

## Online VA Processing Protocol

Veterans and their dependents are admitted to the College under the same admission requirements as other students. Veteran students are expected to attend classes regularly. Students must pursue the curriculum as listed and approved in the College Catalog and maintain satisfactory academic progress, attendance, and conduct to maintain eligibility for payments.

VA educational benefits are not paid for any grades other than A, B, C, D, or F. Payments for educational benefits are based on a student's classification according to his/her credit hours per semester. Veterans are expected to notify the Veterans Certifying Official at HCC regarding any changes in their enrollment status. Students applying for Veteran's benefits must submit transcripts from all higher education institutions attended to the HCC Enrollment Management Office.

### HOW THE PROCESS WORKS

- Generally, students need to be prepared to pay education expenses up front, unless they are participating in certain programs that cover tuition, fees and books directly, such as VA Voc Rehab or NCNG TAP. Advance payment from the VA may be requested, but requires a 2-3 month lead time. Veterans are also encouraged to apply for federal financial aid.
- Before students receiving veteran's benefits can be certified for payment, they must be fully accepted by the HCC Enrollment Management Office, and all prior college transcripts must be received by the college and evaluated for transfer credit.
- After the student is certified, it can still take 3 – 4 months before he/she receives the first payment. Students are encouraged to request direct deposit to his/her bank account to save some time in receiving funds.

Step 1. Complete the HCC Certification Request for Veterans Educational Benefits for 2008-2009 ([link to VA Request Form](#)). This form must be completed each academic year. Also, complete, sign and submit to the HCC VA Certifying Official, the Veterans Educational Benefits at HCC form ([link to VA Educational Benefits at HCC Form](#)).

Step 2. Students who have never used their benefits, file an initial application with the VA at [www.gibill.va.gov](http://www.gibill.va.gov). Print, sign and mail the signature page.

Step 3. Submit the completed **DD Form 214** (Ch. 30 and 1607 applicants) or **DD Form 2384/NOBE form** (Ch. 1606 and 1607 applicants).

Step 4. Students who have used their benefits before and are transferring to HCC, or are changing their major at HCC, complete a **Change of Program form (Form 22-1995)** to be kept on file at HCC.

Step 5. Contact the VA Certifying Official (Misty Guge at 828-627-4509) at the beginning of each academic year to complete the HCC Certification Request or to change any application information. Also contact the VA Certifying Official if the number of credit hours decreases as a result of dropping, withdrawing from, or no longer attending any of the registered classes.

#### OTHER IMPORTANT INFORMATION

- Students can only be certified for classes that are required for his/her program.
- In order to receive full time pay, students must enroll and remain in 12 credit hours during the Fall and Spring semesters. Requirements for Summer term vary.
- Students who withdraw from a class may be required to repay any benefits from the beginning of the term for those hours.
- Students must maintain a cumulative Grade Point Average (GPA) of 2.0 in order to avoid being placed on probationary status for VA benefits.
- Students must comply with HCC and VA attendance verification procedures. See [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) or call (877) 823-2378 for VA verification information.

**CONTACT MISTY GUGE, FINANCIAL AID ASSISTANT DIRECTOR, AT 828-627-4509 OR EMAIL [MGUGE@HAYWOOD.EDU](mailto:MGUGE@HAYWOOD.EDU) FOR ADDITIONAL INFORMATION REGARDING THIS PROCESS OR ANY INFORMATION RELATED TO VETERANS AT HCC.**

