Certification of Enrollment Process

The college electronically submits enrollment certifications to VA upon the start of the semester for those students who have completed the registration process (by either paying or submitting a Veteran's Tuition Deferral).

Processing Time

Payment of benefits begins when the enrollment certification has been processed by VA. Students will not receive benefits immediately and should be prepared for the standard processing time. The book stipend under the Post-9/11 GI Bill® is not available for use prior to the start of the semester. Students may purchase books out of pocket or by using a Bookstore Advance available through the federal financial aid application process. For more information about a Bookstore Advance, students should contact the Financial Aid Office.

Retroactive Certification

Students applying for VA benefits may be eligible to receive retroactive payment for prior enrollment. The student must have been eligible for benefits during the enrollment period of the completed coursework. Retroactive certification must be requested in writing with the Registrar's Office.

Advance Payment

Advance Payment is an option for students continuing use of VA benefits who wish to receive their first payment before the semester begins. The student must sign paperwork at the Registrar's Office and complete the registration process (by either paying or submitting a Veteran's Tuition Deferral) no later than 30 days prior to the start of the term. Upon completion of the registration process, certification will be submitted to the VA. Please note this option is not available to Post-9/11 GI Bill® students.

Verifying Enrollment and Attendance

Monthly Verification of Enrollment with VA

Once VA has processed a certification, in order to receive payment, students must verify attendance with VA on the last day of each month by either calling 1-877-823-2378 or visiting WAVE (Web Automated Verification of Enrollment) on the GI Bill® website. This is not necessary for students receiving benefits under the Post-9/11 GI Bill®, Dependents' Educational Assistance or Vocational Rehabilitation.

Supplemental Benefits

VA Work-Study Program: provides part-time employment to students receiving VA education benefits and attending school at ¾-time or greater; students on active duty are not eligible to participate

Tutorial Assistance: available to students receiving VA education benefits at ½-time or greater who have a deficiency in a subject

College Fund ("Kicker"): increases monthly payment; eligibility and amount received determined by branch of service; to collect, send VA a copy of your enlistment contract

Top-up (for students on active duty): must have two years of active duty service; covers the difference between TA amount and the total cost of course(s) up to specified limits

$600 Buy-up (for Chapters 30 and 1607): soldiers may contribute $600 to the GI Bill® while on active duty to increase their benefits; does not transfer over to the Post-9/11 GI Bill®

Policies Affecting VA Education Benefits

Non-matriculated Students

VA will pay benefits to a non-matriculated student for only two semesters, after which the student must enroll into a program to continue receiving benefits. This policy includes students attending non-matriculated due to academic standing or an incomplete admissions file.

Degree Applicable Credit

The college can certify only those courses required for a student's program. Courses not required will not count toward benefit payments.

Repeating Courses

Courses for which a student has already received credit toward program completion cannot be certified if repeated.

Rounding Out

In a student's final term only for a particular program, he/she may schedule non-required courses or courses for which credit has already been earned to attend full-time and maximize benefits. This is allowed only once per program.

Distance Learning Remedial Courses

Remedial courses offered via distance learning cannot be certified and will not count toward benefit payments.

Add/Drops and Withdrawals

The college is required to notify VA within 30 days of any changes to a student's enrollment status, including changes that occur during the add/drop period and both official and unofficial withdrawals. This may result in an overpayment.

Unofficial Withdrawals

In compliance with VA education benefit regulations, the college is required to report to VA any course in which a student earns a grade of "Z" (unofficial withdrawal). A grade of "Z" may result in overpayment of VA benefits, which will require repayment to VA.

Failing Grades

If a student receives a failing grade the first time a course is attempted, the failing grade is not reported to VA. If a student repeats a course that was previously failed and receives a second failing grade, the second instance of the course must be reported to VA. This includes grades of "D" only if a grade of "C" or better is required in the course for program completion. This may result in an overpayment.

Overpayment of Benefits

Changes in enrollment, non-attendance and failing repeated courses may affect a student's payments and result in an overpayment. The student may owe back to VA a portion of or all payments received or paid to the college.

Students who drop or withdraw will be refunded according to the college's refund policy. VA will collect funds directly from the student if an overpayment is created.

Drilling and Military Obligations

If you will be drilling or have service obligations during the semester that may cause you to miss class, it is your responsibility to notify your instructor(s) as soon as possible and complete all assignments on time.

Withdrawals Due to Military Service

Students who withdraw to enter military service prior to the end of the term are eligible for a full refund of tuition and fees for courses not completed. Documentation of such military service must be provided from an appropriate military official and submitted to the Registrar's Office.

Suspension of Benefits

Depending on educational goals, a student may wish to suspend use of benefits for a particular semester. A student may request suspension of benefits by submitting a signed request to the Registrar's Office in-person or by mail. The college will not certify enrollment for the term for which the suspension is requested.

Benefit Payments for:

- **Post-9/11 GI Bill®**
- **Transfer of Entitlement**
- **Fry Scholarship**

Percentage of Eligibility
Percentage of eligibility is based on time served by the service member and applies to all aspects of this benefit. For example, a student eligible at 80% will have 80% of his/her tuition and fees paid and receive 80% of both the housing allowance (if eligible) and book stipend.

Rate of Pursuit (ROP)
VA calculates ROP by dividing the number of scheduled credits by 12 and rounding to the nearest tenth. Monthly housing allowance payments are prorated based on ROP.

Payments
Tuition & Fees: VA will pay the appropriate amount of tuition and fees directly to the college on the student's behalf. Application, vehicle registration and late fees cannot be reported to VA and students are responsible for these fees.
Monthly Housing Allowance (MHA): MHA is determined by the DOD basic allowance for housing (BAH) for an E-5 with dependents (based on location of college). Students must attend greater than ½-time; students attending ½-time or less *or* on active duty are not entitled to MHA. If enrolled solely in distance learning courses, MHA is equal to half the national average BAH for an E-5 with dependents.
Book Stipend: VA will pay a per credit amount to students for up to 24 credits within the academic year (not to exceed $1000).

Other Benefits and Scholarships
Students eligible at 100% cannot also receive a Veterans Tuition Award or NYS Tuition Assistance Program funds. Students eligible at less than 100% may receive an award to subsidize tuition but will be liable for the portion of college fees not covered by the GI Bill®.

Any other funds allocated for tuition and/or fees will be applied to the bill first to calculate the net charges before tuition and fees are reported to VA. VA will make payment to the college based on the net charges and students will be liable for any portion of the bill not covered.

Certificates of Eligibility and Award Letters
The Registrar's Office must collect a Certificate of Eligibility or VA Award Letter to verify the percentage of eligibility for each student. Upon receipt, students should forward a copy of either of these documents to the Registrar's Office.

Benefit Payments for:

- **Montgomery GI Bill®**
- **Reserve Educational Assistance Program (REAP)**
- **Dependents' Educational Assistance (DEA)**

Training Time/Payment Rate
VA determines training time and payment rates based on the number of scheduled credits and the length of the enrollment period. For current rates, visit the GI Bill® website.

Payments
Students attending at ½-time or greater will receive monthly payment as determined by VA. Students attending at less than ½-time will receive payment equal to the cost of tuition and fees for their course(s) (excluding the vehicle registration fee). Students using Chapter 1606 benefits and attending at less than ½-time will receive monthly payment as determined by VA.

Equivalent Credit Hours (ECH)

For non-standard terms (less than 15 weeks), a student's rate of pursuit or training time is determined by the ECH. VA uses the following formula to calculate the ECH:

(# of credits x 18) ÷ # of weeks in term = ECH

Questions? Contact us!

There are staff in the Registrar's Office who can answer questions regarding benefits or provide appropriate contact information for an office that can help.

E-mail: registrar@hvcc.edu
Phone: 518-629-4545

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.

Sources of Information and Assistance

Registrar's Office
80 Vandenburgh Ave, Troy, NY 12180
Guenther Enrollment Services Center, 1st floor
E-mail: registrar@hvcc.edu
Phone: 518-629-4545
Fax: 518-629-8094
Hours: Mon-Fri 8AM-5PM
Summer: Mon-Fri 8AM-4PM
Web: www.hvcc.edu/registrar
Veterans: www.hvcc.edu/veterans

VA Education Benefits
Phone: 1-888-442-4551
Web: www.benefits.va.gov/gibill
Benefits: www.ebenefits.va.gov
Regional Processing Office
P.O. Box 4616, Buffalo, NY 14240-4616
Monthly Verification of Enrollment
Phone: 1-877-823-2378
Web: www.gibill.va.gov/wave
Change Address/Direct Deposit (VA)
Notify VA if your direct deposit information or mailing address changes at 1-877-838-2778.

HVCC Armed Forces Club
Advisor: Carrie Farley c.farley@hvcc.edu
Web: www.hvcc.edu/deptweb-armedforces

U.S. Department of Veterans Affairs
Phone: 1-800-827-1000
Web: www.va.gov

NYS Department of Veterans Affairs
5 Empire State Plaza, Suite 2836
Albany, NY 12223
Main Phone: 518-474-6114
Web: www.veterans.state.ny.us
Bureau of Veterans Education
Phone: 518-474-7606
Health Care
Phone: 518-626-5335

Vocational Rehabilitation
Albany VA Medical Center
Attn: Vocational Rehabilitation
113 Holland Avenue
Albany, NY 12208
Phone: Jason Peryea 518-626-5693
Brian Klim 518-626-5692

Hudson Valley Community College

Veterans Affairs Education Benefits Information Guide

This pamphlet will:

- Inform students of the certification process
- Outline payment of benefits
- Notify students of policies affecting eligibility and payment
- Provide additional information regarding supplementary benefits

Updated May 2018