Welcome and thank you for your interest in Lanier Technical College. Great Careers Begin Here!
This packet contains all the information you need to utilize your benefits at LTC. If you have any questions, please feel free to contact our Financial Aid Department’s School Certifying Official.
The Department of Veterans Affairs pays education benefits to qualified veterans and reservists who are attending approved courses or programs.

- Spend some time on the GI BILL® website to find out which benefits package is best for you. Each package is different, with varying requirements and payment stipulations. Be sure of what you want before you apply for VA benefits!
  - http://gibill.va.gov/resources/benefits_resources/benefit_comparison_tools.html

- Complete the Application for Education Benefits through the Veterans Online Applications web site (VONAPP): http://www.vabenefits.vba.va.gov/vonapp
  You will receive your “Certificate of Eligibility” from the VA directly. Once you have this document, it is your responsibility to get Lanier Technical College a copy. The VA does not provide the school with any information directly on your behalf. We must have that document (or a printed copy of your education entitlement from the eBenefits site) on file in order to secure your schedule and get you certified. MAKE THIS A PRIORITY!

- Make sure all requested documents are completed and submitted to our office.

Checklist for CH 35:

<table>
<thead>
<tr>
<th>Certificate of Eligibility (VERY IMPORTANT!)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the CH 35 Packet and Admissions Application</td>
</tr>
<tr>
<td>Attention: The VA does not pay LTC directly for your tuition and fees. Please make sure you have the tuition and fees taken care of by the fee payment deadline. (Feel free to complete a FAFSA to check your Financial Aid eligibility).</td>
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</tbody>
</table>

Post 9/11 - Chapter 33 Veterans wishing to transfer benefits to dependents must apply with the Department of Defense. (Specific requirements apply.) For information on transferability, please visit:

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What Is Survivors' & Dependents' Educational Assistance?
Survivors' & Dependents' Educational Assistance is an education benefit for eligible spouses and children of certain veterans. Eligible persons can receive up to 45 months of full-time or equivalent benefits for:

- College, Business, Tech or Voc Courses, High School Diploma or GED, Independent Study or Distance Learning
- Correspondence Courses (Spouses Only), Apprenticeship/On-the-Job Training
- Remedial, Deficiency, and Refresher Training (payable only if classes are lecture classes and not online).
- The cost of tests for licenses or certifications needed to get, keep, or advance in a job

The following website has more information regarding Chapter 35 Benefits and Information:

Who Is Eligible?
To be eligible for Survivors' & Dependents' Education Assistance you must be the son, daughter, or spouse of:

- a veteran who died, or is permanently and totally disabled, as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- a veteran who died from any cause while such service-connected disability was in existence.
- a service member missing in action or captured in the line of duty by a hostile force.
- a service member forcibly detained or interned in the line of duty by a foreign government or power.
- a service member hospitalized or receiving outpatient care for a VA determined service-connected permanent and total disability may be eligible for DEA benefits. (Effective December 23, 2006)

How Long Is the Period During Which This Benefit May Be Used?
Spouses and surviving spouses have 10 years from the date VA establishes eligibility to use the benefit. Surviving spouses of veterans who died while on active duty have 20 years from the date of the veteran's death to use the benefit. Children may use the benefit while they are between the ages of 18 and 26.

These time limits can be extended under certain circumstances by the VA.

How Much Does VA Pay?
The amount VA pays is based on the type of training program and training time (i.e. full-time, half-time, etc). Benefits are paid monthly and in arrears, directly to the student in the form of a stipend. CH 35 benefits do not pay the school directly on your behalf. For example, effective October 1st, 2016, the VA pays $1,021 a month directly to students for full-time training for a full month at a college or university. If attendance is less than a month or less than full-time, payments are reduced proportionately and your payments are prorated to the number of days you were in class.

You must verify your enrollment at the end of each month in order to receive payment if you are in a non-degree program.

What Are Some Related Benefits?
Special Benefits for Children with Disabilities  Educational Counseling Services
Work-Study Employment  Tutorial Assistance

For More Information, Call Toll-Free 1-888-GIBILL-1 (1-888-442-4551)
Or Visit Our Web Site at www.gibill.va.gov

EIO

Revised 09/20/2017 GSS
Chapter 35 Survivors & Dependents Educational Benefits recipients enrolled in diploma or certificate level programs **CANNOT** receive payment from the department of Veteran affairs for any **online courses**. Only lecture (in-house) classes, remedial or not, may be submitted to the Department of Veterans Affairs for certification purposes.

Students receiving Survivors & Dependents Educational Benefits who are enrolled in **Associate of Science Degree** programs **CAN receive payment for online courses**.

If you qualify for Survivors & Dependents Educational Benefits:

- Degree seeking students: benefits are sent automatically at the end of each month.
- Diploma or certificate seeking students: **you must verify enrollment with the VA each month**.
VA Self-Service Options Saves You Time

Students receiving the Montgomery GI-Bill ® Active Duty or Selected Reserve are able to use the WAVE internet application on our main website (https://www.gibill.va.gov/wave) to:

- Submit a Monthly Verification of Enrollment
- Report a Change in Enrollment
- Change a Mailing Address
- Change a Direct Deposit
- View current Benefit Information
- Sign up for monthly reminder messages
- Determine if there is any “paperwork” pending at VA (coming soon)

Visit us on the web at:
WWW.GIBILL.VA.GOV

Don't Forget Our FAQ Website
Our Website contains an excellent Frequently Asked Questions area. This area of our website allows you to search our database of over 150 Frequently Asked Questions.

If you can’t find an answer to your question, the site gives you the ability to establish a secure account and ask the VA any question that you may have.

All you need to establish an account is an email address. You will also be asked to make up a password so that only you will be able to access your account.

ALL students receiving education benefits from VA can call:
1-888-GIBILL-1
(1-888-442-4551)

The VA automated phone system can answer many of your common questions quickly and easily. Below are some general instructions for the automated options.

- Dial 1-888-GIBILL-1
- Press 1 - if you have a touch tone phone.
- Press 1 - for information on you MGIB ® - Active Duty or Selected Reserve benefit.
  ➢ Press 1 - for the amount of your last payment and the date it was processed.
  ➢ Press 2 - for the date we mailed your monthly certification form – if mailed.
  ➢ Press 3 - for the date we processed your last monthly certification of enrollment.
  ➢ Press 4 - for general information on your last education award.
- Press 2 - for general information on other education benefits.
- Press 3 - to find out how to apply for benefits or where to send your application.

Need to verify your enrollment but don't have Internet access?
Call us at:
1-877-823-2378
Catch the WAVE and Keep Your MGIB® Benefits Sailing Smoothly!

Attention: Veterans receiving Montgomery GI Bill® – Active Duty and Selected Reserve, REAP and VRAP benefits can use WAVE to submit monthly verifications. Students who are in a certificate or diploma program (not degree) using Survivor or Dependent Benefits must also verify enrollment each month.

Why Should I use WAVE?
● WAVE (Web Automated Verification of Enrollment) is available 24 hours a day, 7 days per week.
● You can check on the status of your record, and report changes in your enrollment directly to VA.
● WAVE is the only system available to students world-wide.

How Do I use WAVE?
● Go to http://www.gibill.va.gov and click on WAVE
● Follow the log-in instructions.

What Else Can I Do On WAVE?
You can find out the following:
● Has my request for benefits been processed?
Click on Benefit Status Information to see if VA has updated your record to show your current enrollment. If you've received benefits in a previous semester, your record will display on WAVE.
● Has my monthly verification "hit"?
You can see if your verification has been processed, including changes in your enrollment. Be sure to allow two business days for processing of "no-change" verifications. It's not a "real time" system. Changes to your enrollment will take longer.
● Can I start or change my direct deposit?
You can use WAVE to submit your Direct Deposit information. The information is sent to our Direct Deposit Center for processing.
● Can VA send me a reminder to do my month verification?
If you choose, WAVE will e-mail you a reminder to verify at the first of the month and again mid-month if you still need to verify. WAVE can also send you your password if you forget it.

Can I still use the phone for month verifications?
Yes, just dial 1-877-823-2378 and follow the instructions. However, for any changes to enrollment, you must use the WAVE System.
Please be aware that it typically takes 6 weeks for your VA Application to be processed by the Department of Veterans Affairs. **Enrollment information is submitted to the VA after your registration for the term is completed.**

The VA requires that transcripts for all previous institutions AND Military training be submitted to the college for evaluation of transfer of credit. **VA prohibits colleges to certify a student past the second semester if transfer of credit has not been requested AND the evaluation has not been completed.**

- **The charges listed below may NOT be certified for Veterans Benefits:**
  1. Audited courses
  2. Exempted courses
  3. Courses not required for the completion of your declared program of study
     ***Be sure to get a copy of your academic program flyer and follow it when registering.
  4. Repeating Courses
     Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated. Courses that are successfully completed may not be certified for VA purposes if they are repeated (UNLESS IT IS THE FINAL SEMESTER!) If a program requires a higher grade than achieved, that course may be repeated. For example, if Nursing requires a “B” or better in Biology, then that course may be repeated if a “B” was not earned.
  5. Late fees
  6. “Out-of-state” tuition doubles when a student is considered out of state. VA will only pay for the in-state rates and fees.
  7. Interval between semesters is no longer paid by VA
  8. Remedial classes - only paid if taken in class room (online and most hybrids do not qualify. If you must consider a hybrid, be sure to check with the certifying official to see if your specific class meets VA requirements).

- **As a recipient of Veterans Benefits, you are responsible for notifying the Financial Aid Office if you MAKE CHANGES TO YOUR SCHEDULE OR ENROLLMENT!**

  **I certify that I have read and I understand the statements listed above.**

  Veteran Name (Print) ___________________________ Veteran’s Social Security ___________________________

  Student Name (if dependent/survivor benefits) ___________________________ Student’s Social Security (dependent/survivor) ___________________________

  Veteran Signature (write ‘survivor’ if survivor benefits) __________________ Today’s Date ___________________________

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  CONTACT INFORMATION SHEET

  Revised 01/27/2015GSS
PLEASE MAKE SURE THE INFORMATION YOU PROVIDE IS ACCURATE
(Please write clearly)

NAME _________________________________________ SS# __________________________________

DATE OF BIRTH ___________________ PROGRAM OF STUDY ______________________________

**MUST FILL OUT THIS QUESTION**

MAILING ADDRESS _______________________________________________________

_______________________________________________________

_______________________________________________________

EMAIL ADDRESS ______________________________________________

HOME PHONE ______________________________________________

WORK PHONE ______________________________________________

CELL PHONE ______________________________________________

If you change any of your contact information, it is your responsibility to make necessary updates with this office. Seldom do we need to contact you, but if we do, it is vital that we are able to find you. If you cannot be reached via phone, email, or mail, this could result in a termination of benefits until we are contacted.

_____________________________________________ __________________________
STUDENT SIGNATURE TODAY’S DATE

School Certifying Official’s Information:

Oakwood Campus
2990 Landrum Education Dr.
Oakwood, GA 30566
770-533-7022
Fax: (678)989-3181

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EOI
Lanier Technical College Office of Veterans Affairs
Statement of Understanding

Please carefully read and initial each line.

I understand I am responsible for notifying Lanier Technical College’s Veterans Affairs Office each and every semester I attend. I understand VA will only pay for courses used towards my major.
I understand that the Lanier Tech Veterans Affairs Office will not discuss any VA educational benefits with a spouse or parent(s) unless the FERPA form is completed and a copy is placed in my file.

I understand that it is my responsibility to provide Lanier Technical College with a copy of my ‘Certificate of Eligibility’ issued by the Department of Veterans Affairs. (The SCO may accept a copy of eBenefits page in lieu of ‘COE’).

I understand that if I am using my VA Educational Benefits for the first time, my enrollment will not be submitted to the VA until a copy of my Certificate of Eligibility (or eBenefits page) is provided to Lanier Technical College.

I understand I must report any of the following changes to the Lanier Technical College Veterans Affairs Office immediately. Failure to do could result in the suspension or denial of future benefits and/or require repayment of benefits already received.

1. Withdrawal from school
2. Dropped classes
3. Added classes
4. Changes in major or program of study

I understand that satisfactory academic progress, personal conduct, and attendance must be maintained according to school policy. This information is reported to the VA every semester by the School Certifying Official (SCO), per VA rules and regulations.

I understand that Lanier Technical College will certify enrollment in a timely manner, however, the Regional VA Office in Atlanta may take 6-10 weeks (sometimes longer) to issue funds. No funds come directly from the SCO.

I understand that if I have any questions regarding the receipt of funds, I understand I should first contact the Veterans Affairs Office to verify that my enrollment has been certified and has been submitted to the Atlanta VA Regional Office. I will contact the VARPO for all money issues at 1 (888) 442-4551.

FOR Chapter 33-Post 9/11 Educational Benefits Students: I understand that the VA pays tuition and fees directly to Lanier Technical College on my behalf. If there is any overpayment of funds and a refund occurs it is I, the student’s, responsibility to pay the overpayment back to VA.

FOR Chapter 35: I understand that if I am in a non-degree seeking program, then the VA will not pay for any ONLINE/ONLINE HYBRID classes. I am responsible for all charges pertaining to those classes. I also am aware that the VA is not billed for my tuition and fees. I must have Financial Aid in place, or have my bill resolved by the deadline.

I understand that if I make changes to my schedule, after I have told the SCO that my schedule is ready to be certified, then those changes may result in overpayments. This can be, but not limited to, changing programs, adding classes, dropping classes, or withdrawing completely from a program.

I understand that if I only qualify for a percentage of the VA benefits, or if I am considered out-of-state, then I am responsible for paying any tuition and fees that are not covered by the VA.

I have received information containing Lanier Technical College’s Veterans Affairs office phone numbers and hours and also the Department of Veterans Affairs toll free number and website.

Student Signature: ___________________________________________________ Lanier Tech ID#: _____________________________

Date: _______________________________

THIS FORM WILL BE KEPT IN YOUR LANIER TECHNICAL COLLEGE VETERANS AFFAIRS FILE FOLDER. A COPY OF THIS STATEMENT CAN BE PROVIDED TO YOU UPON REQUEST.

Date Received (For Office Use Only): 09/20/2017GSS