



Parkland College

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Office of Financial Aid

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Parkland Connection:

www.parkland.edu/parklandconnection/

Office website:

www.parkland.edu/financialaid

MEMORANDUM

TO: Veterans and Reservists/National Guard applying for federal education benefits under the Montgomery GI Bill/Selective Reserve Educational Assistance Program

FROM: Office of Financial Aid

RE: CHAPTER 30 and 106 — Montgomery GI Bill/Selective Reserve Educational Assistance Program

On behalf of the Office of Financial Aid, we would like to welcome you to Parkland College. We trust your educational objectives will be met as you attend Parkland College. If you have questions concerning your educational benefits, please do not hesitate to contact our office.

The Montgomery GI Bill establishes a program of education benefits for individuals based on their active duty service. The benefits available may vary depending on each person's particular situation and length of active duty service. Individuals entering military service on or after July 1, 1985, have their basic military pay reduced by \$100 a month for the first twelve months of their service in order to be eligible for this educational assistance program. In order to be eligible for Chapter 30, the veteran must have been released from active duty with the character of discharge specifically listed as "honorable." This benefit must be used within ten years after the veteran is discharged from active duty.

The Selective Reserve program exists for reservists and National Guardsmen. The eligible individual enlists, re-enlists, or extends an enlistment for a period of not less than six years; has completed IADT; has completed 180 days of service (either before or after July 1, 1985) in the Selected Reserve; and is satisfactorily participating in required training in the Selected Reserve. The Reserve/Guard determines your eligibility.

I. Initial Application

VA form 22-1990 needs to be completed to apply for Veterans Educational Benefits under Chapter 30 and 106. PLEASE READ THE APPLICATION CAREFULLY AND ANSWER IN FULL. A meeting with a financial aid advisor will be necessary as part of your initial application process.

You can obtain the application at http://www.gibill.va.gov/education/education_forms.htm. **After completion, turn a copy of the form in to the Office of Financial Aid.**

II. Required Documentation

One certified copy of your DD214 (Member 4)

Or (for Reservists/National Guard) one copy of your Notice of Basic Eligibility (NOBE), which you can receive from your unit.

If you are interested in direct deposit you need to submit one voided personal check with your initial application.

We will submit your completed 22-1990, along with your DD214, voided check (if applicable), and your initial enrollment certification to the VA after you have registered for classes for the semester. A copy of your initial application and DD214 will be kept on file in our office.

We will certify your hours automatically for each subsequent semester you register for classes.

III. Prior Credit Evaluation

If you have previously attended any other colleges, you must have academic transcripts submitted to the Parkland Office of Admissions and Records so that previous credit can be evaluated — no exceptions. Please note: The transcript must come directly from the previous institution. It cannot be Hand carried by you. Once the transcripts are received, you must submit a form to the Admissions and Records office so that your previous hours can be evaluated.

Note: We will submit initial enrollment certifications with prior credit pending. However, you will need to complete the evaluation process with the Admissions and Records office before any further enrollment certifications will be submitted to the VA.

If you wish to have any previous military course work evaluated, contact Dennis Kaczor, assistant director in the admissions office, for further information.

IV. Enrollment Guidelines and Helpful Hints

As you know, there are federal regulations pertaining to your federal education benefits. It is the responsibility of our office to act as a liaison between you and the U.S. Department of Veterans' Affairs and to certify to the VA that your enrollment at Parkland College falls within approved VA regulatory guidelines. At this time, we would like to bring to your attention a few (but by no means exhaustive) points for you to be aware of as you begin your educational training at Parkland:

- It may take upwards of eight weeks to process your initial claim for benefits with the VA.
- When you apply for VA educational benefits, you must declare your educational goal in the form of a specific academic major.
- Parkland College academic counselors are available to you for personal discussion and advisement of your educational goals and course selection. Counselors have been invaluable to veterans concerning academic requirements in their chosen program of study.
- The VA is prohibited from paying you for any courses in which you enroll that do not apply to the academic major you specified when applying for benefits.
- If you change your declared major, you are required to complete a Change of Program or Place of Training form (VA form 22-1995) and have the Admissions and Records office evaluate your transcript for course-work which now applies to your new major.
- If you withdraw from any classes, you can be charged with a financial "overpayment" retroactive to the beginning of the semester. Before withdrawing from any classes, you should speak with a financial aid advisor.
- You cannot remain on academic probation longer than two consecutive terms without your enrollment certification being interrupted for "lack of satisfactory academic progress." (See college catalog, "Veterans Affairs (VA): Policy on Satisfactory Academic Progress.")
- You have the right to file a "Statement in Support Claim" (VA form 21-4138) when mitigating circumstances have negatively influenced your enrollment.
- It is your responsibility to inform the Office of Financial Aid in a timely manner of any changes in your address and Parkland College enrollment status.
- Never make assumptions when it comes to your academic program or VA benefits. If you have any questions about educational benefits, contact the Office of Financial Aid. If you have any academic questions, contact your academic advisor/counselor.

V. Enrollment Verification Guidelines

You must verify your enrollment monthly with the VA in order to receive your benefits. This can be done on the last day of each month after you receive your eligibility letter.

- You can verify our enrollment using a touch-tone phone. The number is 1-877-823-2378.
- If you have made changes to your schedule and need to inform the VA of these changes, you must use the Web Automated Verification of Enrollment (WAVE). You can access WAVE through www.va.gov/

VA Contact Information

Federal Benefit Information
U.S. Department of Veterans Affairs
Regional Office
P.O. Box 66830
St. Louis, Missouri 63166-6830
1-888-442-4551
E-mail: vaedusvc@patriot.net
Direct Deposit only: 1-877-838-2778

Financial Aid Contact Information

Stacey Bennett	Financial Aid Associate
Mary Liggett	Secretary to the Director
Pam Lytel	Advisor
Donna Mayer	Financial Aid Assistant
Holly Pickowitz	Advisor
Kristina Taylor	Advisor/Veterans' Certifying Official
Suzanne Woolfson	Advisor