

Wallace State Community College
Hanceville, AL

IMPORTANT INFORMATION FOR STUDENTS

RECEIVING FEDERAL VA EDUCATION BENEFITS

Chapters 30, 35, 1606, 1607 and Post 911

1. According to the VA, new students should **receive their first check in approximately 60 days**. With this in mind, you must be prepared to pay the first semester's enrollment cost before you receive your first check (unless you are eligible for tuition and fees under CH 33 /Post 911 benefit, or Tuition Assistance under National Guard or Reserves).
2. The VA certifying official, at the college, certifies new enrollments to the Department of Veterans Affairs (VA) only after the last day of late registration. This is to ensure that correct information is sent to the VA for the semester in which you are registering. All veteran and dependent VA certifications are processed based on the academic year; i.e. beginning Fall Semester and ending Summer Semester.
3. All VA recipients are required to declare a program of study and program option. The declared program of study and option must be the same with the Admissions Office and VA. Classes will not be certified if they do not meet graduation requirements. **Remedial classes, based on placement test scores, can be certified to VA; however, online remedial classes cannot be certified to VA.** Students may take only those courses, which are required in their program of study and program option, as outlined in the Wallace College Catalog and Student Handbook. *If the student registers for a course not required in their program of study, the enrollment certification will be adjusted to delete that course from that semester's enrollment certification, unless a letter of substitution has been received from the instructional Dean.* The substitution letter should be submitted to the Financial Aid Office/Veterans Affairs Office no later than the end of the drop/add period
4. Veterans and dependents are required to **provide the VA Certifying Official at the college with a copy of their class schedule immediately upon registration each term.** Failure to do so will delay certification of enrollment or status changes to the VA. **It is the student's responsibility to immediately notify our office of any changes in status (course, program, drop/add, withdrawal, etc.)**
5. **Class attendance is required in order to receive benefits.** If the student fails to report (non-attendance), VA will be notified when the non-attendance is discovered via grade review, regardless of when the non-attendance is discovered.
6. **Your enrollment will be certified to the VA for only two (2) semesters until prior transcripts are received and evaluated by the Admissions Office at Wallace State College.** It is the student's responsibility to have official academic transcripts submitted to the Admissions Office for verification of prior college and/or military credit. The student is also responsible for notifying the Financial Aid Office/VA Certifying Official when the transcripts have been received in the Admissions Office. **If transfer credit is awarded for an acceptable course or courses from any other source, VA will not pay for that course to be repeated.** The only exception to this VA policy is one whereby a minimum acceptable grade was not received (e.g., in some programs students must earn a grade of "C" or better in all courses in their major). Should you fail a course, the VA will pay you to take the course until a passing grade is achieved. Courses cannot be repeated in order to improve your grade point average, unless you initially received a failing or insufficient grade.

7. The VA will not pay for audit courses, under any circumstances. Tutorial assistance is available through the VA if you are having difficulty in your class.

8. **Some student actions that may result in an overpayment of veterans' educational benefits are:**
 - ◆ **Withdrawing** from a course: The student will have to establish that he or she withdrew for a reason that was beyond his/her control; otherwise, a retroactive overpayment *from the beginning of the term* may result.
 - ◆ **Receiving** a grade which does not count toward the graduation requirements; the student will have to establish that he/she received the grade due to circumstances beyond his/her control; otherwise, a retroactive overpayment may result.
 - ◆ **Failure** to have an incomplete grade changed to a grade that counts toward graduation requirements.

9. As of August 1, 2011, Interval pay (break pay) between semesters will no longer be paid.

10. Veterans and dependents must meet the standards of progress requirements applicable to all students at this institution. **Class attendance is required in order to receive benefits.**

11. VA toll-free information phone number - **1-888-GIBILL1 (888-442-4551)**.
VA mailing address - **Department of Veterans Affairs Regional Office, P.O. Box 8888, Muskogee, OK74402-8888**
Toll-free number for automated phone verification - **877-823-2378**.
Website address for VA education benefit information and to apply - **www.gibill.va.gov**.

12. **VA Certifying Official:**
Joyce Cordes - 256-352-8255; email joyce.cordes@wallacestate.edu

13. The Financial Aid Office/VA Certifying Official Office on campus *is not a function of the Department of Veterans Affairs*. This is a service provided by Wallace State College to assist veteran and dependent students. The personnel in the Financial Aid Office/VA Certifying Office will be happy to assist you in any way possible. Your cooperation is appreciated.

The information provided on this sheet is not intended to be all-inclusive in terms of VA enrollment certification rules and regulations.