Veteran Benefits Checklist Sheet

Certification will be reported on a semester bases after the class print out and the Request for Certification is submitted to the Financial Aid Office. The classes enrolled for the semester must be on your education plan.

Dear Veteran:

All items on this VA packet must be returned to the VA /Financial Aid Office (Including prior academic transcripts & class print out that matches your Ed Plan) before you can be certified.

The following must be completed in order to process your VA Educational Benefits. If not sure what your VA Education Benefits you are eligible for please go to http://www.gibill.va.gov/GI_Bill_Info/benefits.htm, to determine what chapter you are eligible to apply. You can also go to our website: http://www.gavilan.edu/finaid/va/forms.html for forms for VA Educational Benefits. Please return this form with your paperwork, complete with signature.

Checklist for Veterans Applying for VA Educational Benefits

1. ____ Copy of DD214 Make sure you have fill out an application to Gavilan College to receive your Gavilan College ID number. You make get an application at www.gavilan.edu/admit

2. ____ Application for Veterans Educational Benefits on line at: http://vabenefits.vba.va.gov/vonapp/main.asp submit and print-out the application or submit approved letter from Department of Veterans to Gavilan College Financial Aid/VA Office.

3. ____ Veteran Benefits Enrollment Certification Request

4. ____ Submit Academic transcripts from all other institutions to Gavilan College Admission and Record. Inform them that you are applying for VA Educational Benefits and that Gavilan College VA Office need copies.

5. ____ Please make an appointment through our Counselors’ Secretary, Oralis Magana, 408-848-4723, or on line www.gavilan.edu/counseling to meet with counselor for an education plan.

6. ____ Educational plan (A major or program must be declared to be certified) students are able to access their Education plan, once student meets with counselor, on MyDegreeWorks through MyGav Portal.

7. ____ If you are NOT eligible for the new GI Bill Chapter 33 Post 9/11 please fill-out the Board of Governors’ Fee Waiver Grant (BOG). You can download application at: www.gavilan.edu/finaid.

8. ____ If you are a dependent of a veterans please fill-out the California Department of Veterans Affairs College Fee Waivers, for application go to www.cdva.ca.gov and send to the given address or fax to be approved. Once you receive the letter from the California Department of Veterans Affairs please complete the Board of Governors Fee Waiver Application (BOG) with a letter from the California Department of Veteran Affairs so you will not need to pay full tuition for the school year.

9. ____ You might also be eligible for FAFSA (Free Application for Federal Student Aid), please fill out the FAFSA application on line at: www.fafsa.ed.gov. Once you fill-out the application print out the confirmation page.

When claiming dependents submit copies of marriage license, divorce decreed, (if applicable) and children’s birth certificates. Veterans changing majors, address, or place of training, ask for VA 22-1995 for re-certification. Each semester bring a copy of your schedule and when adding or dropping let us know.

_________________________________________________   ______________________________
Signature          Date
Veteran Education Benefits Data Sheet

Name: ___________________________________    Social Security #________________

VA File # _________________________   Date of Birth: ___________________

Address: ____________________________   City: ___________    Zip: _____

Phone # Home: _______________  Work: _____________    Cell Phone ___________________

E-mail:________________________________________________________________________

(E-mail print clearly, we will be contacting you through e-mail with information or if we have questions)

Date you were separated from the military __________________

Have you served an aggregated period of active duty after 9/11/2001? ___ Yes ___ No

Under which program will you receive benefits for the first time? CHECK ONE

Chapter 30 (New G.I. Bill) ___  Chapter 35 (Widow/Dependent) ___  Transfer ___
Chapter 31 (Voc. Rehab) ___  Chapter 106 (Reservist) ___  New Student ___
Chapter 32 (VEAP) ___  Chapter 33 (9/11) ___  Continuing Student ___
Chapter 34 (Old G.I. Bill) ___  Returning Student ___

Are you applying for VA Educational Benefits for the first time? ___ Yes ___ No

If you did apply for VA Educational Benefits at another school you need to fill out VA form 1995
Request of Change of School or Training form can be downloaded from www.gavilan.ed/finaid.

If you attended college elsewhere submit official transcripts.

Name of the school you last received VA Benefits or attended:________________________________________________________________________

Number of college units completed _____ (Includes all college work before, during and after
military service)

Academic Objective (Circle one) A.A. A.S. CERT. B.A. B.S. Transfer Program

Intended Transfer School _______________________________________________________

PLEASE READ BEFORE SIGNING: I understand that I must REQUEST CERTIFICATION OF
ENROLLMENT and that the above information is correct. I understand that any tuition or fees that are not paid
by the GI Bill will be my responsibility to pay Gavilan College. I understand that should any changes (adds,
drops, withdrawals) take place, I will PROMPTLY notify Gavilan College Financial Aid/Veteran Office so that
action can be taken to modify my certification. I further understand that I am liable for any overpayment to the
VA that may occur due to not reporting changes on my part.

______________________________________________  _______________________
Signature         Date
Consent for Release of Veteran Student Information
2010-20011
(If no release of information to another person is needed please do not complete or submit)

If you wish your records to be released to another party, you must complete the information below; submit this form to the Financial Aid/VA Office and present valid picture identification, for the person or persons you wish to release your information to, which can include:

1. Driver license
2. State ID
3. School ID
4. Military ID

Veteran Name ____________________________ Veteran Gavilan ID # ____________

I hereby authorize the individual(s) listed below access to information regarding my VA information at Gavilan College for the __________ academic year. I understand that this only pertains to the Veteran Information and not other Gavilan College Departments on campus and I have the right to rescind this request at any time.

Name ____________________________ Relationship ___________________

Name ____________________________ Relationship ___________________

Veteran Signature Required ___________________________ Date ____________

FOR OFFICE USE

Copy of picture ID attached _______ Date Received ___________ Staff Signature


This handout is provided to assist you in better understanding your Veterans Educational Benefits from a practical viewpoint, and to guide you in effectively accessing and utilizing your benefits. If you have a specific question not covered in this handout please contact the Gavilan College Financial Aid/Veterans Office.

Please read and initial.

Transcripts: It is a VA regulation that you submit all prior college official transcripts to the Gavilan College Admission and Records Office for consideration of prior credit. Transcripts must be submitted for Evaluation of Course Requirement for Current Major is completed by your counselor.

Evaluation of Course Requirement for Current Major: Every student receiving veterans educational benefits who has completed his/her first semester at Gavilan College will be required to have an Evaluation of Course Requirement for Current Major on file at the Gavilan Veteran Office. You will also need an Educational Plan which will indicate all required courses remaining for completion of your declared academic objective. VA will only authorize payment of benefits for courses which appear on your Educational Plan. You must make an appointment for an Educational Plan with the Gavilan College Counseling Office (408)848-4723 and make sure you let them know you need a Veterans Educational Plan. Be sure all prior college official transcripts are submitted before making your appointment. **NOTE: Prepare early! Counseling appointments are limited and could delay certification of VA Benefits.**

Understand restrictions of the GI Bill and your Major/Program/Degree Objective:

- **Certificate/A/AS Majors:** The VA requires that you declare a single major and degree at any given time, and that you obtain an Educational Plan for that specific major and degree objective. Programs can only be certified at Gavilan College if they are offered in our catalog and have been accepted by the Department of Veterans. There is no limit to the number of times you may change a major; however, each time you change you must make a counseling appointment for a new educational plan and submit Form 22-1995 from the VA.

- **Transfer Major:** If pursuing a transfer major, you are required to declare a major and intended transfer institution for VA purposes. The counselor you meet will help you with this process. It is our commitment to help you receive your benefits and obtain your academic goals. We will make recommendations which will ensure you can do both while allowing us to remain compliant with stringent VA Regulations.

- **Students intending to earn both an AA/AS degree AND transfer:** Unfortunately you can only declare one degree objective at a time. Work with your counselor to develop an educational plan so that you can complete your requirements under one declared objective while also fulfilling requirements for the second objective. This way you can complete your first objective and eventually change your major to complete your second objective.

**Certification:** You can be certified for any classes your first semester without an EVALUATION. After the first semester you may only be certified for classes indicated as remaining requirements on your valuation. You **may not be certified for recommended classes**, even if they would help you with specific job skills.
Short term and Late-Starting Classes: Classes which do not meet for the entire length of the semester may only be certified for the time interval the class meets. This may affect your payment; although you may be enrolled in 12 units for the semester. If they do not meet during the full semester you will not be fulltime during the entire period of enrollment.

Change of Enrollment: You are required to report any changes of your enrollment to the Gavilan College VA Office in a timely manner. Failure to do so may result in overpayment of benefits. If overpayment occurs the Department of Veteran Affairs will reduce all further payments until the amount overpaid is returned.

Monthly Self-Certification of Enrollment: On the last day of each month Chapter 30 and Chapter 1606 students must verify their enrollment with the VA for the previous month before payment is made. The veteran has two methods to verify; 1) online at http://www.gibill.va.gov or phone 1-877-823-2378.

Change of Address: If your address has changed or is going to change you need to notify the Gavilan College VA Office and Gavilan College Admission/Records. You can also change your address for Gavilan College Admission/Records at www.gavilan.ed MyGav.

Satisfactory Progress: Basically, you must earn a 2.0 GPA each semester or you will be placed on VA Probation. You may continue to receive veterans benefits while on probation for a maximum of TWO semesters, but you will be disqualified from benefits if your academic progress continues to remain below 2.0 after TWO semesters. Students disqualified from benefits are required to check with the Office of Veteran Affairs as to reinstatement of their benefits. Counseling may be required prior to reinstatement.

Exhaustion of Benefits: Veterans receiving Educational Benefits have 36 months of full time payments and student dependents have 48 months of full time payment. Additional months are added if benefits are not full time to give an equivalent value. It is recommended that you keep track of your benefits, anticipate when they will end and plan accordingly. If your VA benefits end at least one day into a semester, the VA will pay for that entire semester. Education benefits are permanently terminated 10 years from date of a veteran’s active duty discharge regardless of whether the student veteran still has time left on their benefits. However, veterans who re-up during this 10 year period will have an extension to the original 10 years.

Financial Aid: Financial Aid (federal and state grants, loans, fee waivers and work-study) is available to all Gavilan College students including those receiving Veteran Educational Benefits. You may receive veteran benefits AND financial aid simultaneously. Financial aid is based on a federal formula which evaluated income, assets, and demographic information. Apply for financial aid online at www.fafsa.ed.gov. For more information and assistance please contact the Gavilan College Financial Aid Office at finaid@gavilan.edu or call 408-848-4727 or review the website at www.gavilan.ed/finaid.

Please sign and submit to the Financial Aid/VA Office.

I read and understand the responsibilities I have as a veteran receiving the VA Education Benefits.

Student signature ___________________________ Date ___________________________

Office use: Staff Signature ___________________________ Date ___________________________
VA Certification Request Form

The VA Certifying Official at Gavilan College will certify benefits on a term by term basis once the following are complete:

1. Provide Registration Receipt to the Financial Aid Office.
2. Your classes for the semester are listed on Education Plan.
3. VA Certification Request Form has been submitted.

Name:_____________________________ G00_______________________

I understand that I must REQUEST CERTIFICATION OF ENROLLMENT for EACH SEMESTER with Gavilan College Veteran Office. I understand that I must promptly notify Gavilan College VA Office of changes in unit status or major. Failing to do so may result in an overpayment of benefits which need to be repaid to VA

I am requesting certification of VA Educational Benefits for the following semester:

☐ Summer, Year:______________ (Provide Registration Receipt)
☐ Fall Semester, Year:______________ (Provide Registration Receipt)
☐ Spring Semester, Year:______________ (Provide Registration Receipt)

I understand that I must be following my Education Plan in order to have benefits certified.

Signature:_____________________________ Date:_____________________