



Financial Aid, Scholarships, Veterans and Foster Youth Programs
6201 Winnetka Avenue, Woodland Hills CA 91371-0002
Veterans: (818) 710-3316 ext 3316 FAX: (818) 704-8221
www.piercecollege.edu/offices/financial_aid/veterans.asp

STUDENT VETERAN BENEFIT CHECKLIST

For POST 9/11 GI BILL AND SELECTIVE RESERVE EDUCATIONAL PROGRAMS 1606 & 1607

- 1. Apply for admissions to Pierce College at www.piercecollege.edu. You **MUST** specify that you are a Veteran and provide your end of service date as indicated on your DD214.
- 2. Send for all official college transcript(s) from other colleges/universities to Pierce College's Admissions & Records Office.
Note: The veterans counselor needs to evaluate your prior transcripts and be noted on your educational plan in order to be certified for benefits. If prior transcripts are not submitted to the college, we will not certify your benefits for subsequent semesters.
- 3. Complete the Pierce College Matriculation steps:
 - a. Assessment/Prerequisites – Complete the English and Mathematics placement tests. The placement test helps place students in classes where they are most likely to succeed. You cannot register for English or Math classes until your placement results are recorded in the Assessment Center. Testing dates and all sample tests for English, Math, and Chemistry are available at [Assessment Center](http://www.piercecollege.edu/offices/assessment_center) (www.piercecollege.edu/offices/assessment_center). You will need your Student ID number to register for the Assessment Test.
 - b. Online Orientation – This orientation will introduce you to the programs and services that are available at Pierce College, including academic planners, transfer guides, registration instructions, and college success tips.
 - c. Schedule an appointment on-line with the Veterans Counselor at the Counseling Office. Go to http://www.piercecollege.edu/offices/counseling_center to schedule an appointment

NOTE: Priority registration will only be granted to veterans who have indicated that they are a veteran on the Admissions Application and provided their end of service date (end of service date must be within 15 years from the start of the semester requested to qualify for priority registration), took the Assessment Test, completed the Online Orientation and met with the Counselor to develop a comprehensive Educational Plan.

- 4. Apply for VA Benefits. Complete and print VA 22 –1990 form online at <https://www.ebenefits.va.gov>
- 5. Apply for financial aid at www.fafsa.gov Pierce College’s federal school code is 001226.
- 6. Submit the following documentation to the Financial Aid, Scholarships, Veterans and Foster Youth Office located on the 2nd floor of the Student Services Building.
 - Student Educational Plan signed by you and the Counselor.
 - NOTE: Short term class(es) affect your monthly VA benefits. Please check with the Veterans representative for additional information.
 - Chapter 33 applicants must submit a Certificate of Eligibility letter awarded by the VA. This form is automatically sent to your home of record upon exiting the military. If you need to request an additional copy, call the VA Office in Muskogee, OK at **1.888.442.4551**
 - Submit a copy of your DD-214 (copy member-4) or NOBE (Notice of Basic Eligibility DD-2384).
 - Complete the Pierce College Veterans Statement of Obligation and Responsibilities Form.
- 7. Make copies of all submitted documents for your own records.
- 8. You need to verify your attendance every month if you are receiving one of the following benefits: a) Montgomery GI Bill – Active Duty, b) Montgomery GI Bill – Selected Reserve, c) REAP, or d) VRAP. You may verify your enrollment either by calling Veterans Administration at (877) 823-2378 or on-line at <https://www.gibill.va.gov/wave/index.do>

Note: *Additional documents may be required to process your certification.*

Subsequent semesters for continuing veterans: In order for your classes to be certified every semester, you must request certification in person before the beginning of each semester. Your class schedule will be evaluated to ensure classes registered match with your Student Educational Plan. Only classes on the Educational Plan will be eligible for certification.

THE CERTIFICATION PROCESS WILL NOT BE COMPLETED UNTIL ALL REQUIRED DOCUMENTATION IS SUBMITTED.



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VETERANS STATEMENT OF OBLIGATION and RESPONSIBILITIES FORM

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_____ Last Name First Name MI Social Security Number

Email: _____ Phone #: (_____) _____ - _____

By signing this form you understand that you must meet all obligations and responsibilities stated on this form in order to be eligible to receive your VA educational benefits while attending Pierce College. This form is required for all first-time applicants for the use of VA benefits at Pierce College (regardless of VA benefits use at a prior institution). Please initial at the end of each statement below:

- **EDUCATIONAL GOAL** - In order to receive VA benefits, I must declare an **Educational Goal and Program of Study** while attending Pierce College. No payments will be authorized for courses that do not lead to stated educational goal. I may change educational goal by filling out a Request Change of Program Form. I UNDERSTAND THAT I WILL CONSULT WITH A VETERANS COUNSELOR OR CHECK THE COLLEGE CATALOG FOR A LISTING OF PROGRAMS OFFERED AT PIERCE COLLEGE. Initial Here: _____
- **CREDIT FOR PREVIOUS TRAINING** – I understand that I must have all previous credits from other institutions evaluated. I understand that I must provide official academic transcript(s) from all previous attended colleges/universities (including military training) to the Pierce College Admissions & Records Office. Failure to submit required academic transcript by the end of the first semester of attendance will result in the termination of all VA benefits. Initial Here: _____
- **ACADEMIC PROBATION/EXCLUSION** – I understand that it is my responsibility to read the Pierce College policy on Academic Probation and Dismissal in the college catalog. Initial Here: _____
- **THE VA WILL NOT PAY FOR** 1) Repeating a course that I have a grade of “D” or better, unless the course is a prerequisite for other required courses; and department policy requires a grade of “C” or better, 2) Courses which are NOT required for your program of study, 3) Courses from which I withdrew, 4) Open elective for which I have equivalent transfer credit, 5) Audit classes, and 6) Physical Education classes. Initial Here: _____
- **OUT-OF-STATE TUITION** – I understand that VA will not pay for out-of-state tuition. Only the in-state tuition will be reported for payment. Therefore, I understand that I am responsible for out-of-state tuition charges incurred at Pierce College. Initial Here: _____
- **I MUST NOTIFY PIERCE COLLEGE AND VETERANS AFFAIRS OFFICE** when there are changes to: 1) address, 2) program of study, 3) marital status or dependents, 4) schedule of classes. Initial Here: _____
- **PUNITIVE GRADES** – If I receive a punitive grade (F Grade), in a course that I am receiving benefits for and did not attend throughout the entire semester, did not drop the course in a timely manner, or did not complete the final, I will be liable for any overpayments. Initial Here: _____
- **NO CREDIT AND WITHDRAWALS** – I may be required to reimburse the VA for any money received for a “No Credit” or “W” or “No Pass” that is issued. I must immediately notify Pierce College Veterans Office of any change in units. If the VA is not notified promptly of my withdrawal, an over-payment will issued. Initial Here: _____

- **CERTIFICATION EVERY SEMESTER** – In order to request for benefits every semester, I must request certification in person at the Pierce College Veterans Office before the beginning of each semester. I also understand that only classes listed on the educational plan will be certified. Initial Here: _____
- **ENROLLMENT STATUS** – Pierce College Veterans Office will certify the total number of units (as long as the classes are on the educational plan) however final approval and amount of payment to the college will be determined by VA. Therefore, any outstanding institutional charges will be my responsibility and an enrollment fee hold will be placed on my student record.

Monthly housing allowance for Chapter 33: requires enrollment of at least seven (7) units in a standard semester

Initial Here: _____

- **ADDING AND DROPPING CLASSES WITHIN A SEMESTER** – It is my responsibility to notify Pierce College Veterans Office when I add and/or drop classes within a semester. Initial Here: _____
- **SHORT TERM CLASSES AND MINI SESSIONS (i.e. PACE)** – I understand that my VA monthly payments will be based on official start and end date of the short term class. This means that units will only be counted to be eligible for monthly payments when the class is active for the month. Initial Here: _____
- **SUMMER TERM** -- I understand that my VA monthly payments will be based on official start and end date of the summer term. This means that units will only be counted to be eligible for monthly payments when the class is active for the month. Initial Here: _____

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Last Name

First Name

MI

Social Security Number

The following regulations apply to all veterans attending a Los Angeles Community College and receiving benefits under the Title 38 of the United States Code.

ATTENDANCE REGULATIONS - Each student is required to attend all meetings of every class in which he/she is registered. The instructor will drop a student who is excessively absent when his/her hours of absence equal the number of hours the class meets per week, regardless of the reason for his/her absence. The student is responsible for the completion of all work assigned in the class, whether they are present or not.

WITHDRAWAL - It is the responsibility of the veteran to immediately inform the Office of Veterans Affairs of any reduction in unit load. The last day of a veteran's attendance in class must be immediately reported to the Veterans Administration to avoid overpayments. An excessive number of units of "W" will result in academic probation and disqualification. See the scholarship requirements below.

ACADEMIC REQUIREMENTS - A student will be placed on academic probation if any of the following conditions occur after attempting a minimum of 12 units:

1. The student's overall grade point average (GPA) falls below 2.0 or the student's GPA average in any quarter is below 2.0
2. The student transfers from another college with an overall GPA of under 2.0
3. The total number of "W" units exceeds the number of units completed.

PROGRAM PLANNING FOR THE VETERANS - To be eligible for the veterans benefits the veteran should select a major and choose courses from those listed under the major in the catalog. The veteran is advised to seek counseling from the Veterans Counselor. The VA will not pay benefits for the courses that do not fit in a veteran's selected major.

Prerequisites to required courses will be allowed for payments. Repeats of the course in which a grade of D was earned are allowed only if the course is a sequential one in the student's major and a C or better grade is necessary before proceeding to the next required course. Courses in which the veterans received an incomplete cannot be repeated for one year. No courses may be repeated in which a grade "C" or better is received. An "F" or "W" is considered an INCOMPLETE grade. VA will not pay for classes in which you received a grade of "NC" or "W". You will have one year to make arrangements with the professor to complete the course work and to replace the "W".

60 UNIT RULE - Once the veteran has received units sufficient to equal or exceed the normal program printed in the catalog the VA must certify the additional units needed for the veteran to complete their AA degree. Once a veteran has received an AA degree in any major, he/she is eligible for further training at the college only if they take courses required for upper division status at their transfer institution or if they change their objectives. The Veterans Counselor must approve these courses. The 60 Unit Rule requires a veteran to see the Veterans Counselor before the veterans benefits can be certified for payment.

Financial Responsibility: All students incur a financial obligation to Pierce College at the time of registration must be financially prepared to meet the stated tuition and fee bill deadlines. There is no provision in the law governing student's use of VA Ed. Benefits. The failure of VA to process VA educational benefits in a timely manner does not erase or mitigate the student's financial responsibility to the college.

CERTIFICATION: I hereby certify that all information reported on this form is true, complete, and accurate. I have read and understand the information provided on this agreement. I understand that failure to comply with the agreement may result in suspension of my Veterans Educational Benefits.

Signature

Date