call has been placed and accepted.

**Chapter 33 Post 9/11 Veterans, and Chapter 35 dependents, are not required to verify their attendance.*

STANDARD OF ATTENDANCE

An attendance detail will be pulled *each month* for the month prior to ensure that the Veteran is meeting the Veterans Satisfactory Attendance Policy. 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 monthly benefits will be terminated for the upcoming month. 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. Veteran benefits will also be terminated if a student withdraws or is administratively withdrawn. The termination date will be effective the last day of attendance.

STANDARD OF PROGRESS

VA students must maintain a minimum grade point average of not less than 2.0 GPA (C) each grading period 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 will not receive VA benefits for any period of hours over the posted clock hours for the program. 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 have been terminated for unsatisfactory progress may petition the school to be re-certified after 90 school days have elapsed.** For more information regarding Veteran's Benefits in Florida: www.floridavets.org/. For more information regarding Veteran's Education Benefits: <https://benefits.va.gov/gibill/>.

LICENSURE PROGRAMS

A portion of the licensure programs are considered less than half time to less than full-time. Certifications will be entered based on the posted program schedule. Each month, the SCO will pull each students' clinical report for the month prior, and revise certifications to include those hours. Clinical hours will be pulled again *at the completion* of the program, and certifications will be modified at that time if the student has made any changes to the scheduled hours. *Any changes to the clinical schedule once the certifications have been revised may result in adjustments to prior VA payments, and could result in a Debt Management letter from the VA, or possible charges owed to your school or the VA.*

EDD (National Guardsmen only)

Please see the "Tip Sheet" for further instruction.

**Attention: National Guard Members requesting Education Duty for Dollars (EDD) benefits: Please contact your SCO for tuition and fees prior to completing your application. Applications can be completed online by visiting <https://edd.dma.myflorida.com> > flng. You can reach your local EDD office at (904)823-0339.*

Students must complete an education goal, which will then be reviewed. Once it has been approved by the EDD office, an application will then need to be entered. **Please see the “Tip Sheet” for further instruction.**

STUDENT RESPONSIBILITY

Each student is responsible for understanding their benefit(s), program schedule and the effect it will have on their housing stipends. Students do not receive a housing stipend for any weeks that are considered less than half-time, to include no scheduled attendance.

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. Tuition and fees certified with the VA will be less any additional tuition and fee aid, other than Title IV Funds. For more information regarding Veterans’ Benefits in Florida: <http://www.floridavets.org/>. For more information regarding Veteran’s Education Benefits: <https://benefits.va.gov/gibill/>.

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

Signed: _____ Date: _____ Focus ID#: _____

School Certifying Officer: _____ Date: _____