

## Veteran Benefits Student Application Process

5055 Santa Teresa Blvd., Gilroy, CA 95020, 408-848-4734 Fax: 408-848-4752 Email: stalavera@gavilan.edu

All items on this VA packet **must be returned to the VA /Financial Aid Office** (Including prior academic transcripts & class schedule which must match 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 VA Education Benefits you are eligible for please go to [http://www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm), to determine what chapter you are eligible to apply. Please return this form complete with signature.

**Don't forget to apply for the Pell Grant at [www.fafsa.gov](http://www.fafsa.gov). There are benefits in applying for FAFSA. Please ask the Financial Aid Office what you might be eligible to receive. If you do not want to apply for FAFSA please send me an email that you are not going to apply.**

1. Apply to Gavilan College to receive your Gavilan College ID number. You can application at [www.cccapply.org/Application](http://www.cccapply.org/Application).
2. Apply for Veterans Educational Benefits on line at : <https://www.ebenefits.va.gov/ebenefits/learn/education> submit and print-out the application or submit approved letter from Department of Veterans to Gavilan College Financial Aid/VA Office.
3. Submit DD 214 and if you are CH 1606 or 1607 also submit Notice of Basic Eligibility (NOBE).
4. Make an appointment to do the Assessment Test and Orientation **before you meet with a Counselor**. For Assessment go to [www.gavilan.edu/admit/assess](http://www.gavilan.edu/admit/assess) & for Orientation days and times go to [www.gavilan.edu/orientation/](http://www.gavilan.edu/orientation/) .
5. Please make an appointment with **Counselor Dewitt Stuckey** at 408-848-4893 or email [dstuckey@gavilan.edu](mailto:dstuckey@gavilan.edu) for an educational plan. You can also call **Rosalinda** at 408-848-4767 for appointments.
6. *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) and the FAFSA. You can download application at: [www.gavilan.edu/finaid](http://www.gavilan.edu/finaid) and for FAFSA [www.fafsa.edu.gov](http://www.fafsa.edu.gov).*
7. *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](http://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 tuition for the school year.***
8. When claiming dependents submit copies of marriage license, divorce decreed, (if applicable) and children's birth certificates.
9. Chapter 1606/1607 need a **Notice of Benefit Eligibility (NOBE)** from their Commanding Officer.
10. GI Bill Comparison Tool go to: <http://department-of-veterans-affairs.github.io/gi-bill-comparison-tool/>

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Signature

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Date

Circle one: POLICE Academy

or

FIRE Academy ONLY

Police or Fire Academy: Starting \_\_\_\_\_

Ending \_\_\_\_\_

### CERTIFICATION REQUEST

This form is to be **completed every semester** after you register. Submit to your Gavilan Certifying Official

Gavilan Student ID \_\_\_\_\_ Semester: √ Fall 20\_\_\_\_ Winter 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Name: \_\_\_\_\_ Which GI Bill? \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Address City State Zip

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

If the above address/information has changed, check this box  and be sure to update your address in MyGav.

**I will be applying for FAFSA (Financial Aid) Yes No (Circle)**  
**If you apply for FAFSA you might be eligible for a grant and just pay 1/2 of parking.**

Police Academy Student only: Yes NO Sponsored by \_\_\_\_\_ for  tuition  material fees or  both?

What is your Major? \_\_\_\_\_ Transfer:  Yes  No  Degree  Certificate

If your Major Program **has changed from last semester**, check this box:  New Major \_\_\_\_\_

#### Educational History Information-Previous College/University Attended (Will Need Official Transcript(s))

Name of College/University	Start Date	End Date

If there is no previous college/university check this box:  or If transcripts are already on file check this box

**Colleges must evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and shorten the program certified accordingly.** Whenever a student initially enrolls or changes programs a credit evaluation must be completed within the first semester. VA Department will review credit evaluation during compliance reviews and credit evaluation records must be kept and made available

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

**Short term classes will be certified the day that the class starts.** This will affect your VA eligibility. If you are in 12 units and one 3 unit class starts late, that class will be certified separately from the other 9 units that are full semester. This will make you eligible for 3/4 time until the class begins and only until it ends.

Course Name	CRN #	Units	Type of Semester Class
			Full Semester Distance learning Short Course: From _____ To _____
			Full Semester Distance learning Short Course: From _____ To _____
			Full Semester Distance learning Short Course: From _____ To _____
			Full Semester Distance learning Short Course: From _____ To _____
			Full Semester Distance learning Short Course: From _____ To _____
			Full Semester Distance learning Short Course: From _____ To _____
Total Number of Units for Certification			

I understand it is my responsibility to notify the Veteran Administration and the Gavilan Certifying Official of any course load change immediately. I accept personal responsibility for any overpayments made and I agree to refund such overpayments promptly to the VA.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Completed, print a copy for your records & submit to your VA Certifying Official. Sandra Talavera (408)848-4734 [stalavera@gavilan.edu](mailto:stalavera@gavilan.edu)

## Veteran's Benefits Statement of Responsibility

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

Gavilan Student ID: G00 \_\_\_\_\_ Veteran File (SSN) \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Address City State Zip

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

- I will apply for FAFSA or Email the Certifying Official that I will not be applying for FAFSA or BOG Waiver.
- 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.
- I must complete a **Student Educational Plan (SEP)** with an academic counselor prior to the beginning of your first semester. Thereafter I am required to maintain an updated SEP. If I change classes after certification and the new classes are not on my SEP then I must meet with an academic counselor to update my plan or risk decertification.
- Students must declare an educational objective/major.** I must be enrolled in a VA approved program for an associate degree, certificate, or to transfer by my second semester at Gavilan College. The classes a veteran or dependent student enrolls in must be required for the major. If the class is not part of the required coursework, the VA will not pay for the class.
- I may change my educational objective/major between semesters. Changing your objective requires obtaining a new SEP from my academic counselor.
- I must notify the Gavilan Certifying Official immediately of any change in the number of units or classes I am taking or if I have terminated/withdrawn from the school. **I may require to pay back to the VA any money received** when a grade of "F" or Not Passing (NP) is received. **Withdrawing from a class requires me to pay back cost of the class.**
- Chapter 30 (Active Duty), Chapter 1606 (Selected Reserve), Chapter 1607, and must notify the VA on the last day of each month or within the 1<sup>st</sup> week after to verify your enrollment. Contacting by phone call (877)823-2378 or online at [www.gibill.va.gov/wave/](http://www.gibill.va.gov/wave/) for enrollment verification. Chapter 33 (Post 9/11), CH 31 and Chapter 35 (Dependents) are not required to verify enrollment.
- 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 orders to Gavilan College.
- Keep in mind that the Summer Semester unit value is different than the fall and spring semesters. For summer semester 6 units is full-time.
- Certification of classes is based on the starting and ending day of each class. Short term classes will only make you full time student until the class ends.**

### Chapter 33 (Post 9/11) only:

1. In order to collect the monthly allowance, I must be certified for more than half-time (7units 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 to receive their BAH entitlement. My BAH will be less or differ greatly in the amount you receive if taking online classes only.
2. If I **withdraw, drop, or receive a failing grade may lead to an overpayment 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 basic housing allowance.** The amount of the overpayment may vary depending on the date in which I withdraw, dropped, or receive a failing grade.

**FYI: The time in receiving educational benefits once you are certified can be anywhere from six to eight weeks or longer. This is why it is important to turn in your SEP and Enrollment Data Request (EDR) as soon as you register for classes.**

I, the undersigned, do hereby affirm that I have received, understand and will comply with the "Veteran Statement of Responsibility". I further affirm that I understand I will be liable for any overpayment caused by my failure to adhere to the "Veteran Statement of Responsibility" and will advise Gavilan College Certifying Officials of any changes in my enrollment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please apply for Scholarships at: <https://gavilan.academicworks.com/>