



Parkland College

2400 West Bradley Avenue
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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: Wives and children of veterans who have service-related disabilities that are considered to be total and permanent

FROM: Office of Financial Aid

RE: CHAPTER 35
Survivor and Dependent Educational Benefits

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.

Monthly educational benefits are available for children and spouses of veterans whose deaths or permanent and total disabilities were service-connected, or spouses and children of service persons declared to be missing in action or prisoners of war. This benefit can be used for 45 months.

I. Initial Application

VA form 22-5490 needs to be completed to apply for educational benefits under Chapter 35. 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. Certification

We will submit your enrollment certification to the VA after you are registered for the semester and a complete 22-5490 is on file with our office. We will certify your enrollment automatically for each subsequent semester you register for classes.

III. Prior Credit Evaluation

If you have previously attended any other colleges, you must have submitted academic transcripts to the Parkland Admissions and Records office 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 from the Office of Admissions and Records so that your previous hours can be evaluated.

Note: We will submit your initial enrollment certification 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.

IV. Enrollment Guidelines

As you know, there are federal regulations pertaining to your education benefits. It is the responsibility of our office to act as a liaison between you and the U.S. Department of Veterans Affairs (VA) 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 students concerning academic requirements in their chosen field 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 major, you are required to complete a Change of Program or Place of Training form (VA form 22-5495) and have the Admissions and Records office evaluate your transcript for coursework 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.

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
www.va.gov
E-mail: vaedusvc@patriot.net

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