

Northwest Florida State College

Veteran Application Procedures

Veterans Success Center, Building 500
Phone: (850) 729-5375; Fax: (850) 729-4912
Email: va@nwfsc.edu

Step 1: Start Admissions Process

- ☐ Apply to Northwest Florida State College (NWFSC) online: [Northwest Florida State College Application](#)
 - ☐ **Florida Residents** – Submit a [Declaration of Florida Residency](#) form along with supporting documentation required to be classified as a “Florida Resident” for tuition purposes.
 - ☐ **Non-Florida Resident** – May be eligible to submit a [FL State Non-Resident Tuition Waiver for VA Eligible Students](#) (with supporting documentation) since the VA pays in-state tuition rates only.
- ☐ Order **ALL** Transcripts:
 - ☐ **High School Transcript**
 - ☐ **College Transcripts** - Request transcripts from any college attended and send directly to NWFSC Academic Records and Enrollment Office.
 - ☐ **Military Transcripts**
 - ☐ **Army, Coast Guard, Navy, Marines:** Request military training transcripts at [Joint Service Transcripts \(JST\)](#)
 - ☐ **Air Force:** Request CCAF transcripts at [Community College of the Air Force](#).
- ☐ Are you attending two schools at the same time?
 - ☐ **Guest/Transient Students** – Veteran Services requires a Parent Approval Letter:
 - ☐ **In-State Florida College** - Submit a Transient Student Request through [FloridaShines](#).
 - ☐ **Non-Florida College** - Request parent letter from the degree granting school.

Step 2: Apply for VA Benefits

- ☐ Apply for new benefit: [Vets.gov](#)
- ☐ Updating your current educational benefit: [Vets.gov](#)
 - ☐ **Print confirmation page upon submission** (this will be accepted temporarily in lieu of official Certificate of Eligibility (COE)).
 - ☐ A Certificate of Eligibility is mailed to the student as a result of completing the application for benefits at Vets.gov.
 - ☐ You **MUST** provide a copy of your official Certificate of Eligibility to the Veterans Success Center.

Step 3: Briefing:

- ☐ Establish a file with Veteran Services at NWFSC’s Veterans Success Center Niceville Campus by providing the following documentation:

Veterans		Eligible Family Members
Chapter 33 (Post 9/11) Chapter 30 (Montgomery) Chapter 1606 (Reserve)	Chapter 31 (Vocational Rehab)	Chapter 33 (Transfer of Entitlement) Chapter 33 (Fry Entitlement) Chapter 35 (Spouse/Child)
Vets.gov Confirmation Page (Accepted temporarily in lieu of official COE)		Vets.gov Confirmation Page (Accepted temporarily in lieu of official COE)
Certificate of Eligibility (Required immediately upon receipt)	Vocational Rehabilitation Authorization (Received from Voc Rehab Counselor)	Certificate of Eligibility (Required immediately upon receipt)
Student Information Packet/Briefing	Student Information Packet/Briefing	Student Information Packet/Briefing

Northwest Florida State College

VA Information Packet/Briefing

100 College Blvd. Veterans Success Center, Bldg. 500
Phone: (850) 729-5375; Fax: (850) 729-4912; va@nwfsc.edu

Last Name

First Name

MI

NWFSC Student ID#

Address

Student Social Security #

City/State/Zip

NWFSC e-mail address

Home/Cell Phone

Work Phone

Name of Program (as listed in College Catalog)

Have you previously used VA benefits? ☐ YES ☐ NO

Chapter: _____

Are you on Active Duty? ☐ YES ☐ NO

Branch of Service upon separation: _____

Transient Student? ☐ YES ☐ NO

Parent School: _____

Educational Benefit:

☐ MGIB (Ch. 30) ☐ Post 9/11 (Ch. 33)

☐ Reservist (Ch. 1606) ☐ VA Voc Rehab (Ch. 31)

☐ Fry Scholarship (Ch. 33)

☐ Dependent (Ch. 35) Sponsor VA File # _____

Please Read and Initial each item

- ___ 1. **NWFSC Catalog:** I understand that I am responsible for information found in the [NWFSC catalog](#) and this VA Student Information Packet. I understand that the NWFSC VSC will communicate to me via my Raider (student) e-mail address and I must check it regularly.
- ❖ For payment questions or specific benefit questions related to myself, I should contact the Department of Veterans Affairs:
 - Online by creating an account and submitting a question at www.gibill.va.gov
 - By telephone by calling 1-888-442-4551.
- ___ 2. **Unsatisfactory Progress:** I understand that in accordance with the U.S. Code Title 38 and Title 10, the law requires that educational assistance benefits to student veterans and eligible family members be discontinued when the student ceases to make satisfactory progress toward completion of their training objective.
- **Academic Warning and Academic Probation** – Student veterans and eligible family members are ineligible for VA benefits beyond two consecutive terms.
 - **Academic Suspension** - If a student veteran or eligible family member is placed on Academic Suspension per the current college catalog, VA Education benefits will be terminated immediately.
 - Students may be re-certified for VA Education benefits ONLY after achieving the minimum required cumulative grade point average (2.0) at NWF State College and submitting a VA Form 22-1995 or 22-5495 (Chapter 35).
- ___ 3. **I understand that registering early is key to receiving timely payments and I understand that I may not receive payment up to 90 days after I submit my required documents.** Each semester the certification cycle is 3 main steps:
- Step 1. Student Action:**
I understand that after I have submitted all required documents to NWF VA Office, my paperwork may take up to 15 business days to process. Processing of my documents is contingent upon my information being complete, accurate, and in compliance with VA regulations.
- Step 2. NWF VA Action:**
When my course certification is submitted to the VA Regional Processing Office, I will receive a confirmation message from “VA ONCE” to my Raider e-mail account. This email is my notification that the VA Regional Processing Center in Muskogee, Oklahoma now has my information.
- Step 3. VA Regional Processing Center Action:**
Processes certifications in the order that they are received. I understand it may take up to 60 days for VA to make payment to the school and beneficiary.

___ 4. **EVERY semester I MUST:**

- ❖ **Notify NWF VA after I've registered for classes-I am required to submit a VA Enrollment Certification Request**
- Chapter 31 Voc Rehab: I must have a current authorization (not expired VA form 28-1905 contract) on file with the Veterans Success for certification of approved classes.
- I must notify the NWF VA Office of any schedule changes by submitting an updated VA Enrollment Certification Request.
- Schedule changes after the add/drop deadline can create potential billing and over-payment issues. Please speak to a NWFSC VA Specialist so we may assist you in making an informed decision.
- ❖ **Ensure I am in a paid status, by checking my Pay Fees tab in RaiderNet**
- Failure to do so may result in your classes being DROPPED for nonpayment by the established and advertised dates.
- For Chapter 33 beneficiaries, your Certificate of Eligibility is your payment. This must be on file with the Veterans Success Center for certification and payment purposes.
- I understand I may be eligible for a VA tuition deferment of up to 60 days only once per academic year.
- I am responsible for all tuition and fees unless I officially dropped my courses prior to the established deadline in order to be eligible for a refund.
- I understand my college registration and VA certification for benefits will be canceled if the deferment is not paid by the deadline. If my deferment is not paid by the due date this revokes my eligibility to use deferments in the future.

___ 5. **If I do not have a signed Program of Study for the 1st semester using VA benefits I understand:**

- ❖ I am responsible for ordering all transcripts, including military training, upon enrollment to NWFSC.
- I will request my Joint Service Training (Army, Navy, and Marine) at <https://jst.doded.mil>
- I will request my Community College of the Air Force at <https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308>
- ❖ If a Student Success Navigator provided course recommendations during my 1st semester, I will ensure that I have not previously successfully completed equivalent courses. The Student Success Navigator will not have my transcripts and has no way of knowing what classes I have completed. This is my responsibility.
- ❖ VA will NOT pay for duplicate classes I have previously successfully completed (this includes CLEP & DANTES).
- ❖ Once all transcripts have been received and evaluated I will make an appointment with the Student Success Navigator at the Veterans Success Center to review and sign my official Program of Study (PoS).

___ 6. **My Program of Study is due to the Veterans Success Center prior to my 2nd semester of enrollment/attendance**

- ❖ Any classes that were taken during the 1st semester MUST be required as annotated on my signed/approved program of study.
- ❖ If I take a course that is NOT required for degree completion per my program of study, VA will not pay for it.
- ❖ Failure to return a signed program of study will prohibit certification of classes for future semesters.
- ❖ I can only be paid for courses required for completion of my approved program of study. Any course substitutions or changes in my program must be approved by the Registrar by submitting the appropriate request form in RaiderNet.

___ 7. **Remedial/Developmental Courses:** If I take the PERT test at NWFSC and test into a developmental class **VA WILL NOT PAY** for remedial/developmental courses if:

- The course is **HYBRID** or **ONLINE** instruction method.
- I have previously completed and passed the course and/or completed a higher level course previously.
- I am a Florida High School graduate that entered 9th grade in 2003 or later and graduated in 2007 or later.
- I am active duty military.

8. General VA Information:

- Payment info:
 - Applicable monthly stipend/Monthly Allowance for Housing (MHA) payments are issued at the beginning of each month for training that occurred during the previous month.
 - Typically the first/last month of payments are prorated, as pay is based on term/semester dates.
 - Full time is based on the standard term covering the entire 16 week semester. Fast track terms for MHA calculation are weighted-see staff at VSC.

➤ **Full Time for: FALL/SPRING (16 weeks): 12 credit hours**

SUMMER (12 weeks): 8 credit hours

➤ **Chapter 33 Only:**

- _____ I understand training time (Rate of Pursuit) is determined by the Department of Veterans Affairs and is based on enrollment and term length (first day of the session to last day of final exams).
- _____ Video conferencing and independent study classes are classified as online courses, regardless if they are fully online or not.
- _____ Must have one traditional course covering entire semester to qualify for resident Monthly Housing Allowance.
- _____ I understand I am responsible for purchasing required textbooks and materials out of pocket in the event that I am not paid prior to the start of classes. Book stipends are paid directly to the student with a \$1,000 maximum per academic year.

Chapter 30/1606/1607 only:

- _____ I understand that to be paid, I must verify my monthly attendance on the last day of each month with the Dept. of Veteran Affairs via W.A.V.E. at <https://www.gibill.va.gov/wave/> or by phone at (877) 823-2378.
- _____ I understand that I am responsible to pay tuition and fees directly to the school.

Chapter 35 only:

- _____ I understand that I am responsible to pay tuition and fees directly to the school.

Chapter 31 only:

- _____ I understand it is my responsibility to get authorization from my Voc Rehab Counselor for the purchase of required textbooks and supplies.

(Print Name)

(Signature)

(Date)