

# Wallace State Community College

Hanceville, AL

## **IMPORTANT INFORMATION FOR STUDENTS RECEIVING FEDERAL VA BENEFITS**

1. According to the VA, new students should **receive their first check in approximately 90 days**. With this in mind, you must be prepared to pay the first semester's enrollment cost before you receive your first check.
2. You are allowed to apply for an **advance payment** if the following conditions are met:
  - ◆ Your attendance has not been certified to the VA for at least 30 days. This generally means that you may apply for advance payment if you were not in school the previous semester.
  - ◆ You intend to enroll for the next semester, and you apply for advance payment benefits before the deadline established by the Financial Aid Office/Veterans Affairs Office at Wallace State College.
  - ◆ You are interested in receiving the pro-rated share of your first calendar month's benefits, plus the entire benefits for the second calendar month of enrollment. You will not receive another check until the end of the third calendar month of enrollment.
3. The Veterans Affairs office certifies new enrollments to the Department of Veterans Affairs (VA) only after the last day of late registration, unless you applied for advance payment. This is to ensure that correct information is sent to the VA for the semester in which you are registering. All veteran and dependent VA certifications are processed based on the academic year; i.e. beginning Fall Semester and ending Summer Semester. We will, therefore, certify your Fall Semester prior to registration based on the assumption that you will enroll for the Fall Semester at the same status as the Summer Semester. Because of this early certification, you could be overpaid or underpaid until the corrected information is received and processed by the VA after the last day of late registration. Under certain circumstances, veterans and dependents can be paid at an **accelerated rate** for a lesser number of credit hours. This typically occurs during mini-term semesters and Summer semester.
4. All VA recipients are required to declare a program of study and program option. The declared program of study and option must be the same with the Admissions Office and VA. Classes will not be certified to the VA that do not meet graduation requirements. **Remedial classes, based on placement test scores, can be certified to VA; however, online remedial classes cannot be certified to VA.** Students may take only those courses, which are required in their program of study and program option, as outlined in the Wallace College Catalog and Student Handbook. If the student registers for a course not required in their program of study, the enrollment certification will be adjusted to delete that course from that semester's enrollment certification, unless a letter of substitution has been received from the instructional Dean. The substitution letter should be submitted to the Financial Aid Office/Veterans Affairs Office no later than the end of the drop/add period.
5. Veterans and dependents are required to **provide the Financial Aid Office/Veterans Affairs Office with a copy of their class schedule immediately upon registration each term. Failure to do so will delay certification of enrollment or status changes to the VA.** It is the student's responsibility to immediately notify our office of any changes in status (course, program, dependents, drop/add, withdrawal, etc.)
6. **Class attendance is required in order to receive benefits.** If the student fails to report non-attendance, VA will be notified when the non-attendance is discovered via grade review, regardless of when the non-attendance is discovered.
7. **Your enrollment will be certified to the VA for only two (2) semesters until prior transcripts are received and evaluated by the Admissions Office at Wallace State College.** It is the student's responsibility to have official academic transcripts and/or DD214 submitted to the Admissions Office for verification of prior college and/or military credit. The student is also responsible for notifying the Financial Aid Office/Veterans Affairs Office when the transcripts have been received in the Admissions Office. **If transfer credit is awarded for an acceptable course or courses from any other source, VA will not pay for that course to be repeated.** The only exception to this VA policy is one whereby a minimum acceptable grade was not received (e.g., in some programs students must earn a grade of "C" or better in all courses in their major). Should you fail a course, the VA will pay you to take the course until a passing grade is achieved. Courses cannot be repeated in order to improve your grade point average, unless you initially received a failing or insufficient grade.
8. The VA will not pay for audit courses, under any circumstances. Tutorial assistance is available through the VA if you are having difficulty in your class.

9. Some student actions that may result in an overpayment of veterans' educational benefits are:
- ◆ **Withdrawing** from a course: The student will have to establish that he or she withdrew for a reason that was beyond his/her control; otherwise, a retroactive overpayment may result.
  - ◆ **Receiving** a grade which does not count toward the graduation requirements; the student will have to establish that he/she received the grade due to circumstances beyond his/her control; otherwise, a retroactive overpayment may result.
  - ◆ **Failure** to have an incomplete grade changed to a grade that counts toward graduation requirements.
10. VA may pay educational assistance continuously during the intervals between certified terms without a specific request from the student. Continuous payment will be made whenever possible; however, VA will not authorize interval payment in the following instances:
- ◆ An interval between terms if the student is attending less than half-time or is on active-duty.
  - ◆ An interval between terms at the same institution which spans a full calendar month or more.
  - ◆ An interval of more than 30 days between consecutive terms when the student transfers to another institution.
  - ◆ An interval, regardless of length, preceding a change of program when the student also changes institutions.
  - ◆ An interval which is specifically designated by an institution as an interval between the end of one academic or school year and the beginning of the next, if the institution operates on other than a term, quarter, or semester basis.
  - ◆ An interval between terms for which the student, prior to authorization of payments or prior to check negotiation, requests that no benefits be paid for the interval.
  - ◆ An interval during which a student's entitlement will be exhausted and it is to the student's advantage not to receive benefits for the interval.
  - ◆ An interval following the student's withdrawal from all courses in the preceding term.
11. Veterans and dependents must meet the standards of progress requirements applicable to all students at this institution. **Class attendance is required in order to receive benefits.**
12. VA toll-free information phone number - **1-888-GIBILL1 (888-442-4551)**.  
VA mailing address - **Department of Veterans Affairs Regional Office, P.O. Box 100022, Decatur, GA 30031-7022**.  
Toll-free number for automated phone verification - **877-823-2378**.  
Website address for VA education benefits - **[www.gibill.va.gov](http://www.gibill.va.gov)**.
13. **VA Certifying Official:**  
**Joyce Cordes - 256-352-8255; email [joyce.cordes@wallacestate.edu](mailto:joyce.cordes@wallacestate.edu)**
14. The Financial Aid Office/Veterans Affairs Office on campus is not a function of the Department of Veterans Affairs. This is a service provided by Wallace College to assist veteran and dependent students. The personnel in the Financial Aid Office/Veterans Affairs Office will be happy to assist you in any way possible. Your cooperation is appreciated.

**The information provided on this sheet is not intended to be all-inclusive in terms of VA enrollment certification rules and regulations.**