



Veteran Benefits New Student Application Process

5055 Santa Teresa Blvd, Gilroy CA 95020, 408-848-4787, mhowe@gavilan.edu

Steps to take prior to your first semester at Gavilan College:	Steps to take prior to EVERY subsequent semester at Gavilan College:
<ol style="list-style-type: none">1. Apply to Gavilan College2. Apply for your GI Bill Benefits through the VA3. Submit official transcripts from all previous colleges attended4. Complete your Educational Plan with our Academic Counselor5. Submit copy(ies) of your DD Form 214 (Member 4)6. Submit a copy of your VA Certificate of Eligibility7. Register for classes8. Complete Certification Request Packet	<ol style="list-style-type: none">1. Update your Education Plan with our Academic Counselor2. Register for classes3. Fill out Certification Request Packet

APPLY TO GAVILAN COLLEGE

Apply at cccapply.org to receive your Gavilan College ID number (aka. G number).

APPLY FOR GI BILL BENEFITS

Apply at va.gov/education/how-to-apply.

OFFICIAL TRANSCRIPTS FROM PREVIOUS COLLEGES

Submit official transcripts to Gavilan College, Attn: Dewitt Stuckey, 5055 Santa Teresa Blvd, Gilroy CA 95020

COMPLETE EDUCATIONAL PLAN

Call Rosalinda at (408) 848-4767 to schedule an appointment to meet with Dewitt Stuckey, our academic counselor.

DD FORM 214, MEMBER 4

Drop off a copy of your DD Form 214 (Member 4) to the Gavilan College Certifying Official or email a copy to mhowe@gavilan.edu

VA CERTIFICATE OF ELIGIBILITY (CoE)

Drop off a copy of your VA CoE to the Gavilan College Certifying Official or email a copy to mhowe@gavilan.edu. The VA will mail this to you after you've applied for your GI Bill Benefits online. A copy can also be obtained online at va.gov/education. The CoE shows which GI Bill Chapter you are eligible for and at what percentage.

REGISTER FOR CLASSES

Register for classes online via MyGav at my.gavilan.edu.

CERTIFICATION REQUEST PACKET

Packet can be obtained at the Veterans Resource Center (VRC) in LI109, from Dewitt Stuckey dstuckey@gavilan.edu, or Molly Howe mhowe@gavilan.edu. Fill out and sign both pages and turn in to the Gavilan Certifying Official or email to mhowe@gavilan.edu.

Submit this form to the Gavilan College Certifying Official, **Molly Howe**, in person or via email mhowe@gavilan.edu.



Veteran Benefits New Student Agreement

This is to be completed by New Gavilan Students prior to first semester

Last Name: _____ **First Name:** _____ **MI:** _____

Gavilan ID: G00 _____ **SSN:** _____ **VA File #:** _____

I understand that I have the following obligations while attending Gavilan College and receiving VA Educational Benefits:

1. I will apply for FAFSA or email the Gavilan College Certifying Official that I will not be applying for FAFSA or BOG Waiver. Initials: _____
2. I must submit official transcripts from all previous colleges attended prior to enrolling at Gavilan College. Official transcripts must be on file before the second semester certification in order to receive proper credit for courses completed. Initials: _____
3. I must complete an Educational Plan (EdPlan) with an academic counselor prior to the beginning of my first semester. Thereafter I am required to maintain an updated EdPlan. If I change classes after certification and the new classes are not on my EdPlan, then I must meet with an academic counselor to update my plan or risk decertification. Initials: _____
4. I must declare an educational objective and major. I must be enrolled in a VA approved program for an associate degree or certificate by my second semester at Gavilan College. The classes I enroll in must be required for my major. If the class is not part of the required coursework, the VA will not pay for the class. Initials: _____
5. I may change my educational objective/major between semesters. Changing my objective requires obtaining a new EdPlan from my academic counselor. Initials: _____
6. **Chapters 30 (MGIB), 1606 (MGIB-SR), and 1607 (Res. Educ. Assist.)** must notify the VA on the last day of each month or within the 1st week after to verify my enrollment. Contact by phone (877) 823-2378, or online at gibill.va.gov/wave for enrollment verification. Chapters 33 (Post-9/11), 31 (VocRehab), and 35 (Depen. Edu. Assist.) are not required to verify enrollment. Initials: _____
7. If called to active duty, you are not required to pay back any VA money due to terminating enrollment. You must submit a copy of your activation orders to Gavilan College. Initials: _____
8. Keep in mind that the Summer semester unit value is different than the Fall and Spring semesters. For Summer semester, 6 units is considered full time. Initials: _____
9. **Chapter 33 (Post-9/11) only:** In order to collect the monthly housing allowance/basic allowance for housing (MHA)/(BAH), I must be certified for more than half-time (7 units in the fall and spring semesters). If my certification drops to half-time or below, I will stop receiving a monthly payment. Veterans must be enrolled full-time with at least 1 in-person class to receive their full MHA/BAH entitlement. MHA/BAH will be less or differ greatly in the amount received if taking online classes only. Initials: _____
10. **Chapter 33 (Post-9/11) only:** If I withdraw, drop, or receive a failing grade, this may lead to an overpayment by the VA resulting in a debt. If an overpayment is created resulting in a debt, I may be responsible for repaying the VA for tuition and fees, books, and the monthly housing allowance/basic allowance for housing. The amount of the overpayment may vary depending on the date in which I withdraw, drop, or receive a failing grade. Initials: _____
11. The time it takes to receive your Educational Benefits once you are certified can be anywhere from six (6) to eight (8) weeks or longer. This is why it is important to turn in your EdPlan and Certification Request Packet as soon as you register for classes. Initials: _____

I, the undersigned, do hereby affirm that I have received, understand, and will comply with this agreement. I further affirm that I understand I am liable for any overpayment caused by my failure to adhere to this agreement, and will advise the Gavilan College Certifying Official of any changes in my enrollment.

Student Signature

Date

Submit this form to the Gavilan College Certifying Official, **Molly Howe**, in person or via email mhowe@gavilan.edu.



Veteran Benefits New Student Intake Form

This section to be completed by New Student

Last Name: _____ First Name: _____ MI: _____

Gavilan ID: G00 _____ SSN: _____ VA File #: _____

Email: _____ Phone: _____

Ethnicity:

- ☐ American Indian ☐ Alaskan Native ☐ Asian ☐ Black ☐ Hispanic
☐ Pacific Islander ☐ White ☐ Other/Prefer Not to Say

Which GI Bill:

- ☐ Ch 33 – Post-9/11 _____ % ☐ Ch 30 – MGIB ☐ Ch 31 – VocRehab ☐ Ch 35 – Depen. Edu. Assist.
☐ Ch 1606 – MGIB-SR ☐ Ch 1607 – Res. Edu. Assist.

Veteran Status:

- ☐ Active Duty ☐ Reservist ☐ Veteran ☐ Retired ☐ Dependent

Social Media:

Facebook: _____ Instagram: _____

Signature _____

Date _____

This section to be completed by Gavilan College Certifying Official/VRC Staff

Basics:

- ☐ SPAIDEN Updated ☐ Added to VA-Once ☐ Added to Database

Student File:

- ☐ Name Label ☐ Retention Label ☐ Left-side Cover Sheet ☐ Right-side Cover Sheet

Required Documents:

- ☐ DD Form 214, Member 4 ☐ VA Certificate of Eligibility
☐ New Student Agreement ☐ New Student Intake Form

TimeKeeper:

- ☐ Added to TimeKeeper for _____ semester

Social Media:

- ☐ Invited to join Facebook Group ☐ Invited to follow on Instagram

Submit this form to the Gavilan College Certifying Official, **Molly Howe**, in person or via email **mhowe@gavilan.edu**.



Veteran's Enrollment Data Request

This form is to be completed every semester

Semester: ☐ Spring ☐ Summer ☐ Fall ☐ Winter Year: 20_____

Last Name: _____ First Name: _____ MI: _____

Gavilan ID: G00 _____ SSN: _____ VA File #: _____

Email: _____ Phone: _____

Student Status:

- ☐ Continuing Gavilan Student ☐ New Student at Gavilan College
☐ Guest Student, parent school: _____

Which GI Bill?

- ☐ Ch 33 – Post-9/11 _____ %
☐ Ch 30 – MGIB
☐ Ch 31 – VocRehab
☐ Ch 35 – Depen. Edu. Assist.
☐ Ch 1606 – MGIB-SR
☐ Ch 1607 – Res. Edu. Assist.

Veteran Status

- ☐ Active Duty
☐ Reservist
☐ Veteran
☐ Retired
☐ Dependent

I applied for FAFSA (Financial Aid):

- ☐ Yes
☐ No, but I will
☐ No

What is your major? _____

Degree Objective: ☐ AA ☐ AA-T ☐ AS ☐ AS-T ☐ CA ☐ CP

Police Academy Sponsor: _____ for ☐ Tuition ☐ Material Fees or ☐ Both?

Only classes listed on your Gavilan Student Educational Plan will be certified for benefits.

Add or Drop	CRN	Subject	Course	Units	Campus	Start/End Dates
Add	12345	MATH	1A	3.0	G	8/26/2019 – 12/14/2019

Total Units:

Campus Codes: G – Gilroy; M – Morgan Hill;
C – Coyote; H – Hollister; OL – Online

I understand it is my responsibility to immediately notify the Department of Veterans Affairs and the Gavilan College Certifying Official of any change to my class schedule. I accept personal responsibility for any overpayments made and I agree to refund such overpayments promptly to the VA.

Signature

Date

Submit this form to the Gavilan College Certifying Official, **Molly Howe**, in person or via email **mhowe@gavilan.edu**.



Veteran's Benefits Statement of Responsibility

This agreement is to be completed every semester

While attending Gavilan College, it is your responsibility to comply with the following guidelines. This list is a combination of Department of Veterans Affairs regulations and college policies, but is not all-inclusive.

Last Name: _____ First Name: _____ MI: _____

Gavilan ID: G00 _____ SSN: _____ VA File #: _____

I understand that I have the following obligations while attending Gavilan College and receiving VA Education Benefits:

1. APPROVED COURSES: The only courses that may be approved for VA Education Benefits are those required for the degree objective and that have not previously been successfully completed. Refer to your Education Plan and/or Academic Counselor to ensure all classes are applicable towards our objective. Deviations from the required classes must be approved by an appropriate individual authorized to make substitutions. Initials: _____

2. SCHEDULE ADJUSTMENTS: Federal law requires any changes in enrollment status that *may* affect VA Education Benefits be reported. Any changes to your class schedule (i.e. adds/drops) *may* have an impact on your VA Education Benefits. If you change your schedule, notify the Gavilan College Certifying Official ASAP to avoid possible retroactive loss of benefits. Unauthorized withdrawal from courses *may* result in retroactive loss of benefits and a potential debt to the VA and/or College. Initials: _____

3. ACADEMIC PROBATION: Students placed on academic probation may continue to utilize VA Education Benefits for *not more than two (2) semesters*. If the academic probation is carried into a third semester, the student will not be certified for VA Benefits. Students that are on or facing academic probation should contact Dewitt Stuckey, the Academic Counselor, for possible resources to improve their academic progress. Initials: _____

4. CHANGE IN MAJOR: If you change your major, you must provide the Gavilan College Certifying Official with a signed copy of the VA Form 22-1995 (VA Form 22-5495 for Ch. 35). Initials: _____

5. PAYMENTS/REFUNDS: If you are not rated at 100% under the Post-9/11 GI Bill, your portion of the tuition and fees must be paid by the schedule adjustment deadline each semester. If you pay tuition and fees that are then covered by the GI Bill, your refund will be processed in accordance with Gavilan College policy and will be refunded only after payment is received from the VA. For additional information, contact the Gavilan College Financial Aid office at (408) 848-4727. Initials: _____

6. REMAINING ENTITLEMENT: To avoid possible overpayment by the VA and additional unexpected costs to the student, all VA Benefit users (especially Post-9/11 GI Bill [Ch. 33]) are encouraged to keep track of their remaining entitlement. The information is sent each semester to the student by the VA or can be obtained from ebenefits.va.gov or by calling the VA GI Bill Hotline at (888) 442-4551. Initials: _____

ACKNOWLEDGEMENT:

I am aware of and understand my responsibilities in using my VA Education Benefits Initials: _____

I request to be certified for _____ units for the _____ term Initials: _____

Signature

Date

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