

# WESTERN WYOMING COMMUNITY COLLEGE

## VETERAN' S BENEFITS

P.O. Box 428  
2500 College Drive  
Rock Springs, WY 82901-0428

Please fill out the attached packet and return it to the Financial Aid Office as soon as possible. Make sure that every form is filled out completely and signed. Failure to fill out any of the attached forms correctly may delay your benefits.

If you plan on attending the Fall semester; you should have your paperwork returned to the Financial Aid Office by June. If you plan on attending the Spring semester only; you should have your paperwork returned by November. You must take 12 credit hours or more to receive full benefits for Fall and Spring. For Summer you should have your paperwork in no later than May and be registered for at least 6 credit hours to receive full benefits.

For more information including links to the Department of Veteran's Affairs web site please visit the college's financial aid web site for veterans at [http://www.wvcc.wy.edu/fin\\_aid/VA/links.htm](http://www.wvcc.wy.edu/fin_aid/VA/links.htm)

If you have any questions pertaining to your eligibility for benefits or the amount to benefits you are eligible for, please contact:

DEPARTMENT OF VETERAN' S AFFAIRS  
P.O. Box 66830  
St. Louis, MO 63166-6830

1-888-442-4551

[WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

**\*PLEASE ENCLOSE A COPY OF YOUR DD-214\***  
**PLEASE ENCLOSE A COPY OF YOUR LETTER OF**  
**ELIGIBILITY FROM THE VA**

Thank you!

**The following are institutional and/or VA policies that a Veteran needs to follow in order to maintain their benefits.**

**To Apply:**

**To apply for Chapter 30,33,1606** benefits, the Veteran needs to fill out an Application for VA Educational Benefits, 22-1990. This form can be picked up at the Financial Aid Office or can be downloaded from the VA Web site.  
[http://www.gibill.va.gov/GI Bill Info/How to Apply.htm](http://www.gibill.va.gov/GI%20Bill%20Info/How%20to%20Apply.htm).

Also needed is a copy of the Veteran's DD-214 discharge papers, VA letter of eligibility veteran's registration form, and an institutional VA policy certification form. The veteran's registration form must be filled out for each semester that the veteran would like to use his/her educational benefits for.

The financial aid office will certify VA applications as fast as possible, but has no control over VA processing after it leaves our office. Most of the time it takes four weeks for the VA to process an application, but if this is the first time you have used your educational benefits it may take up to six weeks.

**To apply for Chapter 35** (survivors and dependents education assistance) benefits, the beneficiary needs to fill out an Application for Survivors and Dependents Education Assistance, 22-5490. This form can be picked up at the Financial Aid Office or can be downloaded from the VA Web site.  
[http://www.gibill.va.gov/GI Bill Info/How to Apply.htm](http://www.gibill.va.gov/GI%20Bill%20Info/How%20to%20Apply.htm).

Also needed is a copy of the Veteran's DD-214 discharge papers, veteran's registration form, and an institutional VA policy certification form. The veteran's registration form must be filled out for each semester that the beneficiary would like to use his/her educational benefits for.

The financial aid office will certify VA applications as fast as possible, but has no control over VA processing after it leaves our office. Most of the time it takes four

weeks for the VA to process an application, but if this is the first time you have used your educational benefits it may take up to 120 days.

#### **ATTENDANCE :**

The student receiving VA educational benefits needs to verify their attendance in the following two ways.

1. By the 5<sup>th</sup> of each month a monthly certification Form must be submitted electronically or in hard copy form to the Financial Aid Office.
2. Monthly verification of enrolment with the VA, using the Web Automated Verification of Enrolment (WAVE) or by calling 1-877-823-2378.

<https://www.gibill.va.gov/wave/default.cfm>

Both notifications need to be made monthly in order to maintain benefits. ***Failure to submit the Monthly Certification to the Financial Aid office will result in the VA being notified that you are no longer in compliance of college policy and your benefit payments will be stopped.***

#### **Adding/dropping Classes:**

You may add or drop classes without penalty during the semesters drop/add period. After that withdrawing from a class may result in an overpayment by the VA. It is your responsibility to notify the college's Veterans Representative by submitting a monthly certification form with any changes in your enrolment.

#### **Changing Academic Program of Study/Major:**

You must notify the Veteran's Representative in the Financial Aid Office if you change your Academic Program of Study/Major by submitting a VA form 22-1995. Please note that all classes must be applicable towards the program you are certified for with the Department of Veteran's Affairs.

**Changing your address and/or phone number:**

Notify the Veteran's Representative and the Department of Veteran's Affairs of any change of address and/or phone number. Only the benefit recipient can change his/her address with the Department of Veteran's Affairs.

You may contact the DEPARTMENT OF VETERAN'S AFFAIRS regarding your benefits at:

P.O. Box 66830  
St. Louis, MO 63166-6830  
1-888-442-4551  
<http://www.gibill.va.gov>

**Payment Guideline:**

Your payments from the VA are based on your enrollment status. Changes in this status must be reported to the Financial Aid Office immediately so that we can certify the changes with the VA. This can be accomplished by submitting a Monthly certification Form with the appropriate notations.

Compensation for all courses is computed from the beginning date of the class until the ending date, which may not be the beginning and ending dates of the semester.

Full Time	=	12 credits hours or more
Three-quarter time	=	9-11 credit hours
Half time	=	6-8 credit hours
Less than half time	=	4-5 credit hours
One-quarter time	=	3 credit hours

Pay rates are updated on October 1<sup>st</sup>. Current pay rates can be found on the Education Benefit Payment Rates page on the VA's web site.

[http://www.gibill.va.gov/GI\\_Bill\\_Info/rates.htm](http://www.gibill.va.gov/GI_Bill_Info/rates.htm)

**Direct Deposit:**

You can have your VA payment delivered as a direct deposit into your bank account by fill out a VA form 24-0296.

**Payment of College Expenses:**

Since VA payments are sent directly to the beneficiary, the college expects payment to be made on or before published deadlines. As payment from the VA may be received by the beneficiary after the college's payment deadlines arrangements should be made so that your class registration is not voided.

**Satisfactory Academic Progress:**

VA benefit recipients will be held to the same academic progress standards as any other student receiving financial aid at WWCC. Although VA benefits are earned benefits the college is charged by the VA with insuring each recipient is making satisfactory academic progress. [http://www.wvcc.wy.edu/fin\\_aid/satprogress.htm](http://www.wvcc.wy.edu/fin_aid/satprogress.htm)

The only exception for VA benefit recipients is they can be certified for less than half time. In the case of certification for less than half time all credit hours must be passed satisfactorily or suspension will result.

