

# VERNON COLLEGE HANDBOOK FOR VETERANS

## GENERAL INFORMATION

### VA Regional Processing Office:

Department of Veteran Affairs  
P. O. BOX 8888  
Muskogee, OK 74402

### VA Phone Numbers:

Education Information:	1-888-442-4551
General VA Information:	1-800-827-1000
VA Verification Number:	1-877-823-2378

**VA Websites:** <http://www.benefits.va.gov/gibill/>  
[www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal](http://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal)

### VC Veterans Services:

Debra Alexander  
Email: [dalexander@vernoncollege.edu](mailto:dalexander@vernoncollege.edu)  
(940)696-8752x3203 in Wichita Falls  
(940)552-6291x3203 in Vernon

## VERNON COLLEGE VETERANS SERVICES OFFICE

The Veterans Services Office is located at the Century City Center in Wichita Falls at 4105 Maplewood, Suite 107/108. For information, please come by the office during regular business hours or call us at (940) 696-8752 in Wichita Falls or (940)552-6291 in Vernon.

The role of the Vernon College Veterans Services Office is to assist the student in pursuing the student's educational, professional or vocational objective. The VSO staff is available to answer questions about veteran educational benefits, to certify enrollments for the Department of Veterans Affairs (DVA) and monitor student degree plans and academic progress.

Although VC works to ensure DVA regulations are satisfied, the College has no authority to make judgments regarding benefit status. Only the Department of Veteran Affairs may determine the eligibility of individuals for veteran educational benefits and approve or disapprove payment of benefits.

The National Toll-Free number for the Department of Veterans Affairs for education benefits is **1-888-442-4551**. All other VA questions should be directed to **1-800-827-1000**. They may be reached M-F, 7:45 AM to 4:30 PM.

The Department of Veterans Affairs has made available a portal where VETERANS and SERVICE MEMBERS can access information pertaining to their military service. The website is [www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal](http://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal). Information about eBenefits is located near the end of this handbook.

The VC Veteran Services Office highly recommends that veterans take all original DD Form 214's to a County Courthouse to be placed on record. This enables the veteran to obtain a certified copy at any time in the future, should the original become damaged or lost. The student's DD Form 214 is a valuable document and may be needed in future years. Guard it carefully. Students who have lost their DD214 can request a replacement document thru the eBenefits portal.

## APPLYING FOR EDUCATION BENEFITS

There are many different veterans' education benefit programs. A student may have eligibility under more than one program. Information about all education programs is available at <http://www.benefits.va.gov/gibill/>. Once on the VA website, select Education and Training, >For Students, >Education Programs. The student should carefully read the available information in order to make an informed decision when choosing the best benefit for them.

First-time applicants can complete the online application at <http://www.benefits.va.gov/gibill/apply.asp>. Paper applications are available for printing, and should be submitted directly to the Department of Veteran Affairs Regional Processing Office. The Regional Office that services this area is in Muskogee, Oklahoma. The following documents may also be submitted to the VA Regional Office to expedite processing:

- Veterans must submit copies of all DD Form 214's.
- Students in Active Reserves should obtain DD Form 2384 (Notice of Basic Eligibility) from their Reserve Unit.
- Dependents and spouses of 100% disabled or deceased veterans may need to submit copies of birth certificates or marriage licenses.
- Dependents and spouses of active duty personnel who are using benefits under Transfer of Eligibility (available under Post 9/11 GI Bill only) must submit the documentation provided by the Department of Defense that authorizes the transfer.

Application for benefits is generally completed one time only unless the student is applying under a different chapter than one they have previously applied for. If the student has previously received educational benefits through the Department of Veterans Affairs at another school, the student must complete VA Form 22-1995 or 22-5495, Change of Place of Training, and send it to the VA as well as submit a copy to the new school if they are remaining under the same chapter of education benefits.

If the student has even **one** day of active duty service during the term the student will be attending VC, the student must apply as active duty and have the form completed by an Armed Forces Education Services Officer.

Once the DVA Regional Office has processed the application for benefits, the veteran student will receive a Certificate of Eligibility. A copy of this form should be submitted to the VC VS Office, along with a copy of the veteran's DD214.

**Note:** First time applications may take up to 60 days to process **after** they reach the appropriate DVA Office.

Paper forms available for printing:

22-1990 – Application for VA Education Benefits (Veterans)  
<http://www.vba.va.gov/pubs/forms/VBA-22-1990-ARE.pdf>

22-1990E – Application for Dependents Receiving Transfer of Entitlement  
<http://www.vba.va.gov/pubs/forms/vba-22-1990e-are.pdf>

22-5490 – Application for Survivor Education Benefits  
<http://www.vba.va.gov/pubs/forms/vba-22-5490-are.pdf>

22-1995 – Change of Program / Place of Training  
<http://www.vba.va.gov/pubs/forms/vba-22-1995-are.pdf>

22-5495 – Survivor Change of Program / Place of Training  
<http://www.vba.va.gov/pubs/forms/VBA-22-5495-ARE.pdf>

### ATTENDING VERNON COLLEGE

All prospective VA students wishing to attend Vernon College must complete an Application for Admission and submit copies of all college transcripts as well as military training transcripts. Those who have not previously attended any colleges must submit a copy of their high school transcript or GED scores, whichever is applicable.

First-time Vernon College students are also required to attend New Student Orientation through the Student Services Office. Students should also check with them to see if any entrance testing is required. The Student Services Department will inform the student regarding advising and scheduling.

**IMPORTANT:** Vernon College provides student email accounts. All students need to activate their student email account as this will be a primary outlet for communication to the student. The student will have the option to have messages from this account forwarded to an email address they check on a regular basis.

### CERTIFICATION OF ENROLLMENT

The certifying official at the VC VS Office is a College employee who has been trained by the Department of Veterans Affairs to process documents relating to VA educational benefits. As the certifying official, this person certifies to the DVA:

- The student is enrolled in an eligible program at VC.

- The classes in which the student is enrolled are required for the program the student is pursuing.

DVA educational benefits apply to courses that are required and are completed. Continuing Education courses are not eligible for certification.

Veteran students must submit a **FINALIZED** copy of the **Statement of Student Account** (obtained from the Business Office) or the **Estimate of Student Account** (obtained from Campus Connect under Account Info >Review/Pay Account) to the VC VS office each semester in order to be certified for that semester. The certification of enrollment will be processed in the order in which the statement/estimate is received by our office.

Students wishing to make changes to already certified enrollments will have to see the VC certifying official. This may entail CANCELLATION OF THE CERTIFICATION that was submitted, as well as CANCELLATION OF ANY VA AWARDS that were posted for the term. Once a new enrollment document has been turn in to the VC VS office, it will not be processed until AFTER CENSUS DATE for the semester. Any additional charges in tuition/fees will be the responsibility of the student. Once the new certification has been processed, and once additional charges have been paid by the VA, the student will receive any appropriate refund from VC.

Students receiving Post 911 benefits who wish to have an award pre-posted as an accounts receivable are also required to submit a copy of the Certificate of Eligibility from the VA for their initial certification. Each subsequent enrollment, the student must also submit a copy of the award letter sent to the student by the VA from the preceding enrollment period OR a current printout of benefit eligibility from the eBenefits website along with their Estimate of Account if the student wishes VC to pre-post the award for tuition/fees. (Students who do not have their most recent award letter can fax a written request for the VA to mail them a new letter at 918/781-7863. The eBenefit statement is available to the servicemember/veteran who has set up the premium account – it is not always available with the basic account.) This shows updated percentage of eligibility as well as remaining days of entitlement. NOTE: Students who will run out of entitlement prior to the end of the term will not be eligible to have their awards pre-posted as the VA will not pay the school for the full term. Once VC has received payment from the VA, VC will issue the appropriate refund to the student.

The VS Office at Vernon College makes every effort to submit the certification of enrollment to the Department of Veteran Affairs in a timely manner. The vast majority of certifications are submitted within 30 days of the start of each semester. However, the certification may be submitted to the VA up to one year from the term start date.

The Department of Veteran Affairs will generally process an award within 30 days of receipt of the certification. If a student is in their initial enrollment period, this process could take up to 60 days while the VA is establishing their education file.

In order to receive payment each month, Chapter 30 students are required to verify enrollment either by phone (1-877-823-2378) or online thru W.A.V.E. at <https://www.gibill.va.gov/wave/index.do>.

Chapter 33 (Post 9/11) students should note the VA will pay BAH at 50% of the student’s eligible rate if the student is enrolled in solely online courses, effective August 1, 2011. At least one course each semester must be in residence to receive the full BAH based on eligibility. Additionally, the student must be enrolled more than half-time for the term in order to be eligible for the BAH allowance.

***The student is responsible for ensuring the courses they enroll in are required in their respective program.***

### RATE OF PURSUIT

Students receive funding from the VA based on their rate of pursuit each semester. Post 911 students will receive BAH if their rate of pursuit is more than half –time based on their eligibility percentage, rounded to the nearest tenth percent of the rate of pursuit. All other students will have their monthly benefit paid based on rate of pursuit as is shown below. Students enrolled less than half- time will receive tuition and fees reimbursement, but no monthly check. The following chart shows the breakdown for the number of hours for each semester at Vernon College:

SEMESTER LENGTH	FULL TIME HOURS	THREE-QUARTER TIME HOURS	HALF TIME HOURS	LESS THAN HALF TIME HOURS
16 weeks	12+	9-11	6-8	1-5
11 weeks	8+	6-7	4-5	1-3
8 weeks	6+	4-5	3	1-2
5.5 weeks	4	3	2	1

### DEGREE OR CERTIFICATE PLAN

All students wishing to obtain VA education benefits must enroll in a program that has been approved by the State Approving Agency (SAA). The degree or certificate plan is kept in the student’s file in the VC VS Office. **Courses not required in the plan cannot be**

**certified for payment.** Substitutions require departmental approval. Prerequisites may be certified only if taken before the required course. Remedial courses can be certified only if test results indicate developmental work is needed. All degree and certificate plans are available in the Vernon College catalog. **Students are responsible for following their chosen degree plan when choosing courses. Students who are certified in error will be responsible for any overpayment made by the VA.**

### EVALUATED CREDIT / PREVIOUS TRAINING

The Department of Veterans Affairs (DVA) requires credit for previous training to be applied to the student's educational program.

DVA regulations will not allow benefits for repeating of a course that the student has previously completed with a satisfactory grade. **It is the student's responsibility to determine if they are repeating a course.**

The College will evaluate the military transcript received for each student. Air Force veterans need to submit a CCAF transcript. Since CCAF is an accredited college, the registrar's office will evaluate that document. All other military transcripts will be evaluated by the certifying official in the VC Veterans Office.

It is the student's responsibility to submit transcripts to the college. Military transcripts can be requested at the following websites:

ARMY, NAVY / MARINE CORPS, and COAST GUARD: <https://jst.doded.mil/smart/signIn.do>

AIR FORCE: <http://www.au.af.mil/au/ccaf/transcripts.asp>

Students will not be certified beyond the second term of enrollment without receipt of the military transcripts.

### CHANGE OF PROGRAM

The student who wishes to change the program they are pursuing must notify the VC VA Office. Acknowledgement of the program change will be confirmed to the VA along with certification of enrollment.

Career counseling is available through the Department of Veterans Affairs and through Vernon College through the Student Services Division.

### ADVANCE PAYMENT

Eligible students requesting advance payment must apply with the VC VS Office at least 60 days before the semester begins. (Check the calendar in the Catalog for term dates.) The first VA check will be sent to VC and released at registration. To be eligible for advance payment the student must:

- Enroll for at least half-time training
- Enter or re-enter training after an interval of one full semester or more from the student's previous period of enrollment.

Advance payment covers the first partial month and the next full month of the semester. When the student receives an advance, the student's second payment will be sent directly to the student after the end of the third month of training.

Advance payment is not allowed for:

- students receiving Post 911 benefits
- students under Section 901
- active duty servicepersons
- students who have a debt with the DVA
- students enrolling less than half time

If the advance payment is not received prior to registration, the student must be prepared to utilize other resources.

### MONTHLY VERIFICATION

Veteran students (not spouses or dependants) under Chapter 30 are required to verify their enrollment each month on the last day of the month. Students may either call their verification in at 1-877-823-2378 or verify online at [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do). Since the VA needs up to 30 days for processing **after** they receive certification from the school, students may not be able to verify on the last day of the

first month of enrollment. Students should keep trying to verify each day until the award has been processed. The VC Veteran Services office should not be called UNLESS 30 days from the term start date have passed and there is still nothing to verify.

### **SATISFACTORY PROGRESS**

The student must meet the satisfactory criteria given in the VC Catalog (or its addenda for specific programs) to be eligible to receive VA educational benefits. Students on academic probation or suspension must be reported to the Department of Veterans Affairs for unsatisfactory progress.

Once reported for unsatisfactory progress, benefits may not be resumed unless the Department of Veterans Affairs finds that the cause of unsatisfactory progress has been removed and the program is suitable to the student's aptitudes, interests and abilities.

### **REPEAT COURSE WORK**

The Department of Veterans Affairs will not allow payment for course work for which a student has already received credit (a grade of D or better). **It is the student's responsibility to ensure they do not repeat a course which they have previously completed and passed.**

### **REMEDIAL COURSES**

Persons eligible for benefits under Chapters 30, 31, 32, 33, 35, 1607, Section 903 and VRAP are authorized payment for Remedial Study courses. Persons eligible for benefits under Chapter 1606 are eligible effective 1 October 1990, if the student has a six-year commitment on or after the date of certification. Persons eligible for benefits under Section 901 are NOT authorized payment for such courses.

Test score results or evaluation from a program division chair must be available in VA files to prove need for remedial courses. Perceived need by the student, instructor or counselor for remediation is not a basis for educational benefits. VC offers remediation in English, Mathematics, and Reading. The student is responsible for submitting a copy of test scores to the Veterans Services Office.

### **TUTORIAL ASSISTANCE**

Tutorial assistance is an authorized benefit only under some chapters. Students seeking this benefit should confirm their eligibility with the VA prior to acquiring a tutor. The instructor must submit a written statement verifying the student's need for a tutor and VA Form 22-1900t must be filled out. The DVA may pay up to \$100.00 per month for tutoring and up to a MAXIMUM of \$1200.00 during the eligibility period. The student pays the tutor and requests a reimbursement from the DVA. Check with the VC VS Office before entering into a contract with a tutor. Tutoring is provided free of charge to all VC students through the PASS centers.

### **DROPS, ADDS, AND WITHDRAWALS**

***It is the student's responsibility to report to the VC Veterans Services Office when the student drops or adds a class or withdraws from a term.***

Unreported drops or withdrawals may burden the student with an overpayment liability. Any course load reduction must be reported by the student and by the VC VS Office to the DVA. If the student has mitigating circumstances for dropping a class and the VA approves, the student may be paid up to the last day of attendance. If not, the student will not be paid for the dropped course, retroactive to enrollment date. Any student who receives a failing grade will have the last date of attendance/participation as reported by the instructor of the course submitted to the VA as a reduction in hours.

### **OVERPAYMENTS**

To avoid overpayments of educational benefits the student should:

- report changes in enrollment promptly
- understand the consequences of dropping a class or withdrawing from a term
- report changes of dependency, if applicable
- attend classes regularly

An instructor may drop the student for non-attendance and the student would then have to repay benefits for that course from the beginning of the term. If an overpayment is created, the VA is required to take prompt and aggressive action to recover the overpayment. The VA may take any of the following actions:

- add interest and collection fees to the student's debt
- withhold future benefits to apply to the student's debt
- refer the student's debt to a private collection agency
- offset the debt from the student's federal income tax refund
- offset the debt from the student's salary if the student is a federal employee
- file a lawsuit in federal court to collect the debt
- withhold approval of a VA home loan guarantee pending payment of the student's debt

**Mitigating Circumstances:** If the student changes enrollment after the regular add/drop period and wishes to receive educational benefits up to the drop date, the VA will want a statement explaining the events surrounding the change. The law states that no payments will be made for a course from which the student withdraws, or for which the student receives a non-punitive grade, unless there are "mitigating circumstances". The VA defines mitigating circumstances as "the unanticipated and unavoidable events that interfere with a student's pursuit of a course." Examples the VA may accept are:

- Prolonged illness or serious injury.
- Severe illness or death in the student's immediate family.
- Unscheduled changes in the student's employment that are beyond the student's control.
- Unanticipated difficulties with child care arrangements made for the purpose of allowing the student to go to school.
- Recall to active duty or deployment.

The student will normally be expected to submit evidence to support the statement that the event was not anticipated and was beyond the student's control; for example, a letter from the student's employer in the case of employment change. Examples of events that the VA will not accept include:

- withdrawal to avoid a failing grade
- dislike of the student's instructor
- too many courses attempted

Dropping a course without mitigating circumstances means the student is not entitled to benefits for that course from the beginning of the term. If payment has already been processed for the course, the student has been overpaid and must repay that portion to the Department of Veterans Affairs.

Effective June 1, 1989, the DVA will consider "mitigating circumstances" exist in the "First Instance" of withdrawal for courses totaling not more than 6 semester hours. "First Instance" means first instance occurring after 6-1-89. The "First Instance" consideration applies to all benefit types except Section 901. This "6-hour exclusion" is a one-time consideration.

## **WORK STUDY PROGRAM**

The Department of Veterans Affairs Work Study Program permits eligible veterans to perform services for DVA in return for a monetary allowance equal to the higher of State or Federal minimum wage. The maximum number of hours a student may work will be based upon 25 times the number of weeks in the student's enrollment period. Work study services may be performed at:

- DVA Regional Offices
- DVA Medical Facilities
- Educational Institutions
- National cemeteries
- Other organizations approved for outreach activities

The service must be DVA related. To be eligible, the student must be pursuing programs of education or training at three-quarter (3/4) time rate or more. Chapters 30, 31, 32, 33, 35, 1606 and Section 903 are eligible.

## **OTHER INFORMATION**

VA Educational benefits are non-taxable.

Additional aid may be available. For information regarding additional financial assistance for which the student may be eligible, contact the Financial Aid Office at VC.

It is the student's responsibility to be familiar with the information in the College Catalog and Student Handbook. Both of these items can be accessed online from the Vernon College home page at: [www.vernoncollege.edu](http://www.vernoncollege.edu).

## HAZLEWOOD EXEMPTION

The purpose of the Hazlewood Exemption (Hazlewood Act) is to provide an education benefit to honorably discharged or separated Texas veterans and their dependent children and spouses. More information is available at <http://www.tvc.texas.gov/Hazlewood-Act.aspx>. All students using Hazlewood benefits must make satisfactory academic progress toward a degree or certificate or other formula funded programs in accordance with the institution's policy regarding eligibility for financial aid. Legacy students are limited to the number of hours required in their program.

The Hazlewood Exemption helps fund an eligible student's education costs. The exemption covers tuition and institutional fees. It does not cover any lab or special fees for individual courses.

The required HAZLEWOOD paperwork must be submitted **each semester** to the Veterans Services Office at Vernon College in order to receive the exemption **prior** to the last class date of each semester. Required documents include:

- **Completed Application** – The application is available for download from the Texas Veterans Commission at <http://www.tvc.texas.gov/documents/Hazlewood%20Application.pdf>. Applications must be submitted to the college's veteran's education office along with any additional information specified as evidence of eligibility. The application is submitted to the student's school one time only, upon the initial enrollment at the institution. The student must submit the Application for Continued Enrollment each academic year the exemption is used (<http://www.tvc.texas.gov/documents/Subsequent%20Hazlewood%20Worksheet.pdf>).
- **DD214 and/or Proof of Dependent Status** – The veteran is required to provide all DD214s. Dependents must provide the veteran's DD214s to show the veteran met eligibility requirements. If the user is the dependent of a deceased veteran, proof must be provided from Dept. of Defense or from Veterans Administration regarding parent's death on form DD1300. If the user is the dependent of a disabled veteran, the student must provide a Rating Decision Letter from the VA showing the veteran is 100% disabled for purposes of employability. If the student is using benefits under the Legacy Act, the student is required to provide a copy of their birth certificate if they are the biological child of the veteran, a copy of their birth certificate and copy of the marriage license between the veteran and their birth parent if they are the stepchild, a copy of the legal documentation if the student is an adopted child of the veteran, or a copy of the veteran's tax return showing the veteran claimed the student if the child is a dependent of the veteran, but is not a biological child, stepchild, or adopted child. Spouses of deceased or disabled veterans must provide a copy of their marriage license to the veteran with their initial enrollment at Vernon College. Dependents whose eligibility is based on a tax return must submit a new tax return from the veteran each year to show continued dependency. See Supporting Documentation Instructions from the application for additional information.
- **Copy of letter detailing VA Education Benefits** - Required only if the period of service for the veteran included any time after 9-11-2001. Both veterans and dependents must provide proof of eligibility or ineligibility for Chapter 33/Post 911 GI Bill education benefits by requesting an education benefits letter from the VA office in Muskogee, OK. The letter can be requested at (888)-442-4551 if education benefits have ever been used. If not, apply for benefits at <http://www.benefits.va.gov/gibill/apply.asp> and apply online.
- **Hazlewood Hours Log** - Verifies Hazlewood hours used as recorded by THECB. The TVC website <http://www.tvc.texas.gov/Hazlewood-Act.aspx> has a link for the hours log. Initially, students must create their login. Once this is done, log in to the account and print out the ACCOUNT DETAILS. A printout of this page must be submitted every time the Hazlewood benefit is used. Students using LEGACY benefits must provide a copy of the hours log each semester for the student and the veteran.
- **Copy of student enrollment document** – Estimate or Statement of Account. Due each term of enrollment. The estimate if found in Campus Connect under Account Info > Review/Pay Account.

### **INCOMPLETE PAPERWORK WILL BE RETURNED!**

#### **Hazlewood Checklist**

##### **Veterans**

Initial Enrollment at Vernon College:

Hazlewood Application  
 DD214  
 VA Letter of Benefits  
 Hazlewood Hours Log

Subsequent Enrollments:

Continued Enrollment Application (once per academic year)  
 Hazlewood Hours Log  
 Estimate / Statement of Account  
 S A P



\_\_ Estimate / Statement of Account  
\_\_ S A P

### Spouse/Child of 100% Disabled or Deceased Veterans

Initial Enrollment at Vernon College:

\_\_ Hazlewood Application  
\_\_ Veteran's DD214  
\_\_ Marriage license (spouse)/birth certificate (child)  
\_\_ VA letter verifying veteran's death/disability  
\_\_ Hazlewood Hours Log  
\_\_ Estimate / Statement of Account  
\_\_ S A P

Subsequent Enrollments:

\_\_ Continued Enrollment Application (once per academic year)  
\_\_ Hazlewood Hours Log  
\_\_ Estimate / Statement of Account  
\_\_ S A P

### Children Using Transferred Benefits – Legacy Act

Initial Enrollment at Vernon College:

\_\_ Hazlewood Application  
\_\_ Veteran's DD214  
\_\_ VA Letter of Benefits  
\_\_ Hazlewood Hours Log (veteran's account)  
\_\_ Proof of Dependency (birth certificate, \*tax return, etc.)  
\_\_ Hazlewood Hours Log (student's account)  
\_\_ Estimate / Statement of Account  
\_\_ Courses in declared program  
\_\_ S A P

Subsequent Enrollments:

\_\_ Continued Enrollment Application (once per academic year)  
\_\_ Hazlewood Hours Log (veteran's account)  
\_\_ Hazlewood Hours Log (student's account)  
\_\_ Estimate / Statement of Account  
\_\_ Courses in declared program  
\_\_ S A P

\*If the veteran's tax return is used to prove dependency, the student must provide a copy of the veteran's tax return each school year.

### REMIND 101

Help us help you! The Veterans Services Office has set up service with Remind 101 to assist with notifications of deadlines, important announcements, etc. This resource is completely optional. Check it out at <https://www.remind101.com/>. The course ID for reminders from our office is @vcvetaid. Students can select to receive reminders via text message or email.

To receive messages via text, simply text @vcve to (5 4 0) 5 7 9 – 0 4 6 5. You can opt-out of messages at anytime by replying 'unsubscribe@vcve'.

To receive messages via email, send an email to [vcve@mail.remind.com](mailto:vcve@mail.remind.com). To unsubscribe, reply with 'unsubscribe' in the subject line.

### REMEMBER:

*It is the responsibility of the student to ensure they only take classes required for their degree, they do not repeat any courses for which they have already received credit, they notify the VA Coordinator any time they have a change in enrollment hours, and they provide a copy of their Statement of Account to the VA Coordinator for each term they wish to be certified.*

### Documents to submit to VC Veterans Services Office:

- Copy of Certificate of Eligibility from VA (if applicable) or copy of Application For Education Benefits
- Copy of DD214
- Vernon College VA Data Sheet
- Advance Payment Request (if applicable)



*THANK YOU for your service to our country! It is our honor and privilege to serve you!!*

**WELCOME TO VERNON COLLEGE!!!**



## What is eBenefits?

eBenefits is a joint VA/DoD web portal that provides resources and self-service capabilities to Veterans, Service members, and their families to research, access and manage their VA and military benefits and personal information. eBenefits uses secure credentials to allow access to personal information and gives users the ability to perform numerous self-service functions. It also provides a list of links to other sites that provide information about military and Veteran benefits. It is an essential way for Veterans, Service members, and their families to receive access to and service from VA and DoD.

## What can I do in eBenefits?

Some of the features within eBenefits allow Veterans and Service members to access official military personnel documents, view the status of their disability compensation claim, transfer entitlement of Post-9/11 GI Bill to eligible dependents (Service members only), and register for and update direct deposit information for certain benefits. For a full list of features, see the reverse side of this fact sheet. New features are being added regularly.

## How do I access eBenefits?

eBenefits is located at [www.ebenefits.va.gov](http://www.ebenefits.va.gov). Before Veterans or Service members can access and use eBenefits they must be listed in the Defense Enrollment Eligibility Reporting System (DEERS) and obtain a DS Logon. They can choose from two levels of registration, DS Logon Level 1 (Basic) and DS Logon Level 2 (Premium). Note: If Veterans attempt to register and are informed they have no DEERS record, VA will first need to verify their military service and add them to DEERS. This is most likely to occur in the case of Veterans who served prior to 1982. All VA Regional Offices have staff familiar with procedures for adding a Veteran to DEERS.

## What is a DS Logon?

A DS Logon is a secure identity (username and password) that is used by various DoD and VA websites, including eBenefits. If you are already registered in DEERS, you are eligible for a DS Logon. Once you have a DS Logon, it's valid for the rest of your life.

## How do I register for an eBenefits account?

You can register for an eBenefits account online using the eBenefits DS Logon Account Registration Wizard. There are two types of registration, Basic and Premium. You will be walked through a series of questions to assist you in obtaining a Premium eBenefits Account, which gives you the highest level of access to eBenefits features. With a Premium Account you can view personal data about yourself in VA and DoD systems, apply for benefits online, check the status of your claims, update your address records, and more. To get a Premium eBenefits Account, you must verify your identity.

Many people will be able to verify their identity online by answering a few security questions. Service members may verify their identity online by using their Common Access Card. Military retirees may verify their identity online using their Defense Finance and Accounting Service (DFAS) Logon. For those unable to verify their identity online, you will instantly receive a Basic Account. A Basic eBenefits Account lets you customize the site and access information you enter into eBenefits yourself; however, you cannot see your personal information in VA or DoD systems. However, there are other options available to you. Veterans in receipt of VA benefits via direct deposit may have their identity verified by calling 1-800-827-1000 and selecting option 7. My HealthVet users may use their secure My HealthVet identity to obtain an eBenefits account. Others may need to visit a VA Regional Office or TriCare Service Center to have their identities verified in person.

## eBenefits Features

### If you are a Veteran:

- Apply for Veterans benefits online
- Check on your compensation or pension claims status
- Upload documents to support your compensation or pension claim
- Check Post-9/11 GI Bill enrollment status
- Use the VetSuccess employment search

- View DoD TRICARE health insurance
- Sign up for Veterans' Group Life Insurance (VGLI) (Time limits apply)
- Search for and select an accredited representative or organization
- Access MyHealthVet with a single logon
- Utilize the military skills translator and résumé builder
- Utilize a fast track claims processing system for Vietnam Veterans
- Order medical equipment such as hearing aid batteries and prosthetic socks
- Check on your appeal status
- Generate a VA home loan certificate of eligibility
- Obtain official military personnel documents such as DD Form 214
- Register for and update direct deposit information for certain benefits

### **If you are a Service member:**

- Use the eLearning Center for the online transition assistance program and more
- Transfer Post-9/11 education benefits
- View DoD TRICARE health insurance
- View DoD TRICARE reserve select
- Sign up for Service member out-of-pocket medical expenses (CCD)
- View Service members' Group Life Insurance (SGLI) elections
- Apply for Veterans benefits online
- Conduct a health benefits eligibility check
- Update Service member civilian employment information
- View Service member personnel information
- Generate a VA home loan certificate of eligibility

### **If you are a Family Member of a Veteran or Service member:**

- Check on your compensation and pension claims status
- Use the eLearning Center to get important health information
- View Post-9/11 GI Bill enrollment status
- Check your VA payment history

For More Information visit [www.ebenefits.va.gov](http://www.ebenefits.va.gov)

## ADVANCE PAYMENT REQUEST

**Note: Chapter 33 (Post 911) and Chapter 31 (Voc Rehab) is not eligible for Advance Payment.**

I, the undersigned veteran student, request that the certifying official at Vernon College submit the necessary documentation to request an advance payment of education benefits for the designated term of enrollment. **I further understand a request for advance payment will not be submitted any later than 60 days prior to the first day of the term.**

I understand the Department of Veteran Affairs will advance payment covering the first partial month of enrollment and the entire second month of enrollment. I will not receive another payment until I have completed the third month of enrollment.

**In the event an advance payment is not received by Vernon College prior to registration, I understand that I must make payment from my own or other resources if I choose to proceed with the registration process.**

**I further understand if I abuse the privilege of receiving advance payment by not making payment for my enrollment costs, writing insufficient checks, or otherwise delaying payment of funds due to Vernon College I will no longer be eligible to receive advance payment at Vernon College.**

\_\_\_\_\_  
Student Name – Please Print

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

Semester for which advance payment is requested: \_\_\_\_\_

Semester start date: \_\_\_\_\_

**VERNON COLLEGE VS DATA SHEET**

**Student Information:**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

**Have you used VA education benefits before?** Y N If so, where? School: \_\_\_\_\_

Are you claiming education benefits because you are the veteran, or are you the dependant/spouse of a disabled/deceased veteran?

I am the veteran.  I am the dependant/spouse of the veteran. File Number/SSN of the disabled/deceased veteran: \_\_\_\_\_

List all previous colleges attended:

School \_\_\_\_\_ City/State \_\_\_\_\_

School \_\_\_\_\_ City/State \_\_\_\_\_

School \_\_\_\_\_ City/State \_\_\_\_\_

School \_\_\_\_\_ City/State \_\_\_\_\_

School \_\_\_\_\_ City/State \_\_\_\_\_

**Military training transcripts must be evaluated for applicable college credit. Veterans of the ARMY/MARINES/NAVY/COAST GUARD grant authorization to the Vernon College School Certifying Official to request these on their behalf by signing here:** \_\_\_\_\_

Program of Study at Vernon College:

\_\_\_\_\_

I acknowledge receipt of the VC Veterans Handbook. I understand I am responsible for knowing the information contained herein. I also understand that the VA policies regarding Veterans Benefits and the state of Texas policies regarding Hazlewood are subject to change without notice, and I understand it is my responsibility to be aware of these changes as they occur thru the means made available by these entities, including regularly checking their respective websites for updates.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date