

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) or parent's DD214 (for dependents) – required if you are ***not*** using U.S. Dept of VA education benefits and are requesting in-state tuition **OR** if you are requesting a Purple Heart Recipient Waiver (veteran only, not 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 SCO shown above.

Military Transcripts

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

The Financial Aid office **MUST** receive your COE 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. The Institutions of Higher Learning form should be completed for all IHL's attended, not to include training on the JST. Along with the JST, *Veterans are required to provide transcripts from all the schools listed on the IHL.*

Transcripts will first be reviewed by the SCO. If determined there are previously taken courses 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. 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 ***in non-licensure*** programs must maintain 80% attendance each calendar month and follow the 6%, 12% and 18% student attendance policy. Veterans will receive a 30-day warning notification by email immediately following the month that attendance falls below 80%. The VA will be notified of those Veterans who do not maintain 80% attendance for a second month and benefits will be terminated back to the date attendance fell below the 80%. Benefits will be terminated for a minimum of 30 days and will be reviewed for reinstatement during the monthly review following the 30 days. Veterans must meet 80% attendance during that review for benefits to be reinstated. Benefits will only be reinstated going forward. Veteran benefits will be terminated for a student that withdraws or is administratively withdrawn. The termination date will be effective the last day of attendance. Students must follow the Student Attendance Policy. Attendance warnings remain in effect for the remainder of a student's program.

Veterans ***in licensure programs*** must maintain 90% attendance each calendar month and follow the 3%, 6% and 10% attendance procedure below. Veterans will receive a 30-day warning notification by email immediately following the month that the attendance falls below 90%. The VA will be notified of those Veterans who do not maintain 90% attendance for a second month and benefits will be terminated back to the date attendance fell below the 90%. Benefits will be terminated for a minimum of 30 days and will be reviewed for reinstatement during the monthly review following the 30 days. Veterans must meet the 90% attendance during that review for benefits to be reinstated. Benefits will only be reinstated going forward. Veteran benefits will be terminated for a student that withdraws or is administratively withdrawn. The termination date will be effective the last day of attendance. Students must follow the Student Attendance Policy. Attendance warnings remain in effect for the remainder of a student's program.

STUDENT ATTENDANCE PROCEDURE

Step 1) If a student misses 6% of the non-licensure Career Technical Education (CTE) program instructional hours, or 3% of the licensure CTE program instructional hours, the instructor will meet with the student to review the student handbook attendance policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance.

Step 2) If a student misses 12% of the non-licensure CTE program instructional hours, or 6% of the licensure CTE program instructional hours, the teacher will meet with the student to review the

attendance policy and support the learner. The teacher will develop a pro-social action plan and meet with the student to review and attain required signatures. The teacher will determine if the student should meet with the career specialist.

Step 3) If a student misses 18% of the non-licensure CTE program instructional hours, or 10% of the licensure CTE program instructional hours, or a student has six (6) consecutive absences, the instructor will notify the career specialist. The career specialist will meet with the student to provide problem-solving options to improve student attendance. The Career Specialist will develop a pro-social action plan for the student.

Step 4) If a student misses over 18% of the non-licensure CTE program instructional hours, or more than 10% of the licensure CTE program instructional hours, the student will be reviewed by the Review Committee. If the Review Committee makes the decision for the student to be withdrawn from the program, the instructor will be notified by the program Career Specialist to complete the "change of status form" in the student information system.

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. Veterans will receive a 30-day warning notification by email immediately following the month that their GPA falls below the minimum 2.0 requirement. The VA will be notified of those Veterans who do not meet the standard of progress for a second month and benefits will be terminated back to the date the GPA fell below 2.0. Benefits will be terminated for a minimum of 30 days and will be reviewed for reinstatement during the monthly review following the 30 days. Veterans must meet the standard of progress during that review for benefits to be reinstated. Benefits will only be reinstated going forward. GPA warnings remain in effect for the remainder of the student's program.

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.

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

CLINICALS

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 through the prior month, and revise certifications to include those hours; clinical hours are not added to certifications in advance. 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/>.

Acknowledgement of Receipt: MILITARY EDUCATION BENEFITS GUIDE

I, _____, understand my requirements and responsibilities to maintain eligibility for receiving VA Education Benefits.

Signed: _____ Date: _____ Focus ID#: _____

School Certifying Officer: _____ Date: _____

My Program: _____ Total Program Hours: _____

Certification 1 Dates: _____

Certification 2 Dates: _____

Certification 3 Dates, if applicable: _____

Questions pertaining to payments and amounts expected from the VA should be directed to the VA Education Benefit Hotline for students @ 1-888-442-4551.

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