

Northwest Florida State College

VA Student Intake/ Information Packet

100 College Blvd. Veterans & Military Success Center, Bldg. 410
Phone: (850) 502-2895, option 3; Fax: (850) 729-4912; VA@nwfsc.edu

_____ Last Name	_____ First Name	_____ MI	_____ NWFSC Student ID# (starts with N)
_____ Mailing Address	_____ Birthdate MM/DD/YYYY		_____ Student Social Security #
_____ City, State, Zip	_____ Phone		
_____ Email	_____ Name of Degree Program (as listed in NWFSC Catalog)		

Status: (Circle One) Active Duty Veteran Eligible Family Member Branch of Service: _____ Sponsor full Social Security # _____ Transient Student? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree Issuing School: _____	Have you previously used VA educational benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No Chapter: _____ Intended Benefit to be used: <input type="checkbox"/> Post 9/11 (Ch. 33) <input type="checkbox"/> Reservist (Ch. 1606) <input type="checkbox"/> Fry Scholarship (Ch. 33) <input type="checkbox"/> Other benefit not listed <input type="checkbox"/> Veterans Readiness & Employment (Ch. 31) <input type="checkbox"/> Dependent Education Assistance (Ch. 35)
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Please Read and Initial each item

____ 1. I understand that my Certificate of Eligibility (COE) from VA will be required.

____ 2. I understand that ALL transcripts, including military training, will be required.

- ❖ I am responsible for ordering official transcripts, including military training, upon enrollment to NWFSC.
- ❖ If all transcripts are not received before my 2nd semester of attendance, my certification will be placed on hold.
- ❖ If I am provided course recommendations during my 1st semester, I will ensure that I have not previously completed equivalent courses. VA **will NOT** cover repeat courses for which I have earned a passing grade or allow for excessive elective courses. **This includes CLEP, DSST or AP test scores.

____ 3. VA will only cover courses that are required on my approved Program of Study.

- ❖ Any classes taken during my 1st semester must be required on my approved program of study after all transcript evaluations are completed.
- ❖ Any course substitutions or changes in my program must be approved by the Registrar.

____ 4. **Developmental Courses:** If my PERT test scores require me to take developmental classes, VA will cover the courses if:

- ❖ I have NOT previously completed and passed the course or completed a higher level course.
- ❖ The course is taken in the TRADITIONAL instructional method (HYBRID OR ONLINE remedial courses are not eligible).

____ 5. **Unsatisfactory Progress:** I understand that VA educational benefits must be discontinued if I cease to make satisfactory progress toward completion of my training objective. Standards of Academic Progress are outlined in the NWFSC catalog. <https://catalog.nwfsc.edu/>

- ❖ Academic Suspension: Students placed on Academic Suspension will have their VA educational benefits deactivated for use at NWFSC. Benefit usage can be reactivated for future terms ONLY after achieving the minimum required cumulative grade point average (2.0) and submitting a VA Form 22-1995 or 22-5495 (Chapter 35).

___ **6. Full-Time Enrollment by Semester:** Full-time enrollment is based a standard term covering the entire 16-week semester (session 1). Fast-track terms (sessions 2, 3, or 4) are weighted and MHA for these terms may be calculated differently.

**See VSC staff if you have questions.

- ❖ 16-week Fall/Spring semester (session 1): 12 credit hours
- ❖ 12-week Summer (session 1) or Fall/Spring (session 4): 8 credit hours

___ **7. Every Semester I Must:**

- ❖ Notify the VSC I've registered for classes by submitting a **VA Certification Request Form**. Failure to do so may result in classes being dropped for non-payment by the established drop dates.
https://nwfstatecollege.formstack.com/forms/va_enrollment_certification_request_form_copy
- ❖ Ensure I am in a Paid Status by checking the Student Billing tab in my RaiderNet account.
 - CH33 Post 9/11: A copy of your COE must be on file to secure payment
 - CH31 VR&E: An approved contract from your VR&E counselor must be on file to secure payment.
- ❖ Notify the VSC of any schedule changes by submitting an updated **VA Certification Request Form**.
**Schedule changes after the add/drop deadline may create potential billing and overpayment issues. It is recommended that you speak to a VSC staff member so we can assist you in making an informed decision.

___ **8. I understand that it may take up to 90 days to receive payment AFTER I submit my required documents.**

Each semester the certification process includes three (3) steps:

Step 1. Student Action:

After I have submitted all required documents to the Veterans Success Center (VSC), my paperwork may take up to 30 calendar (20 business) days to process. Processing of my documents is contingent upon my information being accurate, complete, and in compliance with VA regulations.

Step 2. NWFSC VSC Action:

Upon VSC staff submission of course enrollment hours (certification) to the VA Regional Processing Office, I will receive a confirmation email to my Raider e-mail account from "VA Enrollment Manager". This email is my notification that the VA Regional Processing Office now has my information to begin its certification process for payment.

Step 3. VA Regional Processing Center Action:

Certifications are processed in the order that they are received. It may take up to 60 calendar days for VA to render payment.

___ **9. General VA Information:**

Stipend Information: Applicable Monthly Housing Allowance (MHA)/Stipend payments are issued at the beginning of each month for training that occurred during the previous month. The first and last month's payments are prorated based on term/semester dates.

Contact Information: For payment or specific benefit questions, please contact the VA Education Call Center at 888-442-4551 between 7 a.m. and 6 p.m. (CST) Monday -Friday or visit <https://ask.va.gov/>

___10. Specific Benefit Reminders

Chapter 33 Only:

___ I understand that Rate of Pursuit (RoP) or Training Time is determined by the Department of Veterans Affairs and is based on enrollment hours and term length (first day of the session to the last day of final exams).

___ Video conferencing and independent study classes are classified as ONLINE courses.

___ I understand to be eligible for MHA, my RoP must be 51% or more.

___ I understand to be eligible for the local MHA rate I must take at least one course in a traditional or hybrid format covering the entire semester. If I elect to take all on-line courses I will receive the national on-line MHA rate.

___ I understand I am expected to purchase required textbooks and materials in the event that I do not receive a book/supply stipend prior to the start of classes. Book stipends are paid directly to the student by the VA with a \$1,000 maximum per academic year.

___ I understand that I am required to verify my monthly attendance for timely payment of MHA by the VA. <https://www.va.gov/education/verify-school-enrollment/>

- **Text Messaging** –Students may choose VA’s “Opt-In” feature to receive a text message monthly prompting the student to verify their enrollment status.
- **Telephone**–Students who Do Not “Opt-In” for text may call the Education Call Center at **888-442-4551** to verify their enrollment status.

Chapter 30/1606/1607 only:

___ I understand I am required to verify monthly attendance. <https://www.va.gov/education/verify-school-enrollment/>

- **Text Messaging** –Students may choose VA’s “Opt-In” feature to receive a text message monthly prompting the student to verify their enrollment status.
- **Telephone**–Students who Do Not “Opt-In” for text may call the Education Call Center at 888-442-4551 to verify their enrollment status.

___ I understand that I am required to pay all applicable tuition and fees prior to the established drop for non-payment deadlines as publicized in my RaiderNet Student Profile.

___ I understand that my courses WILL NOT be certified until I am in paid status, have an approved Nelnet payment plan, or have a VA deferment reflected on my student account by the first day of the term. I understand I may be eligible for a VA deferment once per academic year. I must request a deferment from the Veterans Success Center staff.

Chapter 35 only:

___ I understand that I am required to pay all applicable tuition and fees prior to the established drop for non-payment deadlines as publicized in my RaiderNet Student Profile.

___ I understand that my courses WILL NOT be certified until I am in paid status, have an approved Nelnet payment plan, or have a VA deferment reflected on my student account by the first day of the term. I understand I may be eligible for a VA deferment once per academic year. I must request a deferment from the Veterans Success Center staff.

Chapter 31 only:

___ I understand it is my responsibility to secure a funding authorization from my Veterans Readiness & Employment Counselor for tuition coverage and the purchase of required textbooks and supplies.

(Print Name)

(Signature)

(Date)