

VA Education & Training Programs

VA EDUCATION BENEFITS CHAPTERS

- **Chapter 30:** Montgomery G.I. Bill – Active duty members who paid \$1,200 and completed the minimum service obligation.
- **Chapter 35:** Dependents of Veterans who are permanently and totally disabled due to a service-related condition or of Veterans who died while on active duty or as a result of a service-related condition
- **Chapter 1606:** Montgomery GI Selected Reserve
- **Chapter 1607:** Certain Reservists who were activated for at least 90 days after Sept. 11, 2001

CLASS CERTIFICATION FOR VA EDUCATION BENEFITS

Initial: _____

- Students need to turn in a schedule to our office every term that they want to be certified.
- To avoid enrolling in courses that can't be certified it is recommend students seek academic advisement each term.
- The VA will **only** certify courses within your CNM degree/certificate program that are **required** for graduation.
- Courses previously completed with a passing grade, developmental courses taken via distance learning, self-paced courses, or any course outside of the CNM program **cannot** be certified. Courses that are not certified are not calculated into the monthly stipend.
- The VA will only certify developmental courses if Accuplacer test scores or transcripts indicate that it is needed.
- Students are responsible for the cost of tuition & fees as well as all textbooks & materials required for their courses. Please make payment arrangements for all courses you are enrolled in by the end of the next business day to avoid being dropped for non-payment.

ENROLLMENT STATUS (FOR VA PAY PURPOSES ONLY)

Initial: _____

<ul style="list-style-type: none"> ➤ Fall & Spring Term (15 Week Term) <ul style="list-style-type: none"> » 12 credit hours or greater = Full time » 9 – 11 credit hours = 3/4 time » 6 – 8 credit hours = 1/2 time » < 6 credit hours: No monthly stipend 	<ul style="list-style-type: none"> ➤ Summer Term (12 Week Term) <ul style="list-style-type: none"> » 8 credit hours or greater = Full time❖ » 6 – 7 credit hours = 3/4 time » 4 – 5 credit hours = 1/2 time » < 4 credit hours: No monthly stipend
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- Students using education benefits (other than Ch. 35) are required to verify their enrollment at the end of each month of school for payment release. Call **1-877-823-2378** on the last day of the month to verify your enrollment. This number is only for veterans.
- Ch. 35 students are required to verify their enrollment at the end of each month **if certified under a certificate program**. Call **1-888-442-4551** on the last day of the month to verify enrollment if you are in a certificate program.
- ❖ *Medical insurance for dependents requires 12 credits hours at CNM every term. **Obtain a letter of enrollment at the Records office after the census date.***

PAYMENT CALCULATIONS

Initial: _____

- Students will be paid for their courses from the day the course begins to the day the course ends. **To be paid at the same rate throughout the term, all courses should begin and end on the same dates and run full-term.** Course beginning and ending dates vary. If you take courses with different beginning or ending dates, payment will be adjusted accordingly. Late starting classes may affect your pay.
- The VA pays in arrears, which means the student will be paid for the month after it has passed. *Advance payment is not approved at CNM.*

SCHEDULE CHANGES

Initial: _____

- If a student's class schedule changes in any way, the student should contact CNM's VA office so the necessary changes can be submitted to the VA.
- A withdrawal from any or all courses may result in an overpayment from the VA. Please contact Debt Management at **1-800-827-0648** if you receive an overpayment letter.
- A **one-time exclusion** may be granted to the student by the VA when the student has dropped up to **six (6) credit hours**. This means that the VA may excuse up to six credit hours so the overpayment is not so great.

GRADING

Initial: _____

- The VA will not accept an **AUDIT** as a grading option and may result in an overpayment.
- If students change their grading option to a **CREDIT/NO CREDIT** in any college level course that awards a traditional grade and receive a **NO CREDIT** as a final grade, the result must be reported to the VA and an overpayment may occur.

OFFICIAL TRANSCRIPTS

Initial: _____

- **Student's need to request all official transcripts** from previously attended schools to be evaluated by CNM's Records Department. If transcripts are not received **within two terms**, future class certifications will not be processed until all transcripts have been received and reviewed by CNM.
- All prior credit received at previous institutions will have to be applied to CNM's degree or certificate programs first. After all prior credit has been applied accordingly CNM's VA office can certify the courses which the student still needs to take in order to graduate.

VA WORK STUDY PROGRAM

- Students must be eligible for VA education benefits and be certified for and maintain at least a $\frac{3}{4}$ time enrollment.
- Pay is based on either state or Federal Minimum wage, whichever is greater.
- Student will be paid for every 50 hours accumulated or after a month of work, whichever comes first.

When applying for VA Education Benefits, submitting a DD FORM 214 (Member 4) may decrease processing time. A **Certificate of Eligibility** is mailed to students from the VA Regional Office (VARO) once the application has been processed. **Students must bring in their Certificate of Eligibility form to CNM's VA office when they receive it.**

VA COMPLIANCE AUDITS: The VA conducts periodic compliance audits to verify VA recipients were only certified for their program requirements. If it is found that a student received benefits for courses that were not required for their program, **an overpayment will be created for which the student is liable.**

UNDECIDED/NON-DEGREE is **not an eligible program** for VA benefits. See CNM Admissions Office to declare or change a program. Also, Integrated Studies cannot be a student's second or subsequent degree per CNM.

If you have questions concerning payment related issues, please contact the VA Regional Office in Muskogee, Oklahoma at 1-888-GI-BILL-1.

CNM Veterans Website: <https://www.cnm.edu/student-resources/veterans>

I have read and understand the above CNM/VA information.

Signature: _____

Date: _____