



## Student Reference Guide for VA Education Benefits

The VA School Certifying Official (SCO) assists veterans, reservists, guardsmen, and dependents of service members in processing their educational benefits at Southern Union State Community College (SUSCC). The SCO will certify enrollment for students with VA Education Benefits to the VA. The SCO provides information about this college and is a point of contact for students receiving said VA Education Benefits.

Veteran students and/or their dependents may qualify for VA Education Benefits. Students must self-identify themselves with the SCO located in the Veterans Resource Center in the Administration Building. Contact Admissions for SOCAD agreements and information.

### Application Procedures

#### General admission to SUSCC

All admission application requirements and official transcripts including Joint Services Transcript (JST) from institutions previously attended must be submitted to Admissions.

All students are encouraged to apply for federal aid in addition to their VA Education Benefits. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) with SUSCC federal school code **001040**.

#### Federal programs

Veterans using Post 9/11 (Chapter 33), Montgomery GI Bill® (Chapter 30) and other Chapters such as 1606 and 1607 may apply online [www.qibill.va.gov](http://www.qibill.va.gov) using the VA form 22-1990. Student must submit Certificate of Eligibility (COE) letter from the VA to SCO in the Veterans Resource Center located in the Administration Building.

For dependent(s) of veterans using Post 9/11 GI Bill (Chapter 33), the veteran must transfer benefits to their dependent. The veteran transfers the benefits online at <https://www.dmdc.osd.mil/TEB/>, then the student completes VA form 22-1990e online at

[www.gibill.va.gov](http://www.gibill.va.gov). Student must submit COE letter from the VA to SCO in the Veterans Resource Center located in the Administration Building.

For the dependent of disabled veteran using Dependents' Educational Assistance/DEA (Chapter 35), the student completes the VA form 22-5490 online at [www.gibill.va.gov](http://www.gibill.va.gov). Student must submit COE letter from the VA to SCO in the Veterans Resource Center located in the Administration Building.

Veterans Vocational Rehabilitation and Employment (Chapter 31) provides for the veteran student who has a service-connected disability. Disabled veterans may qualify for VA benefits under the Veterans Vocational Rehabilitation Program. More information can be found at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling 1-800-827-1000. An updated authorization form (VA form 28-1905) from the vocational rehabilitation counselor must be submitted to SCO each semester/year. If any additional assistance on campus is required, see the Student ADA Coordinator located in the Higgenbothom Academic Center (HAC) building.

Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Service members of the Army branch will request TA through [www.GoArmyEd.com](http://www.GoArmyEd.com). Non-Army service members must obtain TA through their branch of service. For more information regarding eligibility, amounts and application procedures for the different military branches, see [www.military.com](http://www.military.com) under the Education section. Approved contracts must be submitted to the Business Office located in the Administration Building.

MyCAA (Military Spouse Career Advancement Account) is a program that provides financial assistance for spouses of active duty service members. Apply online at [www.militaryonesource.com](http://www.militaryonesource.com). Approved contracts must be submitted to the Business Office located in the Administration Building.

### State programs

Alabama GI Dependent Scholarship Program offers financial assistance to eligible dependents of disabled veterans who were/are Alabama residents. For application requirements visit [www.va.state.al.us](http://www.va.state.al.us) or visit the community VA office usually located in the county courthouse.

Alabama National Guard Education Assistance Program (ANGEAP) provides financial assistance beyond tuition and fees to Alabama National Guard members. Forms are available at each student's guard unit.

### **Payment procedure**

SUSCC does not participate in advance payment procedures for students receiving VA Education Benefits.

Tuition rates will be charged per Admissions policy.

For Post 9/11 GI Bill® (Chapter 33) where the entitled benefits payable is less than 100% per the student's Certificate of Eligibility (COE), the student will be responsible for paying the difference at the time of registration. A book stipend is sent directly to the student from the VA and the student will be responsible for any book/supply charges out of pocket.

Students using Chapters 30, 35, 1606, and 1607 will need to pay out of pocket the day of registration or use financial aid for tuition and fees. Any additional expenses, including books and supplies, are the student's responsibility. The VA will issue a Monthly Housing Allowance (MHA) based on the number of credit hours and dates of classes enrolled per semester. Additionally, students using Chapters 30, 1606 and 1607 must verify attendance each month with the VA. The automated telephone system 1-877-838-2778 or on the web ([www.gibill.va.gov](http://www.gibill.va.gov)) is used for VA attendance verification.

Veterans using Chapter 31 will be covered per the parameters listed on authorization form (VA form 28-1905). Books and/or supplies may be charged on specific dates posted in the bookstore each semester.

Federal Tuition Assistance (TA) only pays tuition. Fees are the responsibility of the student and must be paid at time of registration. If TA is not approved prior to the first day of class, the student is responsible for the full balance and will be reimbursed during the semester based on remaining eligibility of TA.

MyCAA will pay tuition and fees per terms of contract. The student is responsible for any additional expenses including books and supplies.

Alabama GI Dependent Scholarship Program pays for tuition, instructional fees and required books for courses (excluding all Building/Facility fees and developmental /remedial courses) in which the student is enrolled per the certificate's listed number of semesters and calendar dates.

ANGEAP forms need to be completed by the student and submitted to the SCO in the Veterans Resource Center for any applicable reimbursement.

Direct Deposit is offered for those receiving MHA. For more information, contact the Education Call Center 1-888-442-4551 or use "Submit a Question" portion of VA website <http://www.benefits.va.gov/gibill>.

Additionally, VA Work-Study Program allows a student to earn while enrolled and pursuing a degree. See SCO located in the Veterans Resource Center in the Administration Building for forms and availability.

Tutorial assistance can be reimbursed to students through the VA for up to \$100 per month. SCO will have Veteran Tutorial Assistance Program form for student to have completed as well as VA form 22-1990T.

## Enrollment Certifications

A student's enrollment may be submitted to the VA for student's first semester prior to final COE letter receipt. To continue enrollment certifications for subsequent semesters, a student must submit COE letter from the VA to the SCO located in Veterans Resource Center in the Administration Building.. Notification of the student's enrollment submitted to the VA will be emailed to the student email account on record.

Repeated courses in which a student has earned a passing grade will not be included in certification. Example: Student passed ENG101 either at SUSCC or at another college. This student will not be certified for ENG101 again in subsequent semesters.

Certification will be granted only for those courses required for the student's declared program of study.

Certification will not be granted for courses audited.

Students should promptly notify the SCO of any change in enrollment status as this could result in an overpayment of VA Education Benefits.

All students working toward a certificate program must have their attendance verified by each instructor. If the instructor fails to verify attendance, the student's certification is adjusted to exclude that course.

If a student receiving VA Education Benefits does not want to be certified for a particular term, a written request must be submitted to the SCO in the Financial Aid Office located in the Administration Building. By electing not to use a benefit, tuition and fees are now the responsibility of the student.

*Post 9/11 GI Bill® (Chapter 33) recipients with fewer months than the length of the entire semester will be certified the same as before; however, the student will be required to pay out of pocket instead of charging his/her tuition and fees. When SUSCC receives the VA payment of tuition and fees, the student will be reimbursed that amount through the Business Office in a timely manner.*

## Additional references:

VA forms found online at [www.gibill.va.gov](http://www.gibill.va.gov):

22-1990      Application for VA Education B Benefits (Chapters 30, 33, 1606 and 1607)  
22-1995      Change of Program or Place of Training (Chapters 30, 33, 1606 and 1607)  
22-1990e     Dependent Application for Post 9/11 educational benefits  
22-5490      Application for Survivors and Dependents (Chapter 35)  
22-5495      Change of Program or Place of Training (Chapter 35)  
22-1990T     Tutorial Assistance

## Important numbers:

888-442-4551      VA Education B Call Center  
334-745-6437      SUSCC School Certifying Official  
800-827-0648      VA Debt Management Center  
334-242-5077      Alabama GI Dependent Scholarship