

VA ENTRANCE COUNSELING SHEET

Federal law and Department of Veterans Affairs regulations are specific and rigid regarding eligibility to receive veterans' educational benefits. To be eligible, a veteran/ dependent must be pursuing an "educational objective". An "educational objective" for community colleges is defined by VA regulations as one that leads to a standard college degree (Associate or Associate of Applied Science degree) or certificate. Students are not permitted to receive educational assistance from VA for "recreational" purposes.

In order to assure compliance with VA regulations, Dyersburg State Community College adheres to the following conditions for certifying eligibility for veterans' educational benefits:

1. Each veteran/dependent must be fully accepted for admission by the Office of Admissions.
2. Each veteran/dependent must designate a program of study that will lead to an Associate or Associate of Applied Science degree or eligible certificate listed in the Dyersburg State Community College general catalog. This program of study must be approved for VA educational benefits by VA.
3. **The School VA Certifying Official will certify only those courses that are included in the student's program of study.** Certification of elective courses for AS and AA Transfer Path programs will be limited to electives listed in the designated programs. Electives for AAS and AS and AA in General Studies may be satisfied by courses for which the student received credit for previous military or civilian training or experience. Prior college credit can be used to satisfy elective as well as core requirements.
4. **VA will not pay for on-line Learning Support Math, English or Reading. They must be taken in a classroom setting.**
5. A veteran/dependent who wishes to change their program of study must notify the School VA Certifying Official and officially change their program with the Office of Records. The student, the School VA Certifying Official, and Records Office must be in agreement at all times on the course of study being followed.
6. Once the veteran/dependent starts receiving benefits, satisfactory attendance, conduct, and progress, as set by the school, must be maintained. Class attendance will be monitored. If a veteran/dependent does not meet the standards set by the school (stated under General Academic Retention Standards in the Dyersburg State Community College general catalog), the School VA Certifying Official must notify VA. VA will stop benefits if the school reports unsatisfactory attendance, conduct, or progress toward a degree.

7. The veteran/dependent is responsible for studying the college general catalog and selecting appropriate courses. Faculty advisors are available to assist with the selection of classes. **If there is a question whether or not a class can be certified for VA payment, consult the School VA Certifying Official.** If a substitution is made by an advisor, it is the student's responsibility to make sure all necessary paperwork is submitted. Substitutions cannot be certified for VA benefits until all necessary paperwork is completed.
8. If a veteran/dependent has attended college prior to enrollment at Dyersburg State Community College, official copies of all academic transcripts must be on file in the Records Office and have been evaluated for prior credit. Admissions requirements must be completed before an enrollment certification can be submitted to the Department of Veteran Affairs.
9. A repeat of any passed course will not be certified for VA educational benefits just to improve a passing grade. A repeat **can** be certified if a minimum passing grade is required for the veteran's/dependent's program of study. Incomplete courses cannot be re-certified unless the "I" has been changed to an "F".
10. CEU (Continuing Education Units) and audited classes cannot be certified for VA benefits as such courses do not count toward any degree.
11. Any time a veteran/dependent drops a course or withdraws from school, an over-payment will be declared back to the beginning of the semester unless mitigating circumstances are presented to VA. Any veteran/dependent who withdraws and feels he/she has mitigating circumstances should notify the School VA Certifying Official at the time of drop or withdrawal so that this information can be included in the Notice of Change of Status which is sent to VA.

Mitigating circumstances include, but are not limited to the following:

- a) Serious illness of the eligible veteran or dependent
- b) Serious illness or death in the eligible veteran's or dependent's immediate family
- c) Financial obligations which require a change in terms, hours, or place of employment which preclude pursuit of a course
- d) Active-duty military service
- e) Any other circumstance beyond the student's control which hampers pursuit of a course.

In order for classes to be certified for VA benefits in a timely manner, the following procedures are necessary:

1. Veterans/dependents who expect to receive payments from VA should pre-register any time the opportunity presents itself, and let the School VA Certifying Official know that they have done so.
2. It is the responsibility of the student to contact the School VA Certifying Official each semester immediately upon registering for classes to ensure that the courses in which they are registered are eligible for certification. If there are problems with the student's classes, the School VA Certifying Official will send an email to the student's Dyersburg State email account advising the student of actions the student is required to take. If no response is received within 7 calendar days, the School VA Certifying Official will certify those eligible courses for which the student is registered. In cases where another form of response is required, no certification will be done until all deficiencies are met.
3. The School VA Certifying Official will certify classes in the earliest possible time frame; however, by law, all institutions have until 30 days after classes begin to certify a student's enrollment to VA.
4. Any time there is a change in enrollment status VA must be notified within 30 days. Changing your class schedule after initial registration may delay your certification to VA and in some cases result in an overpayment.
5. Any course substitutions must be officially approved by the department dean, have all required signatures, and be on file in the Records Office before the course will be certified for VA benefits.

If you have Veteran/dependent questions, contact one of the VA School Certifying Officials below or financialaid@dsc.edu.

Dusty Paulsen at 901/475-3146 or dpaulsen@dsc.edu

Amy Kratochvila at 901/475/3126 or kratochvila@dsc.edu

The following must be reported to VA by the School VA Certifying Official within 30 days of occurrence:

1. All drops during drop-add period when withdrawal is not recorded on the student transcript.
2. All drops after drop period when punitive and non-punitive grades are assigned. If the grade is non-punitive (E, AU, W) mitigating circumstances are an issue.
3. Terminations when student totally withdraws either officially or unofficially from school. Last date of attendance is reported.

If a veteran/dependent has questions about eligibility or the amount of VA educational benefits, they can reach a counselor at the Veterans' Toll-Free Number 1-888-442-4551.

In order to receive your monthly benefits payment under Chapters 30, 1606, 1607 and VRAP, students must certify their enrollment on or after the last day of the month.

This certification can be done either by calling Toll-Free 1-877-823-2378 which is available 24 hours a day/7days a week or by logging on to the W.A.V.E. web site at <https://gibill.va.gov/wave/index.do> and following log-on instructions.

Chapter 33 Post 9/11 GI Bill recipients must verify enrollment on or after the last day of the month. Enrollment Verification can be verified via text, email, or online at VA.gov.

- Texts will be sent from 44354.
- Email from do-not-reply@notifications.va.gov
- Log on to VA.gov/education and then select "Manage your Veterans education benefits."
- Contact the Education Call Center (ECC) at 1-888-GIBILL-1 (1-888-442-4551) domestically or 001-918-781-5678 internationally and ask a representative to verify your enrollment.

For additional information about the Enrollment Verification process, visit: [Verify School Enrollment For GI Bill Benefits | Veterans Affairs \(va.gov\)](#)

The above telephone numbers and web site can be found on the Dyersburg State Community College web site: [Veterans Education Benefits - How to Apply | www.dsc.edu](#)

In addition to your application for educational benefits from VA, it is strongly recommended that all students complete a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**. You may be entitled to benefits other than VA and completing this application will ensure that you receive all of the federal and state student aid to which you are entitled. This form can be found online at www.studentaid.gov.

_____ Please initial here that you have been counseled on the benefits of completing your FAFSA.

I hereby certify that I have read and fully understand the above information and accept responsibility for fulfilling all requirements.

Signed: _____

Date: _____

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