



This packet contains all of the information you need to utilize your Veteran's Educational benefits at NGTC. If you have any questions, please feel free to contact NGTC's Financial Aid Office at finaid@northgatech.edu / 706-754-7700. Office hours are 7:30 am – 6:00 pm Monday through Thursday.

The Department of Veterans Affairs pays education benefits to qualified veterans who are attending approved courses or programs.

Our School Certifying Official does not have the ability to inform you of benefits you are eligible for through the VA. Benefit information is determined by your Certificate of Eligibility provided from VA directly.

- Complete the **Application for Education Benefits** through the Veterans Online Applications web site (VONAPP): <http://www.vabenefits.vba.va.gov/vonapp>
 - **You will receive your "Certificate of Eligibility" from the VA directly.** Once you have this document, it is your responsibility to provide North Georgia Technical College a copy. The VA does not provide the school with any information directly on your behalf. We must have your Certificate of Eligibility on file in order to secure and certify your schedule. **THIS IS A PRIORITY!**
- Make sure all requested documents are completed and submitted to our office. All documents are **required** before your file can be marked as completed and ready to be certified:

	Copy of DD214
	Certificate of Eligibility
	NGTC VA Statement of Understanding
	NGTC VA Course Certification Form

- NGTC forms can be accessed through your Banner Web account of by visiting <https://northgatech.edu/student-affairs/financial-aid/va-benefits>.

If you change your program of study:

Schedule an appointment with your Financial Aid Advisor to discuss your *Change of Program* form and how your program of study change will affect VA benefits.

As set forth in the student catalog, North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender identification, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For complaints or information, contact Dr. Vinson Burdette, VP of Student Affairs (706- 754-7711, Title VI, IX, II), or Kay Morgan, special services contact (706-754-7828, Sec. 504/Title II/ADA) at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If, as an employee, you wish you file a Civil Rights complaint, please call GSA's Office of Civil Rights at 202-500-0767 or 800-662-6376 or send an email to civilrights@gsa.gov. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Department of Veterans Affairs

Montgomery GI Bill® - Active Duty - Chapter 30

What Is the Montgomery GI Bill® - Active Duty?

The Montgomery GI Bill® - Active Duty, called "MGIB" for short, provides up to 36 months of education benefits to eligible veterans for:

- College, Business, Technical or Vocational school
- On-the-Job Training and Apprenticeship Programs
- Remedial, Deficiency, and Refresher Training (in some cases)
- The cost of tests for licenses or certifications needed to get, keep, or advance in a job
- Tuition Assistance: "Top-Up"
- Correspondence Courses
- Flight Training (in some cases)
- National Tests

Who Is Eligible?

If you are currently in service, you may be eligible after two years of active duty. Please consult with the Education Services Officer at your installation, or call the toll-free number below, for information about your eligibility.

If you are separated from service, you may be an eligible veteran if you:

- Entered active duty for the first time after June 30, 1985;
- Received a high school diploma or equivalent (or, in some cases, 12 hours of college credit) before the end of your first obligated period of service;
- Received an honorable discharge;
- Continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you have an obligation to serve four years in the Selected Reserve AND entered Selected Reserve within a year of leaving active duty.

Note: Different rules may apply if you entered active duty before July 1, 1985. Call the toll-free number (below) for more information.

Are There Any Pitfalls?

You should be aware that the following pitfalls could cause you to lose all MGIB® benefits:

General Discharge. You must have an honorable discharge to be eligible for education benefits. A "general" or "under honorable condition" makes you ineligible for education benefits.

Early Discharge. To be eligible with an early discharge, your separation reason must meet certain requirements. Call the toll-free number below (or if you are on active duty, check with your Education Services Officer) for more information.

How Much Does VA Pay?

The monthly benefit paid to you is based on the type of training you take, length of your service, your category, and if DOD put extra money in your MGIB® Fund (called "kickers"). Typically, you have ten years to use your MGIB benefits. The current full-time rate for those with three or more years of service and enrolled in an institutional program is **\$1,789**. This amount may be subject to change at the start of each fiscal year. The next year begins October 1st, 2017. Please note, North Georgia Technical College does not bill the VA for tuition and fees under CH 30.

For More Information, Call Toll-Free 1-888-GIBILL-1 (1-888-442-4551)

Or Visit Our Web Site at <http://www.gibill.va.gov>.



VA Education News

VA Self-Service Options Saves You Time

Students receiving the Montgomery GI-Bill® Active Duty or Selected Reserve are able to use the WAVE internet application on our main website (<https://www.gibill.va.gov/wave>) to:

- Submit a Monthly Verification of Enrollment
- Report a Change in Enrollment
- Change a Mailing Address
- Change a Direct Deposit
- View current Benefit Information
- Sign up for monthly reminder messages
- Determine if there is any "paperwork" pending at VA (coming soon)

**Visit us on the web at:
WWW.GIBILL.VA.GOV**

Don't Forget Our FAQ Website

Our Website contains an excellent Frequently Asked Questions area. This area of our website allows you to search our database of over 150 Frequently Asked Questions.

If you can't find an answer to your question, the site gives you the ability to establish a secure account and ask the VA any question that you may have.

All you need to establish an account is an email address. You will also be asked to make up a password so that only you will be able to access your account.

ALL students receiving education benefits from VA can call:

**1-888-GIBILL-1
(1-888-442-4551)**

The VA automated phone system can answer many of your common questions quickly and easily. Below are some general instructions for the automated options.

- Dial 1-888-GIBILL-1
- Press 1 - if you have a touch tone phone.
 - Press 1 - for information on you MGIB - Active Duty or Selected Reserve benefit.
 - Press 1 - for the amount of your last payment and the date it was processed.
 - Press 2 - for the date we mailed your monthly certification form – if mailed.
 - Press 3 - for the date we processed your last monthly certification of enrollment.
 - Press 4 - for general information on your last education award.
 - Press 2 - for general information on other education benefits.
 - Press 3 - to find out how to apply for benefits or where to send your application.

**Need to verify your enrollment
but don't have Internet access?**

Call us at:

1-877-823-2378



Catch the *WAVE*...and Keep Your MGIB® Benefits Sailing Smoothly!

Attention: Veterans receiving Montgomery GI Bill® – Active Duty and Selected Reserve, REAP and VRAP benefits can use *WAVE* to submit monthly verifications. Students who are in a certificate or diploma program (not degree) using Survivor or Dependent Benefits must also verify enrollment each month.

Why Should I use WAVE?

- WAVE (Web Automated Verification of Enrollment) is available 24 hours a day, 7 days per week.
- You can check on the status of your record, and report changes in your enrollment directly to VA.
- WAVE is the only system available to students world-wide.

How Do I use WAVE?

- Go to <http://www.gibill.va.gov> and click on WAVE
- Follow the log-in instructions.

What Else Can I Do On WAVE?

You can find out the following:

- Has my request for benefits been processed?

Click on Benefit Status Information to see if VA has updated your record to show your current enrollment. If you've received benefits in a previous semester, your record will display on WAVE.

- Has my monthly verification "hit"?

You can see if your verification has been processed, including changes in your enrollment. Be sure to allow two business days for processing of "no-change" verifications. It's not a "real time" system. Changes to your enrollment will take longer.

- Can I start or change my direct deposit?

You can use WAVE to submit your Direct Deposit information. The information is sent to our Direct Deposit Center for processing.

- Can VA send me a reminder to do my month verification?

If you choose, WAVE will e-mail you a reminder to verify at the first of the month and again mid-month if you still need to verify. WAVE can also send you your password if you forget it.

Can I still use the phone for month verifications?

Yes, just dial 1-877-823-2378 and follow the instructions. However, for any changes to enrollment, you must use the WAVE System.



Please carefully read and initial each line.

_____ I understand I am responsible for notifying North Georgia Technical College's Financial Aid Office each and every semester I attend. I understand VA will only pay for courses used towards my major.

_____ I understand that North Georgia Technical College's Financial Aid Office will not discuss any VA educational benefits with a spouse or parent(s) unless an Information Release Authorization form is completed and a copy is placed in my file.

_____ I understand that it is my responsibility to provide NGTC with a copy of my 'Certificate of Eligibility' issued by the Department of Veterans Affairs.

_____ I understand that if I am using my VA Educational Benefits for the first time, my enrollment will not be submitted to VA until my DD214 and Certificate of Eligibility are provided to NGTC's School Certifying Official (SCO).

_____ I understand that I must report any of the following changes to NGTC's SCO, in the Financial Aid Office immediately. Failure to do so could result in the suspension or denial of future benefits and/or require repayment of benefits already received.

- Withdrawal from school
- Dropped classes
- Added classes
- Changes in program of study

_____ I understand that satisfactory academic progress, personal conduct, and attendance must be maintained according to NGTC's School policy. This information is reported to VA every semester by NGTC's SCO, per VA rules and regulations.

_____ I understand that NGTC will certify enrollment in a timely manner, however, the Regional VA Office in Atlanta may take 6-10 weeks (sometimes longer) to issue funds. No funds come directly from NGTC's SCO.

_____ I understand that if I have any questions regarding the receipt of funds, I understand I should first contact NGTC's SCO to verify that my enrollment has been certified and has been submitted to the Atlanta VA Regional Office. I will contact the VARPO for all money issues at 1-(888) 442-4551.

_____ I understand that if I make changes to my schedule, after I have told NGTC's SCO that my schedule is ready to be certified, then those changes may result in an overpayment or underpayment. This can be, but not limited to, changing programs, adding classes, dropping classes, or withdrawing completely from a program.

_____ I understand that if I only qualify for a percentage of the VA benefits, or if I am considered out-of-state, then I am responsible for paying NGTC any tuition and fees that are not covered by VA.

_____ I have received information with North Georgia Technical College's Financial Aid office hours, applicable email address and phone number for NGTC's SCO, and information regarding Department of Veterans Affairs toll-free phone number and website.

Certification and Signature:

By signing this form, you are certifying that you understand and agree to the responsibilities of receiving Veteran's Educational Assistance. Failure to maintain any responsibilities listed above can affect your eligibility to receive Veteran's Education Assistance.

Signatures must be wet signature, not computer generated.

Student Signature: _____ Date: _____ NGTC ID#: _____

This form will be kept in your NGTC VA file, and a copy of this statement can be provided to you upon request.

For Office Use Only:

Date Received: _____