



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 I/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.

Post 9/11

Chapter 33 Students

Applying for Post 9/11 - Chapter 33 VA benefits is an irrevocable choice. Be sure you have explored all of your options.

Chapter 33 - Post 9/11 GI Bill® VA benefits will pay North Georgia Technical College directly for in-state tuition and mandatory fees at the percentage of benefits you qualify, but not to exceed the maximum in-state undergraduate tuition and fees at a public Institution of Higher Learning. The percentage you qualify at depends on how long you served after September 11th, 2001. The VA will determine what you qualify for when you submit your application. NGTC must have confirmation of benefits on file in order **to secure your schedule.**

Under Public Law 111-377: A student's tuition and fees will be processed in the following order:

State Funds (as eligible)—so if you're HOPE eligible, this is applied to your account first.

VA Funds (based on eligibility)—the VA is billed after HOPE pays, based on your eligible percentage

Federal Funds (as eligible)—any federal money is applied to cover any remaining balance prior to disbursement to you.

▶ VA does not pay for late fees.

▶ VA does not pay for "out-of-state" tuition rates.

If you are considered, out of state, you are responsible for paying NGTC any tuition and fees that are not covered by FA.

▶ VA does not pay for remedial classes that are held online or hybrids – Only lecture!

▶ VA does not pay for classes that are not listed on your program of study (unless it is your absolute AND FINAL semester of a program, then see NGTC's Financial Aid Office about "ROUNDING OUT").

Repeating Courses

Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated. Courses that are successfully completed may not be certified for VA purposes if they are repeated, unless a program requires a higher grade than achieved. For example, if Nursing requires a "B" or better in Biology, then that course may be repeated if a "B" was not earned. You may also repeat courses in your FINAL semester if you "Round Out" your schedule. (See me prior to your final semester).

The VA will pay your housing allowance and book allowance directly to you based on the Zip Code of the college at the pay rate of "E5 with dependents".

Housing allowance:

- Prorated by the student's rate of pursuit. To get the maximum BAH (Basic Allowance for Housing) you must be full time (12 credit hours).
- **To get the maximum benefit, at least one class must be a lecture class. (The class must be held entirely in a classroom - not online or hybrid. MOST HYBRIDS DO NOT MEET VA's REQUIREMENTS).**
- If you are taking all online classes, you will be paid at a lower rate; please see SCO for details.
- Monthly housing allowances are paid directly to the student.

Book allowance:

- You are responsible for purchasing your own books. The VA will pay an annual book allowance up to your maximum percentage of eligibility
- The book percent ranges from 40% (\$16.67 per credit enrolled) to 100% (\$41.67 per credit enrolled), but no more than \$1,000 per calendar year, proportionately based on hours of enrollment.
- There is a max of 12 hours of book allowance available per semester, and a maximum of 24 hours allotted per year. (24 credits x \$41.67= \$1000.08)
- The academic year runs from August 1st to July 31st
- NOTE: If you qualify for benefits at 60% then you get 60% on the book allowance as well.

The VA highly recommends students plan carefully and take very seriously the classes for which they enroll. Dropping classes, reducing hours, or changing programs may result in an overpayment and the student will be responsible for returning the funds that were overpaid.

The chart below is used for determining the percentage of benefits a veteran may qualify for under the Post 9/11 – Chapter 33 GI Bill ®

Eligible individuals include those who serve on active duty at least 90 aggregate days beginning on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days of continuous service. An Honorable character of service is now required for all service periods ending on or after January 4, 2011, including those with a condition Interfering With Duty (CIWD), a condition Existing Prior to Service (EPTS) Hardship (HDSP). CIWD, EPTS, and HDSP discharges prior to January 4, 2011 that are not dishonorable, may still be qualifying.

The following table applies to all categories:

Post-9/11 Service	Percentage of Maximum Amount Payable
At least 36 months	100%
At least 30 continuous days on active duty and discharged due to service-connected disability	100%
At least 30 months, but less than 36 months	90%
At least 24 months, but less than 30 months*	80%
At least 18 months, but less than 24 months	70%
At least 12 months, but less than 18 months	60%
At least 06 months, but less than 12 months	50%
At least 90 days, but less than 06 months	40%

NOTE: Service of 90 days, but less than 24 months does not include entry level and skill training. Service of 24 months and greater does include entry level and skill training.

*** If you back out entry level and skill training and the aggregate days of service are still at least 730 days, then the entry level and skill training is included in the aggregate for determination of the level of benefit. If backing out entry level and skill training brings the person's service to less than 730 days, then it cannot be included in the aggregate for determination of the level of benefit.**

-The table above was copied from documentation provided by the VA office.



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 your 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**



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: _____