

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: VETERAN'S EDUCATION BENEFITS PROGRAM

BASED ON POLICY:

REVISION NUMBER: 2

**OFFICE OF
RESPONSIBILITY:** FINANCIAL AID



PRESIDENT

November 30, 2012

DATE

PURPOSE

The purpose of this procedure is to outline the criteria for determining student eligibility for the Veteran's Education Benefits Program and the application and certification process.

PROCEDURE

There are various chapters in which veterans are entitled to receive assistance.

1. The determination of the Chapter for which the student meets benefit eligibility is under the authority of the US Department of Veterans Affairs and is not a function of the Technical College of the Lowcountry.

The US Department of Veterans Affairs notifies the student of the student's eligibility and which chapter for which the student qualifies to receive benefits.

Students who qualify for benefits under Chapter 33 Benefits – Post 9/11 and Chapter 33 Vocational Benefits will not be required to make tuition payments once the approved paperwork has been submitted to the Veterans Affairs / Financial Aid Coordinator.

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Other benefits are paid directly to the student and require the student to pay tuition costs as per the prescribed semester deadlines.

2. Basic eligibility criteria for the various chapters include:

- a. Service in one of the branches of the Armed Forces;
- b. Honorable discharge from the Armed Forces;
- c. Military service connected to disability or death;
- d. A valid DD 214 (official honorable discharge paper), and
- e. Contributed funds monthly towards educational program;
- f. Prior service or currently serving as a reservist in the Armed Forces.

A student's eligibility and qualification to receive benefits is determined by the US Department of Veterans Affairs, and any grievance relating to benefit establishment should be addressed to the US Department of Veterans Affairs as per their procedures. Students who are determined to be ineligible are responsible for all education costs if a loss of benefit eligibility occurs.

3. Application and Certification Process

- a. The student completes an application for veteran's educational benefits online through the Veterans Affairs VONAPP application process.
- b. The qualified recipient is responsible for reporting class schedules and any schedule changes immediately to the Veterans Affairs coordinator at TCL within ten (10) days and is responsible for any overpayment and/or certification delays as a result of the student's not reporting class schedules or schedule changes.
- c. The Financial Aid Office Director or authorized individual signs the authorization section.
- d. The completed certification is completed electronically or forwarded to Columbia, SC as appropriate, and within the time period prescribed by the US Department of Veterans Affairs.
- e. The US Department of Veteran's Affairs processes the certification request and determines eligibility and funding amounts or restrictions.
- f. The student is responsible to report attendance to the US Department of Veterans Affairs in a manner and time frame decided upon by that office.

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4. Disbursement Process

- a. The disbursement process will vary according to the applicable program.
- b. All advanced payment checks are mailed to the Business Office by the Veteran's Administration Office. This is applicable to chapter benefits that allow veterans to request advance payments to provide students with funds to pay tuition costs. This does not apply to Chapter 33, Post 9/11 Benefits.
- c. Advance Payments are available for students to pick up from the Business Office upon receipt.