

# Veterans Education Benefits Guidelines

*All students are responsible for payment of tuition, fees and books at the beginning of each semester. Chapter 33 students, whose Veterans Education Benefits are not covered at 100%, are responsible for the balance and payment of tuition and fees.*

## **Previous Credit**

- ✓ Transfer hours from ALL colleges and universities must be reported to the Admissions/Records Office to be evaluated for college credit. ALL official transcripts should be sent to the Admissions/Records Office.
- ✓ College credit/waiver for physical education requirements can be given if a copy of the DD214 or Military Transcript is brought to the Admissions/Records Office to be evaluated.

## **Certification**

- ✓ You **MUST** complete an Enrollment Certification Request with the Panola College Veterans Affairs Office **EACH SEMESTER** to have your classes certified with the VA. This office **DOES NOT** automatically do certifications.
- ✓ All certifications are submitted to the VA the Friday before classes begin each semester.
- ✓ Once classes are certified, it is the student's responsibility to notify this office of any changes. Failure to do so may decrease enrollment status and the amount of money you receive.

## **Degree Plans**

- ✓ All students must follow a degree plan. Please refer to Panola College Catalog for details at [www.panola.edu](http://www.panola.edu).

## **Courses**

- ✓ VA will only pay for classes which are required for your degree plan.
- ✓ Students **MUST** see the VA School Certifying Officer (SCO) to register for classes **EACH SEMESTER**.
- ✓ Students must immediately notify this office of changes to their course workload. Failure to do so can create an overpayment and halt all benefits.
- ✓ Developmental classes must be documented with supporting evidence through the TSI Assessment scores. The VA will not pay for developmental classes to be taken online.
- ✓ Students must stop by this office to drop classes or withdraw from school once their certification for the semester has been done. The VA will be notified of drops or withdrawals and may require the student to provide documentation stating why classes were dropped.

## **Repeat Courses**

- ✓ VA will not pay for repeated courses unless the Panola College General Catalog specifically states that a certain grade is required for the course. (A grade of 'F' can be repeated.) If a student repeats a course, both grades will remain on the transcript but highest grade is counted in determining the total credit and overall GPA. **It is the student's responsibility to notify this office of repeated courses for certification purposes.**
- ✓ Once the VA pays for a repeated course, the grade must improve. If not, it is considered a non-punitive grade and will result in a request for repayment of benefits.



## **Satisfactory Progress**

- ✓ Students must maintain satisfactory attendance, conduct and progress.
- ✓ The school will notify the VA of unsatisfactory progress, thereby halting benefits.
- ✓ Benefits will resume with re-entry to the program. The student must bring documentation to this office as to how they were reinstated to the program for the following semester. Documentation to continue for summer is not necessary.

## **Major**

- ✓ A change of major is considered a change in program and must be reported to the SCO. Once your major has been changed by the Admissions/Records Office, you must notify this office.
- ✓ Students are not penalized for major changes, but if it creates a great loss of the number of credits earned, the VA may penalize the student.

## **Address Changes**

- ✓ Students must notify the VA Regional Office, the U.S. Post Office, the Admissions/Records Office and this office of address changes. Contact VA at 1-888-442-4551 to report your address change.

## **Financial Aid**

- ✓ All students may apply for federal aid by completing the Free Application for Federal Student Aid (FAFSA). For more information, contact the Financial Aid Office, located in the Martha Miller Administration Building.
- ✓ All students may apply for scholarships. Contact the Financial Aid Office or the Office of Institutional Advancement for more information.
- ✓ Veterans whose educational benefits have been exhausted and were Texas residents before entering active duty may be eligible for The Hazlewood Act. Contact the Director of Financial Aid for more information.

## **Monthly Verification**

- ✓ Chapters 30, 35 (certificate students only), 1606, and 1607 students must verify their enrollment with the VA on the **last business day of each month**. The preferred method is the Web Automated Verification of Enrollment (WAVE) at [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do).
- ✓ Verification of Enrollment can also be done by calling the WAVE Education Case Manager at 1-888-442-4551 or by calling the Interactive Voice Response at 1-877-823-2378. You will not receive a check until this has been done.

## **Panola College VA Certifying Official**

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