

Military Veterans and Service Members Student Checklist Combat to College

Combat to College Information: www.montgomerycollege.edu/combat2college
Veterans and Service Members Benefits: www.montgomerycollege.edu/admissions/veb

- 1. Apply for Veterans benefits through VA's website (www.gibill.va.gov)
Submit an updated **VA form 22-1990** to the VA.
VA Certificate of Eligibility takes approximately 2 months to arrive.
If you are on **active duty**, you must have your branch specific Education Services Officer certify your application by signing in the appropriate block.
National Guard members must submit a **DD-2384 Notice of Eligibility**; this document is available through your unit. Guard members must also submit the **VA form 22-1990**.
- 2. Apply for Admissions to Montgomery College. Transfer applicants must submit **VA form 22-1995** and official academic transcripts.
- 3. If you need Disability Support Services Contact DSS at dss@montgomerycollege.edu, or Rockville- 240-567-5058- location in CB122, Germantown- 240-567-7770- location in SA175, Takoma Park- 240-567-1480- location ST 133. <http://www.montgomerycollege.edu/DSS/>
- 4. Take Placement Tests. Notify the Assessment Center Staff at least one week in advance of your intended test date at Rockville- 240-567-7459 located in CC014, Germantown- 240-567-7739 located in SA110, Takoma Park- 240-567-1555 located in ST323.
<http://www.montgomerycollege.edu/Departments/AssessCtr/>
- 5. Meet with Academic Advisor Located in CB building in Rockville, SA Building in Germantown, and ST building in Takoma Park. See Combat to College contact list for identified advisors.
- 6. Register for Classes online via MyMC
- 7. Schedule an appointment, **to receive more instructions on benefits**, with VA Benefits Coordinator Ms. Tuyet Nguyen-Jackson, <mailto:VA@Montgomerycollege.edu>, 240-567-5033, Location SV 117. Submit a copy of Form **DD-214** (if applicable).
- 8. At the end of each month, you must verify your MC enrollment with the Department of Veterans Affairs by phone at 1-877-823-2378 or through WAVE at <http://www.gibill.va.gov>
- 9. If you are a returning student, submit a **Certification Request for VA Benefits form** to the Office of Admissions & Records every semester you enroll at MC to have your courses submitted to the Department of Veterans Affairs for benefits. This form may be submitted by email to VA Coordinator, by fax to (240) 567-5037, or in-person at any Office of Admissions & Records. This form must be submitted before the payment deadlines to ensure your classes are not dropped. This form is located at <http://www.montgomerycollege.edu/admissions/veb>
Any changes in your enrollment must be reported to the VA Coordinator by email immediately to avoid payment problems.

For more information required the Veterans Benefits Process please visit <http://www.montgomerycollege.edu/admissions/veb>
- 10. Contact Joanna Starling for more information on Combat to College and Veterans Clubs at 240-567-7103 or <mailto:Joanna.Starling@montgomerycollege.edu>, Location SV103, Rockville.

**VETERANS AFFAIRS OFFICE
MONTGOMERY COLLEGE
ROOM 117 – STUDENT SERVICES BUILDING
ROCKVILLE, MD 20850**

Tuyet Nguyen-Jackson, VA Certifying Official
Phone (240)567-5033 Fax (240)567-5037
E-Mail: <mailto:VA@montgomerycollege.edu>

For information about VA benefits: **1-888-442-4551**
Web Automated Verification of Enrollment (WAVE) <http://www.gibill.va.gov>
Telephone Verification of Enrollment: **1-877-823-2378**

HOW TO APPLY

1. Complete an online application (VA form 22-1990, or if changing schools, form 22-1995).
2. Fill out **REQUEST FOR CERTIFICATION FOR VA BENEFITS** form and submit it to the college Veterans Affairs Office.

Students eligible to receive veterans educational benefits must submit a **REQUEST FOR CERTIFICATION FOR VA BENEFITS** form to the Veterans Affairs Office each semester in order to receive their benefits. Students must contact the Veterans Affairs Office regarding any changes in enrollment.

Veterans under the Vocational Rehabilitation program (Chapter 31) must see a VA counselor each semester prior to registration to get approval for classes. Vouchers for tuition and books cannot be issued until form 28-1905 is received.

PREVIOUS COLLEGE CREDIT

Veterans who have previously attended college must submit an official copy of all their previous college transcripts to the Admissions Office. It is the veteran's responsibility to ensure that all transcripts are received and evaluated. You will receive a copy of the evaluation in the mail. It is the veteran's responsibility to ensure that prior training is not repeated. When in doubt, **do not** pursue the course until an evaluation has been completed. You will be certified for one semester only in a "pending" status. Future certification will not be done until an evaluation has been completed.

REMEDIAL (REVIEW) COURSES

Remedial courses will be paid for if they are prerequisites to courses or are required by the school.

REPEATED COURSES

Only those courses in which you received a grade of "F" may be repeated one time and paid for by the Veterans Administration. Any course in which you receive a grade of "D" or better will not be paid for since the Veterans Administration views this as a passing grade.

CREDIT FOR MILITARY TRAINING

To have your military training evaluated for possible college credit, submit a copy of your DD-214, or your original DD-295 for those currently on active duty, to the Admissions Office.

PHYSICAL EDUCATION CLASSES AND HE100

The Veterans Administration will not pay for PE and HE100 because you will receive transfer credit for those classes from your DD-214 or DD-295.

WITHDRAWAL POLICY

Veterans who withdraw from a course(s) which alter their benefits after the college's official Add/Drop period, will be charged by the VA with an overpayment dating from the first day of classes unless there is a "legitimate reason". The VA considers a legitimate reason to be such as: illness, new job, altered work hours, transfer to a new locality, etc. Withdrawals must be done at the Admissions Office and the Veterans Affairs Office notified.

AUDIT AND INDEPENDENT STUDY COURSES

The Veterans Administration will not pay for courses pursued on an audit or independent study basis.

DEGREE SEEKING

Veterans must be enrolled in a degree or certificate program to be eligible for benefits. You may pursue only the required classes for your particular degree or certificate as outlined in the college catalog.

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Info on 3rd Party Billing for Military Service Members

If you have any questions regarding tuition assistance and are on active duty, please contact Dawn Drew, Billing Coordinator, at <mailto:dawn.drew@montgomerycollege.edu>.

If you have tuition assistance through the military, you need to submit your TA documents to the Campus Cashier, after you have registered for your classes. The Cashier accepts this form in lieu of payment. Your classes will be held through the deleted process. You will be expected to pay any portion of your charges, not covered by military TA, at the time you register. You must make your payments in person as the online system is not designed to take partial payments.

Important things to know: We do not participate in the GoArmy Education program. We have been advised by the US Army that, effective October 1, 2009, the Army will allow non-LOI schools to have limited access to their billing portal. They do not expect all Non-LOI schools to have this access by October 1, 2009, because there are so many of us; however, once Montgomery College gains access, we will be able to accept your letters of intent (hard copy) to bill the Army. This will be new so there will be glitches. It may take a semester or two before the program runs smoothly. Remember, Montgomery College offers third party billing as a courtesy service. We are not required to participate. Montgomery College will; however, do all that we can possibly do to accommodate our soldiers in attendance.

Other military members: please know that we can only invoice the military for the courses that appear on your TA and the amounts that appear on your TA. Be sure that you are requesting the appropriate amount of funds. Some of our courses may be worth 3 credit hours, but have 5 billable hours. This is noted in the class schedule and college catalog. Also, if you change your mind and change your courses, you also need to change your TA. Again, we can only invoice for the courses on the TA and the amounts on the TA.

If you have any questions regarding tuition assistance and are on active duty, please contact Dawn Drew, Billing Coordinator, at <mailto:dawn.drew@montgomerycollege.edu>.