



GI Bill[®] Information

for

**Chemeketa Community
College Students**

TABLE OF CONTENTS

TOPIC	PAGE
Table of Contents	2
Location, Hours, Addresses, Telephone Numbers.....	3
Steps to Follow When Applying For VA Education Benefits	4
VA Educational Benefit Comparison Chart	5
VA Education Programs	7
Advance Payment of GI Bill Benefit & Other Financial Aid Resources	9
Limited Enrollment Programs	9
Monthly Verification of Enrollment	10
Direct Deposit of Benefits, Student E-Mail Accounts.....	10
Credit Hour Requirements, Credit Hour Rate of Pursuit for Post 9/11 GI Bill	11
Classes Not Meeting For the Entire Length of the Term.....	11
Registration and Adding or Dropping Courses	11
Program of Study, Tracking Your Classes, Base Tuition & Fee Costs.....	12
Credit Earned at Other Colleges, Dual-Enrolled Students, VA Payment Policies.....	13
Credit for Military Training, Reporting Chapter 33 Tuition & Fee Costs	14
Verification of Student Registration, Unanticipated Military Service.....	15
Repeating Courses, Requesting an ‘R’ Grade	15
Satisfactory Academic Progress Standards	16
Avoiding VA Debt, Mitigating Circumstances.....	17
Monthly Rate Table (as of 10/01/14) For Chapter 30, 34/30, 35, 1606, 1607, & 33.....	18

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.”

CHEMEKETA VETERANS' SERVICES OFFICE

This document was created by Chemeketa Community College Veterans' Services to provide information for prospective students and answers to the most commonly asked questions regarding the policies and procedures for requesting and receiving GI Bill benefits.

Mailing Address

VETERANS' SERVICES
CHEMEKETA COMMUNITY COLLEGE
PO BOX 14007
SALEM OR 97309-7070

Telephone: 503-399-5004

Location

Building 2 Room 200 Salem Campus
Customer Service Windows 6 - 8
4000 Lancaster Dr. NE
Salem, Oregon 97305
Fax: 503-399-3908

CUSTOMER SERVICES HOURS:

Monday through Friday: 10:00am – 5:00pm

E-mail: veterans@chemeketa.edu

Chemeketa Veterans' Services

webpage: <http://www.chemeketa.edu/earncertdegree/payingforcollege/veterans/>

Only students receiving Post 9/11 GI Bill benefits (Chapter 33) will have some or all of their tuition and fees paid to the college by the VA. All other students (Chapter 30, 35, 1606, and 1607) receive monthly benefit payments from the VA and are totally responsible for the cost of their Chemeketa tuition, fees and books.

ADDITIONAL ORGANIZATIONS, ADDRESSES AND TELEPHONE NUMBERS FOR VETERANS

US DEPT OF VETERANS' AFFAIRS

REGIONAL PROCESSING OFFICE

PO BOX 8888

MUSKOGEE OK 74402-8888

1 (888) 442-4551

www.gibill.va.gov

OREGON DEPT OF VETERANS AFFAIRS

700 SUMMER STREET, NE

SALEM, OR 97301

(503) 373-2085 or

1 (800) 692-9666 (Oregon only)

VETERANS' ADMINISTRATION

PORTLAND REGIONAL OFFICE

100 SW MAIN STREET

PORTLAND OR 97204

1 (800) 827-1000

SALEM VET CENTER

2645 PORTLAND ROAD

SUITE 250

SALEM, OR 97301

(503) 362-9911

VA COMMUNITY BASED OUTREACH CLINIC (CBOC)

1750 MCGILCHRIST ST SE

SUITE 150

SALEM OR 97302

(971) 304-2200

Steps to Follow When Applying For VA Educational Benefits

- 1. APPLY TO THE U.S. DEPARTMENT OF VETERAN'S AFFAIRS FOR A FORMAL DETERMINATION OF ELIGIBILITY.** Submit your application on line at <https://www.ebenefits.va.gov/ebenefits/vonapp> or fill out and submit a hard copy application through our office. Please note: It can take 12 weeks or more for the VA to process an initial eligibility determination request and issue your certificate of eligibility. The VA makes no benefit payments until the process is completed.
- 2. GO TO <http://www.chemeketa.edu/earncertdegree/admission/process/newstudent.html> TO APPLY FOR** admission to Chemeketa. You must be an admitted Chemeketa student and been issued a student ID (K) # before we can process your GI Bill benefit request.
- 3. SELECT A DEGREE OR PROGRAM OFFERED IN OUR ACADEMIC CATALOG.** VA regulations require you to pursue a program offered at the school you are attending and you may only receive benefits for the classes required for that degree or program as outlined in Chemeketa's academic catalog.
- 4. AS REQUIRED BY THE VA, ORDER OFFICIAL TRANSCRIPTS FROM ALL PREVIOUS COLLEGES YOU** have attended. Evaluation of all prior college credit (as well as official transcripts of your military training) is required by the Code of Federal Regulations. You may be certified for benefits for a maximum of three terms while awaiting completion of your prior credit evaluation. If you fail to meet this requirement, the VA requires Chemeketa to suspend your benefits and they cannot be reinstated until your prior credit evaluation is completed.
- 5. COMPLETE THE ON-LINE NEW STUDENT ORIENTATION, TAKE THE STUDENT PLACEMENT TEST** and provide a copy of your test results to Veterans' Services. We must have test scores on file to certify any classes that are lower academically than those required for your degree or program.
- 6. APPLY FOR FINANCIAL AID THROUGH THE CHEMEKETA FINANCIAL AID OFFICE.** That office can provide you will all necessary information regarding application procedures and timelines. Benefit amounts received from VA Education are not considered reportable income when applying for financial aid.
- 7. ATTEND A NEW STUDENT ADVISING SESSION.** All degree seeking students are required to meet with an advisor prior to registering for classes. Log in to My Chemeketa, select Services, Advising, and ChemekNET to sign up for a session. Assistance is available by calling (503) 399-5120.
- 8. REGISTER FOR CLASS AS SOON AS POSSIBLE AFTER REGISTRATION BEGINS.** You must be registered for class each term BEFORE your benefit certification can be submitted to the VA. You determine your registration date by logging in to My Chemeketa, selecting the Registration option and then selecting Registration Status.
- 9. VISIT THE VETERANS' SERVICE'S OFFICE STAFF IN BUILDING 2, ROOM 200, WINDOW 6, 7, or 8** so our staff can confirm that all of your classes are required for your degree or program and have you complete the forms we need to submit your benefit request to the VA. Even though you have received a Certificate of Eligibility from the VA, no benefits will be paid unless you submit a benefit request to our office each term. You may submit a benefit request before the VA has completed your eligibility determination but you will receive no payments until VA confirms your GI Bill eligibility.
- 10. IMMEDIATELY REPORT ALL CHANGES YOU MAKE TO YOUR CLASS SCHEDULE** to the Chemeketa Veterans' Services office. Failure to report changes in your class schedule may result in an overpayment of benefits and an obligation on your part to repay some or all of your benefits to the VA.
- 11. PERIODICALLY CHECK YOUR CHEMEKETA STUDENT E-MAIL ACCOUNT.** Chemeketa Veterans' Services uses this account to communicate with you regarding issues that may affect your GI Bill benefits.

Benefit Comparison Chart

A Comparison of VA Education Benefit Programs

	Post-9/11 GI Bill (Chapter 33)	MGIB-AD (Chapter 30)	MGIB-SR (Chapter 1606)	REAP (Chapter 1607)	DEA (Chapter 35)
Minimum Length of Service	90 days active aggregate service (after 9/10/01) or 30 days continuous if discharged for disability ¹	2 yr. continuous enlistment (minimum duty varies by service date, branch, etc.)	Completion of initial active duty for training. Must be active reservist with a 6 yr. commitment (after 6/30/85)	90 days active continuous service in support of a national emergency or contingency, usually under Title 10 (after 9/10/01)	Not applicable
Maximum # of Months of Benefits ²	36	36	36	36	45
How Payments Are Made	Tuition & fees: Paid directly to school ¹ Living allowance & book & supply stipend: paid directly to student.	Paid to student & student is responsible for the cost of their tuition and fees	Paid to student & student is responsible for the cost of their tuition and fees ⁷	Paid to student & student is responsible for the cost of their tuition and fees ⁷	Paid to student & student is responsible for the cost of their tuition and fees
Duration of Benefits	Generally 15 years from last day of active duty	Generally 10 years from last day of active duty	Ends the day you leave Selected Reserve	Generally 10 years from the day you leave the Selected Reserve or the day you leave the IRR ³	Spouse: 10 - 20 years ⁴ Child: Ages 18-26
Degree Training	Yes	Yes	Yes	Yes	Yes
Non College Degree Training	Yes	Yes	Yes	Yes	Yes
On-the-Job & Apprenticeship Training	Yes	Yes	Yes	Yes	Yes
Flight Training	Yes	Yes	Yes	Yes	Yes

Correspondence Courses	Yes	Yes	Yes	Yes	Yes
Licensing & Certification	Yes	Yes	Yes	Yes	Yes
National Testing Programs	Yes	Yes	Yes	Yes	Yes
VA Work-Study Program	Yes	Yes	Yes	Yes	Yes
Tutorial Assistance ⁵	Yes	Yes	Yes	No	Yes
Monthly Benefit Payment ⁶ (Full Time Student)	40-100% of the cost of the student's tuition and fees, up to \$1000 per year to help pay for textbooks & school supplies and a monthly living allowance of up to \$1,059.00	\$1789.00	\$368.00	90+ days = \$715.60 1 year+ = \$1073.40 2 year+ = \$1431.20	\$1021.00

- Active duty and Veterans can be anywhere from 40% to 100% eligible for the Post 9/11 GI Bill/Chapter 33. Percentage of eligibility is based on number of months of credible service as determined by VA.
- You may be eligible for a maximum of 48 months of benefits combined if you are eligible for more than one VA education program.
- The Individual Ready Reserve (IRR) is a category of the Ready Reserve of the Reserve Component of the Armed Forces.
- Spouses are generally eligible to receive benefits for 10 years. However, spouses of individuals rated totally and permanently disabled within 3 years of discharge and spouses of individuals who die on active duty are granted a 20 year eligibility period. Children are usually eligible between the ages of 18 and 26, but questions concerning length and periods of eligibility should be referred to the VA.
- Students receiving Chapter 30, 33, 35 and 1606 benefits can request reimbursement of up to \$100 per month from the VA to help pay for a qualified tutor.
- Regardless of the number of days in a month, all benefit payments are based on a 30 day month and are only paid while school is in session. No benefit payments are made for the periods between terms.

VA Education Programs

Montgomery G.I. Bill-Active Duty (Chapter 30):

To be eligible for this benefit, you must have begun active duty after June 30, 1985 and contributed \$100.00 toward the benefit for your first year on active duty. As of 10/1/15, the basic full-time monthly benefit is \$1789.00 for three or more years of service. The basic full-time monthly benefit is \$1,454.00 for less than 3 years of service.

Military retirees who entered the service (or agreed to delayed entry before 1/1/77 **and** who were eligible to receive Chapter 34 benefits (Vietnam Era GI Bill) on 12/31/89 comprise Category II. The education benefit for these veterans is higher than the standard Chapter 30 rate and it pays an additional amount for dependents. The Chapter 34/30 benefit is comparable to the old Chapter 34 rate. As of 10/01/15, the monthly rate for a full time student begins at \$1977.00.

Eligible individuals should complete and submit VA Form 22-1990 to request a determination of eligibility from the VA.

Chapter 30 Kickers and Additional Contributions:

Higher monthly benefit amounts are paid to Chapter 30 participants who made additional contributions or have “kickers”. Veterans may have additional contributions, a kicker, or both. The higher benefit rates are paid automatically when benefits are paid. If veterans don't receive the additional benefit they believe they are entitled to receive, they should call the VA about the discrepancy so the VA can resolve the issue with the Department of Defense.

Dependents Educational Assistance (DEA) (Chapter 35):

To be an eligible for Survivors' & Dependents' Education Assistance you must be the son or daughter of a Veteran or Service Member who:

- Is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability

- Died on active duty
- Died, or is permanently and totally disabled due to a service-related condition
- Died of a service-connected disability
- Died while evaluated as having total and permanent service-connected disability
- Is listed as a Prisoner of War or Missing in Action

Be the spouse of a Veteran or service member who:

- Is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability

- Died on active duty
- Died of a service-connected disability
- Died while evaluated as having total and permanent disability resulting from a service-connected disability
- Has a total and permanent disability resulting from a service-connected disability
- Is listed as a Prisoner of War or Missing in Action

Each eligible dependent is eligible for 45 months of full-time benefits. As of 10/1/15, the full-time rate is \$1021.00 per month.

Surviving spouses whose benefits stopped when they remarried can receive DEA benefits again if their remarriage ends by death or divorce, or they cease to live with the person to whom they presented themselves in public as married.

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 generally use the benefit while they are between the ages of 18 and 26, but this may vary based on the Veteran's date of total disability as determined by the VA. Questions on the period of eligibility should be referred to the VA.

Eligible individuals should complete and submit VA Form 22-5490 to request a determination of eligibility from the VA.

Montgomery GI Bill, Selected Reserve (Chapter 1606)

This is an education program for active members of the Selected Reserve. Selected Reserve components include the Army, Navy, Air Force, Marine Corps and Coast Guard Reserve, and the Army and Air National Guard. The Department of Defense and the Department of Homeland Security (for Coast Guard personnel) determine who's eligible for Chapter 1606. The Department of Veterans Affairs administers the program and pays the benefits. Basic eligibility requires a 6-year obligation to serve in the Selected Reserve and satisfactory participation in required training.

As of 10/01/15, Chapter 1606 recipients are entitled to full-time education benefits of \$368.00 a month or the pro-rated equivalent in part-time training. **You may not receive both FTA and CH1606 for the same class or classes.**

Chapter 1606 Kickers: An additional amount, called a kicker, may be added to the amount received by some individuals. A Chapter 1606 kicker may be part of the original enlistment contract or part of a reenlistment contract.

Eligible individuals should complete and submit VA Form 22-1990 to request a determination of eligibility from the VA.

Reserve Educational Assistance Program (REAP) (Chapter 1607)

This is an educational program for members of the Selected Reserve called to active duty and members of the Individual Ready Reserve (Army, Navy and Marine Corps IIR) called to active duty in response to a contingency operation declared by the President or Congress. The Department of Defense and the Department of Homeland Security (for Coast Guard personnel) determine who's eligible for Chapter 1607. The Department of Veterans Affairs administers the program and pays the benefits.

Members of the Selected Reserve may be eligible for benefits under Chapter 1607 after serving 90 consecutive days on active duty for a contingency operation. **Boot camp/recruit training & initial military (MOS) training does not count.** For exact payment rates, please refer to the payment rate tables on our web site or the Education Programs Monthly Payment Table on page 18 of this pamphlet. **You may not receive both FTA and CH1607 for the same class or classes.**

Chapter 1607 Kicker and Additional Contributions: A service member eligible for Chapter 1607 who is also eligible for the Chapter 1606 kicker will be paid the Chapter 1606 kicker as part of their monthly benefit payment.

Eligible individuals should complete and submit VA Form 22-1990 to request a determination of eligibility from the VA.

Post 9/11 GI Bill (Chapter 33)

The Post 9/11 GI Bill provides educational assistance to individuals who served on active duty after September 10, 2001. Based on the student's percentage of eligibility as established by the VA, it pays up to 100% of the student's tuition and fees directly to Chemeketa. It also pays up to \$1000.00 a year as a textbook/school supply allowance, paid for the first 24 credits taken during the period August 1st to July 31st each year. Students also receive a monthly living allowance (MLA) of up to \$1122.00 per month for every FULL MONTH of schooling. **MLA amounts are pro-rated based on a 30 day month, are paid based on the student's percentage of eligibility, and are not paid when school is not in session.**

To be 100% eligible, you must have served at least 30 days of continuous active duty service after September 10, 2001 and have been discharged due to a service-connected disability **OR** have served a total of 36 months of active duty service beginning September 11, 2001. If you have served an aggregate of 90 days of active duty after September 10, 2001 and continue to be on active duty **OR** were:

- honorably discharged from the Armed Forces or released from the Armed Forces with service characterized as honorable and placed on the retired list, transferred to the Fleet Reserve or the Fleet Marine Corps Reserve
- released from the Armed Forces with service characterized as honorable for further service in a reserve component
- discharged or released from the Armed Forces for a condition identified as Existed Prior to Service (EPTS), hardship or Condition Interfered with Duty (CIWD). You will be eligible for Chapter 33 benefits based on the number of months of service you have completed after September 10, 2001.

If you have at least 90 days but less than 6 months of service, you will receive 40%. Members with 6 months but less than a year will receive 50% and those with 12 months but less than 18 months will receive 60%. Members with at least 18 months but less than 2 years will receive 70%, those with at least 2 years but less than 30 months will receive 80%, and those with at least 30 months, but less than 3 years receive 90% of the benefit. The housing allowance **IS NOT** payable to individuals on active duty and their percentage of eligibility is calculated the same as it is for Veterans. **Students who are rated by the VA at less than 100% eligible for the Post 9/11 GI Bill are responsible for paying the portion of their tuition & fees not paid by the VA. Students using this benefit and receiving Federal Tuition Assistance (FTA) through the National Guard or Reserve will have the amount of their tuition and fees paid by VA reduced by the amount of FTA received.**

The amount of your monthly living allowance is based on your rate of pursuit rounded to the nearest multiple of 10. You can determine your rate of pursuit by dividing the number of credits you are taking by the number of credits required to be a full-time student (For examples, see page 11). If you are enrolled full-time but taking all on-line classes, you will receive a reduced monthly living allowance (approximately \$783.00 if you are 100% eligible). **YOU NEED A MINIMUM RATE OF PURSUIT OF 51% TO RECEIVE ANY LIVING ALLOWANCE.**

Eligible individuals should complete and submit VA Form 22-1990 to request a determination of eligibility from the VA.

MARINE GYSGT JOHN DAVID FRY SCHOLARSHIP

The children and spouses of service members who die in the line of duty on/after September 11th, 2001 are eligible for this benefit. It is identical to the Post 9/11 GI Bill and these beneficiaries will receive 36 months of full time benefits at the 100% rate. Eligible children may be married and may use the benefit until his/her 33rd birthday. A child may not establish eligibility under Chapter 35 and Fry based on the same Veteran's death. Children eligible under Montgomery GI Bill, Montgomery GI Bill/Selected Reserve and/or the Reserve Educational Assistance Program must relinquish eligibility under one of these programs to receive benefits under Fry. Questions on eligibility should be referred to the VA.

Spouses eligible for the Fry Scholarship have 15 years from the date the Veteran dies or the date of their remarriage, whichever is earlier, to use the benefit. Spouses eligible for the Fry Scholarship and Dependents Educational Assistance cannot receive both benefits and will be required to make an irrevocable election of which benefit they wish to receive. Questions on this should be referred to the VA.

Eligible individuals should complete and submit VA Form 22-5490 to request a determination of eligibility from the VA.

ADVANCE PAYMENT OF GI BILL BENEFITS

If you are eligible for benefits under the Montgomery GI Bill/Active Duty (Chapter 30), Montgomery GI Bill/Selected Reserve (Chapter 1606), or the Survivors' and Dependents' Educational Assistance Program (Chapter 35) you may be eligible to request an advance payment of benefits. Students using the Post 9/11 GI Bill (Chapter 33) and the Reserve Educational Assistance Program (Chapter 1607) **are not** eligible for an advance payment of benefits.

You may request an advance **if** you will be enrolling at least half-time, you have not previously used your benefits, you have been out of school at least one term, or there is at least 30 days between your last date of attendance and the beginning of your next term.

Students requesting an advance must submit a signed request to Chemeketa Veterans' Services **at least 60 days** prior to the beginning of the term.

The VA mails the student's advance check to the school and when it arrives, Veterans' Services will notify the student with an e-mail sent to their student e-mail account **ONLY**. The Business Office holds the check and requires government issued picture ID to release it to the student. **Advance payment will only be requested for those students who can personally come to the Salem Campus to pick up and sign for receipt of the check. For security reasons, advance checks will not be forwarded to other Chemeketa campuses.** Checks not claimed by the end of the 2nd week of the term are returned to the Treasury Department and the student's VA benefit request is terminated.

The advance payment pays for the part of the month the term begins, plus the entire following month. Subsequent checks will be directly deposited in the student's account or mailed to the student's home address. Students requesting advance pay should understand that the VA only pays benefits for schooling or training that has already been **completed**. By requesting and accepting advance pay, the student will receive **no additional benefit payments** until the end of the third month of the term has been completed.

If you wish to submit a request for an advance payment of benefits, it should be submitted as outlined below:

- **Summer Term:** Requests should be submitted no later than the end of the 4th week of the spring term
- **Fall Term:** Requests should be submitted no later than the end of the 4th week of the summer term
- **Winter Term:** Requests should be submitted no later than end of the 4th week of the fall term
- **Spring Term:** Requests should be submitted no later than the end of the 4th week of the winter term

Due to VA processing timelines, requesting an advance payment of benefits does not guarantee that an advance will be processed by VA and/or a check received before the term begins.

OTHER FINANCIAL AID RESOURCES

In addition to benefits received under the various Chapters of the GI Bill (30, 33, 35, 1606 & 1607) and VA Vocational Rehabilitation & Employment (Chapter 31) students who are eligible for VA educational benefits may also be eligible for federal financial aid, student loans, and scholarships.

Chemeketa's Financial Aid web page has a wealth of information concerning available financial aid, scholarships and loans, instructions and tutorials on how to apply, as well as deadlines for applying for these programs. The Chemeketa Financial Aid office's web page is located at <http://www.chemeketa.edu/services/financialaid/index.html> and the financial aid office may be reached at (503) 399-5018. You may also e-mail them at finaid@chemeketa.edu.

LIMITED ENROLLMENT PROGRAMS

Several degree programs at Chemeketa are designated as "Limited Enrollment Programs". These programs include, but are not limited to Automotive Technology, Nursing, Pharmacy Management, Visual Communications and Fire Suppression. Designation as a Limited Enrollment Program means these programs have special admission requirements and enrollment limits. While you are receiving GI Bill benefits, you **MAY NOT** declare these programs for VA benefit purposes until you have applied for and been formally accepted into these programs. You must first declare a non-limited enrollment degree/program to complete any pre-requisites required to apply, **BUT PROGRAM OF STUDY GUIDELINES WILL STILL APPLY (see page 11)**. Once accepted into your desired program, you will be required to submit a Request for Change of Program/Place of Training to Chemeketa Veterans' Services.

MONTHLY VERIFICATION OF ENROLLMENT

If you are receiving Chapter 30, Chapter 1606, or Chapter 1607 benefits and you don't verify your enrollment every month you are in school, the VA won't pay you your benefits!

IMPORTANT: If you are receiving educational benefits under the Montgomery GI Bill Active Duty (Chapter 30), Montgomery GI Bill Selected Reserve (Chapter 1606), or the Reserve Education Assistance Program (Chapter 1607), **YOU MUST** verify your enrollment **each month** you are attending school to receive your benefit payments. This verification can be done **beginning the last calendar day of each month** (may be done after but not before) either by using the V.A.'s Web Automated Verification of Enrollment (WAVE) website or by calling 1-877-823-2378 and using the VA's Interactive Voice Response (**IVR**) system and following the prompts. Both the WAVE and IVR systems require at least three working days to process and update the system. Both systems process data every workday, but it sometimes takes additional time before they are updated to reflect the new information.

Students receiving benefits under the Post 9/11 GI Bill (Chapter 33) and Dependents' Educational Assistance (Chapter 35) do not need to verify their enrollment. Benefits will be paid without these students verifying their enrollment.

How do the systems work? For W.A.V.E., simply point your Internet browser to: <https://www.gibill.va.gov/wave/index.do> and follow the instructions provided. IVR - Just dial 1-877-823-2378 and follow the instructions provided. Your VA File # is your Social Security Number.

DIRECT DEPOSIT OF BENEFITS **Available for all VA Educational Programs**

What are the benefits of receiving VA educational benefit payments by Direct Deposit?

If you sign up for Direct Deposit, also known as Electronic Funds Transfer (EFT), the VA will send your education benefit payments directly to your account. Direct Deposit is the safest and fastest way to receive your VA education payments. You no longer have to worry about your check being delayed by the mail or being lost or stolen.

How Do You Sign Up for Direct Deposit?

You can sign up for Direct Deposit online or by phone. To enroll online go to www.godirect.gov. To enroll by phone, call toll free: **1-800-838-2778** or by completing VA Form 24-0296 and mailing it to the address on the form. You can also go to www.godirect.gov and click on the "Sign Up By Mail" link.

Whether you sign up by phone or by mail, you'll need to be prepared to provide the following information:

- **Your bank or financial institution's nine digit routing number.** For checking accounts, the routing number is the first nine digits on the bottom of your checks. For savings accounts, you'll need to ask your financial institution for their routing number
- **Your account number**
- **The type of account (checking or savings)**

IMPORTANT: Students who are new to Chemeketa and previously used their benefits elsewhere, MUST contact the VA directly at 1-877-838-2778 and provide updated banking information if they previously used direct deposit and have changed financial institutions.

STUDENT E-MAIL ACCOUNTS

Due to restrictions placed on college staff by the Federal Family Educational Rights and Privacy Act (FERPA), the Chemeketa Community College Veterans' Services office must use your Chemeketa student e-mail account when corresponding with you via e-mail. If you have a question concerning your VA benefits, you should either stop by our office or e-mail your question to veterans@chemeketa.edu.

CREDIT HOUR REQUIREMENTS (ALL EXCEPT CHAPTER 33)

Chapter 30, Chapter 1606, Chapter 1607 & Chapter 35

	10 to 12 Week Term	8 Week Term	5 Week Term
Full-time	12 or more credits	8 or more credits	5 or more credits
$\frac{3}{4}$ time	9 to 11 credits	6 to 7 credits	4 credits
$\frac{1}{2}$ time	6 to 8 credits	4 to 5 credits	3 credits
less than $\frac{1}{2}$ time	VA pays tuition & fees only	VA pays tuition & fees only	VA pays tuition & fees only

CREDIT HOUR RATE OF PURSUIT FOR POST 9/11 GI BILL

The amount of the Post 9/11 GI Bill living allowance you receive is based your rate of pursuit. To determine your rate of pursuit, divide the number of credits you are taking by the number of credits you need to be a full-time student (**SEE THE CHART ABOVE**). While the VA will pay tuition & fees to the school and the book & supply stipend to the student for all Chapter 33 eligible Veterans, to receive the full living allowance, you **MUST** have a rate of pursuit of **100%** and **your rate of pursuit must be 51% or greater to receive any living allowance**. If you have a rate of pursuit less than 100% you will receive a percentage of the living allowance equal to your rate of pursuit, rounded to the NEAREST multiple of 10. As an example, if your rate of pursuit is 58% will receive 60% of the living allowance and if your rate of pursuit of 83% you will receive 80%. The amount of living allowance you receive will be further reduced if your percentage of eligibility is not 100%.

CLASSES NOT MEETING FOR THE ENTIRE LENGTH OF THE TERM

If a course of instruction does not meet for the entire term (class does not begin the first week of the term and/or end the last week of the term), the VA requires the **actual** beginning and ending dates of the course or courses to be reported **and will only pay benefits for the period of time a course is in session**. As an example, if you take two 4 credit classes that run the entire length of the term and one 4 credit class that is 5 weeks long, you would be full time while all classes are in session but half-time/70% once the 5 week class ends. All student's should review the actual beginning and ending dates of their classes when registering for classes each term as outlined in the term's class schedule and ask Veterans' Services what the potential impact on their benefits may be.

REGISTRATION AND ADDING OR DROPPING CLASSES

It is your responsibility to complete and submit a Request for GI Bill Educational Benefits to Chemeketa Veterans' Services Office when you have completed class registration **each term**. Our staff will verify that the courses you have registered for are required for your program and answer any questions you may have regarding your benefits. **While receiving GI Bill benefits, it is your responsibility to follow normal school procedures for add/drops and to also immediately notify the Veterans' Services Office of any changes to your schedule.**

*All changes to your class registration that effects your benefit status must be reported to the VA within 30 days of the change. The VA will review all changes and contact you directly if the change has resulted in an overpayment of benefits you must repay.

ALL students receiving GI Bill benefits MUST submit a benefit request each term.

PROGRAM OF STUDY

Students receiving GI Bill educational benefits **must** identify the Chemeketa degree or Certificate of Completion they are working towards, and will receive benefits **only** for the courses **required** to complete that degree or certificate as outlined in the college's Academic Catalog. If program prerequisite courses are required for entry into the program or the need for a lower level course is documented by your placement test scores, the VA may also pay benefits for those courses. Questions on course applicability should be addressed to the Veterans' Services staff.

To change your declared degree or program, please request information from Chemeketa Veterans' Services.

TRACKING YOUR CLASSES

The easiest way to determine what classes are required to complete your degree (and more importantly, what classes the VA will pay benefits for), you should refer to the Chemeketa Academic Catalog. The requirements for each degree and Certificate of Completion are listed.

You can then download an unofficial transcript from "My Chemeketa" and compare what classes you have completed (including those classes you receive credit for when your prior credit was evaluated) against your degree requirements. You may also obtain degree requirement sheets for the AAOT, ASOT/Business, Associate of General Studies, and Associate of Science Degrees from the Chemeketa Advising and Counseling Center in Building 2.

Remember that degree requirements may change from academic year to academic year. If you start a degree in 2012, you should continue to use that year's academic catalog as a guide to selecting your classes. While you can always change the catalog you wish to use to a later year, the Veterans' Services staff won't necessarily know that if you don't tell us.

BASE TUITION & FEE COSTS

The chart below can be used to estimate the cost of your tuition and fees each term. You may also use the tuition & fee calculator on the college website at <http://www.chemeketa.edu/earncertdegree/tuition/>.

Credits	Tuition	Fees	Total	Credits	Tuition	Fees	Total
1	\$80	\$14	\$94	11	\$880	\$154	\$1034
2	\$160	\$28	\$188	12	\$960	\$168	\$1128
3	\$240	\$42	\$282	13	\$1040	\$182	\$1222
4	\$320	\$56	\$376	14	\$1120	\$196	\$1316
5	\$400	\$70	\$470	15	\$1200	\$210	\$1410
6	\$480	\$84	\$564	16	\$1280	\$224	\$1504
7	\$560	\$98	\$658	17	\$1360	\$238	\$1598
8	\$640	\$112	\$752	18	\$1440	\$252	\$1722
9	\$720	\$126	\$846	19	\$1520	\$266	\$1786
10	\$800	\$140	\$940	20	\$1600	\$280	\$1880

Some classes, such as science or writing classes will charge additional fees. Actual tuition & fee costs for each course are published in each term's Schedule of Classes.

CREDIT EARNED AT OTHER COLLEGES

The VA requires all credit you have earned at other colleges to be evaluated against the requirements of the degree or certificate you intend to pursue at Chemeketa, regardless of the number of classes taken at those schools or whether you received GI Bill benefits to take those courses. This requirement includes an evaluation of your official military training transcript. VA regulations allow you to receive educational benefits for a **maximum** of three terms unless all official transcripts have been received and your prior credit evaluation has been completed. It is your responsibility to complete a "Request for Evaluation and Transfer of Previous Credit", identify which degree or program you are pursuing and request official transcripts from all colleges or universities you've attended and the branch of service you were in. Official transcripts may either be sent directly to the Chemeketa Admissions Office or you may hand-carry them to Admissions in sealed envelopes from the issuing institution. When the prior credit evaluation is complete, the Admissions Office will email you and provide you will instructions on how you can review the evaluation. **Only official transcripts will be evaluated and this requirement and the 3 term limit cannot be waived by the college.**

If you take a course at Chemeketa and your prior credit is evaluated to give you credit for that same course, the course taken at Chemeketa is not eligible for GI Bill benefits and your benefit request for that term must be reduced by the # of credits certified to the VA for GI Bill purposes. A reduction in training time will result in an overpayment of benefits and the creation of a debt you will be required to repay the VA.

To avoid a potential interruption in your GI Bill benefits, you are urged to order your official transcripts as soon as possible after applying for admission to Chemeketa.

DUAL ENROLLED STUDENTS

If you wish to be concurrently (dual) enrolled, you must first decide which school is going to be your primary school. If an institution of higher learning other than Chemeketa is going to be your primary school (this means another school is going to be granting your degree), you should contact that school's Veteran Certifying Official (**and only the Veteran Certifying Official**) and ask them to provide the Chemeketa Veterans' Services office with a Primary School Letter (sometimes referred to as a **Parent School Letter**). This letter must be received before we can certify you for benefits. The Primary School Letter can be mailed, e-mailed, or faxed to our office (see contact information on page 3 of this booklet). A new letter is required for each term you are dual-enrolled.

Your Primary School Letter must:

- state your name & benefit chapter (including suffix for Chapter 35 awardees),
- state the name and address of your primary school, and the degree you are pursuing
- state that the courses you are taking at Chemeketa satisfy the requirements of your program and will transfer at full value to your primary school
- identify the course or courses you are taking at Chemeketa by subject and number (e.g. ENG 104, BI 232, CH 105, etc.)
- state that you intend to take these classes at Chemeketa Community College, identify the term and year you will be enrolled here and ask Chemeketa Veterans' Services to certify the courses to the VA.

Once the term is completed, the student is responsible for ensuring that official transcripts of the courses they have taken at Chemeketa are supplied to their primary school.

VA PAYMENT POLICIES

GI Bill benefits paid to students are paid monthly for training completed (i.e., benefits for June are paid at the end of June (Chapter 35) or during the first full week of July (for all other benefit chapters) and are based on a 30 day month, regardless of the number of days in the month. However, benefits are only paid while school is in session. No benefits are paid for the periods between terms.

CREDIT FOR MILITARY TRAINING

You must be a current credit degree-seeking Chemeketa student to request a transfer credit evaluation. To request an evaluation of your military training, complete and submit the Request for Evaluation and Transfer of Previous Credit form to Enrollment Services. The procedures for requesting an official transcript of military training varies and the student is responsible for ordering those transcripts; Chemeketa awards college credit for military training based on guidelines published by the American Council on Education (ACE). Chemeketa does not evaluate or award credit for military experience. The chart below provides information on how you can order you official military training transcript for delivery to Chemeketa.

BRANCH OF SERVICE	DOCUMENT REQUIRED
Army, Navy, Marine Corps & Coast Guard	<p>Joint Service Transcript Go online and point your browser to: https://jst.doded.mil/smart/welcome.do</p> <p>If you are currently an active service member or have a CAC card and were prior enlisted, you do not need to register for a JST account. If you do not have a CAC card, you will need to create a JST account. Once you are logged in, select the "Transcripts" option at the top of the page and then select the "Official Transcript Request" option on the next page. Enter Chemeketa in the "Search" block and select the PO Box 14007 address.</p>
Air Force CCAF/DESS 100 South Turner Blvd Maxwell AFB Gunter Annex AL 36114-3011	<p>Community College of the Air Force transcript . Send a written request along with your full name, last four of your SSN, date of birth, address transcript will be sent to (home, college, etc.) and your physical signature. A private company (Credentials Solutions) provides 24/7 access and for a fee, can deliver by first class mail or FedEx. Go to: www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308. You may also call (334) 649-5066.</p>

REPORTING POST 9/11 GI BILL TUITION & FEE COSTS

If you are receiving benefits under the Post 9/11 GI Bill, please note that Chemeketa Veterans' Services does not report your tuition and fee costs to the VA until the beginning of the 3rd week of each term.

If you take a class that does not run the entire length of the standard term, tuition & fee costs are reported the first working day after the course begins.

This is done to prevent overpayments to the student and the school. Payment from VA is usually received 5 to 7 working days AFTER tuition and fee costs are reported by the school.

If you submit your benefit request prior to the first day of the term, you **WILL NOT** be charged a late fee, regardless of how long it takes the VA to remit payment.

Please ask a staff member if you have questions or concerns about this policy.

VERIFICATION OF STUDENT REGISTRATION

Four times each term, the Veterans' Services staff performs a registration audit to confirm that you remain registered for the classes you originally requested benefits for. If you add or drop a class that changes your training time (Chapter 30, Chapter 35, Chapter 1606, & Chapter 1607) or rate of pursuit and/or the cost of their tuition & fees (Chapter 33), this information will be reported to the VA based on the effective date of the change as recorded in the college's registration system.

Additionally, if you drop a class that is eligible for benefits and add a class that is not eligible for benefits as outlined in the Chemeketa college catalog for your declared degree or program and change alters your training time (full-time, three-quarter time, half-time) or rate of pursuit, that change will also be reported to the VA.

Registration verification is done at the beginning of the third week of each term, the 31st day of the term, the beginning of the 7th week of the term and the day after the last day to drop classes without a responsibility for a grade.

Staffing in the Chemeketa Community College Veterans' Services office does not allow us to inform you when changes impacting your benefit payments are reported to the VA. Since changes reported to the VA can decrease the amount of your monthly benefit payment, you should immediately report all changes you make to your class schedule to Chemeketa Veterans' Services.

UNANTICIPATED MILITARY SERVICE

Chemeketa students receiving GI Bill benefits who receive unanticipated orders to active military service (this DOES NOT include annual active duty for training), that requires them to drop some or all of their classes, should notify Chemeketa Veterans' Services as soon as possible after receiving their orders or notification.

REPEATING COURSES

The VA will not pay for any course that has been successfully completed through any previous education that can be used to meet a program requirement, even if you did not receive GI Bill benefits while taking the course. This includes any course taken at another school or any training accepted as credit from military experience. For this reason, it is very important for students to have all previous education and experience evaluated at the earliest opportunity. If credit from a prior institution transfers in and the student is enrolled in the course or it has been taken at Chemeketa, benefits will be reduced for the term the repeat course was taken. This could result in an overpayment obligation on your part to the VA. VA does allow students to repeat a course if the original grade was not high enough to meet program requirements and a successful completion of the course is required to obtain the degree or certificate. **'R' grades for a repeated course could cause VA overpayments-see below.**

REQUESTING AN 'R' GRADE

Students who repeat Chemeketa courses and receive a higher grade the second time may request to have the original grade changed to an 'R'. Both courses must have been taken at Chemeketa and if a course is re-taken more than once, only the grade received in the original term may be changed to an 'R'. Please be aware that VA only allows payment for punitive grades that are calculated in GPA and apply toward completion of the certified program. If you repeat a course and wish to have the original punitive grade changed to an 'R', please contact Chemeketa Veterans' Services prior to submitting the request to determine whether the change will require notification to the VA and a retroactive reduction of your benefits.

Satisfactory Academic Progress Standards

Federal Regulations require colleges to have a written standard of academic progress for students receiving VA educational benefits and federal law requires that those benefits be suspended when the student ceases to make satisfactory progress toward completion of their degree or program.

To maintain eligibility for VA educational benefits, each term you attend Chemeketa, you must achieve a 2.0 GPA or higher and not receive a grade of “F” for any class you take that you are receiving benefits for. The policy of assigning a grade of “Incomplete” (e.g., “ID” or “IF”) is outlined in the “Grading system” section of the college’s academic catalog. You should contact your instructor if you have questions concerning these grades.

The **first** term you do not meet the minimum academic standards but continue to make progress toward graduation, you will be placed on **Academic Probation**. Your failure to meet academic standards will be reported to the VA. Additionally, you will be informed of your probationary status by an email sent to your Chemeketa email account.

If you fail to meet standards for two consecutive terms **OR** you attend a term and receive a grade of “F” for all classes you are enrolled in, you will be considered to be not making satisfactory progress toward completion of your program. **If this happens, your benefits will be suspended with the suspension reported to the VA** as a termination of benefits, effective on the last day of the term and you will no longer be eligible to receive VA educational benefits as a Chemeketa Community College student. You will be informed of your suspended status by an email sent to your Chemeketa student email account and/or a letter sent to your address of record.

To clear your suspended status you must complete a term at Chemeketa while not receiving VA benefits, achieve a 2.00 GPA or higher, pass all of your classes, and enroll at the same status (full-time, 3/4 time, half-time, etc., for Chapter 30, 35, 1606, 1607) or rate of pursuit (Chapter 33) as the term in which you were suspended. All classes you take must apply toward your Chemeketa degree or program. Once you clear your suspended status, you may request retroactive certification for the term you completed without benefits.

APPEALS: Suspended students who believe mitigating circumstances impacted their ability to meet the academic standards outlined above have the right to appeal their suspension. Appeals **MUST** be in writing and be submitted within 30 days of the end of term. Appeal forms may be obtained from the Chemeketa Veterans’ Services Office. Acceptable mitigating circumstances include, but are not limited to, illness or death in the student’s immediate family, illness or injury on the part of the student, an unavoidable change in the student’s employment conditions, and unanticipated military service (**this does not include annual active duty for training**). Proof of mitigating circumstances should be included with any appeal form.

Approval of an academic appeal does not relieve you of any obligation on your part to repay the VA any debt resulting from your unsatisfactory academic status.

Questions on Chemeketa’s Academic Progress policy should be directed to the Veterans’ Services staff.

AVOIDING VA DEBT

The main cause of a student debt to the VA is withdrawing from a class after the term begins. Debts can include money paid to the student and in the case of students receiving Post 9/11 GI Bill benefits, tuition and fee payments made to the school.

Any changes a student makes to their schedule that change their status (e.g. full-time to half-time) or for those students using the Post 9/11 GI Bill, their rate of pursuit OR tuition and fee costs must be reported to the VA within 30 days. When these changes are reported, the VA will determine if the change warrants the creation of a debt on the part of the student.

If a student debt is created, only the student is notified, in writing. Due to privacy rules, the VA will not notify the school and we will have no information on how the amount of the debt was determined.

If you have a question concerning a debt letter you receive from the VA, you should follow the contact directions provided in the letter.

MITIGATING CIRCUMSTANCES

If you are forced to make a change to your schedule that creates a VA debt, you **MAY** be able to request reduction or elimination of the debt by providing the VA with evidence (documentation) of mitigating circumstances. Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. Remember that the VA will require written documentation of any mitigating circumstances you may claim when you request debt reduction or elimination.

Examples of acceptable mitigating circumstances include, but are not limited to:

- An illness or death in the student's immediate family.
- An illness or injury afflicting the student during the enrollment period.
- An unavoidable change in the student's conditions of employment.
- An unavoidable geographical transfer resulting from the student's employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes

The VA will contact you in writing if they determine a debt on your part has been created. That letter will inform you of your rights and provide you with directions on how you may contact the VA's Debt Management Center. Students should contact the DMC within 30 days of the receipt of the first collection letter.

GI BILL MONTHLY BENEFIT RATES Effective October 1st, 2015

POST 9/11 GI BILL (CHAPTER 33)

Monthly housing allowance prorated by the percentage of eligibility & rate of pursuit and only paid when rate of pursuit is 51% or greater. Active duty personnel aren't eligible for the housing allowance. If less than 100%, amount paid is rounded to the nearest multiple of 10. Students taking all online classes paid ½ the national average (\$783.00) and that amount is further prorated based on percentage of eligibility and rate of pursuit. Rate of pursuit MUST STILL BE 51% OR GREATER.

MONTGOMERY GI BILL (CHAPTER 30)

Starting	3 years or more service			Less than 3 years service		
	Full-time	3/4-time	1/2-time	Full-time	3/4-time	1/2-time
10/1/15	\$1789.00	\$1341.75	\$894.50	\$1454.00	\$1090.50	727.00
10/1/14	\$1717.00	\$1287.75	\$858.50	\$1395.00	\$1046.25	\$697.50
10/1/13	\$1684.00	\$1236.00	\$824.00	\$1339.00	\$1004.25	\$669.50

Less than ½-time: Pay tuition and fees, not to exceed ½-time rate.
Quarter-time or less: Pay tuition and fees, not to exceed ¼ of the full-time rate.

VIETNAM ERA GI BILL (CHAPTER 34/30)

Dependents	Starting 10/1/15			Starting 10/1/14		
	Full-time	3/4-time	1/2-time	Full-time	3/4-time	1/2-time
None	\$1977.00	\$1483.25	\$988.50	\$1905.00	\$1429.25	\$952.50
1	\$2013.00	\$1509.75	\$1533.25	\$1941.00	\$1455.75	\$970.50
2	\$2044.00	\$1533.25	\$1022.00	\$1972.00	\$1479.25	\$986.00
Each Additional	\$16.00	\$12.00	\$8.50	\$16.00	\$12.00	\$8.50

Less than ½-time: Pay tuition and fees, not to exceed ½-time rate with no dependents.
Quarter-time or less: Pay tuition and fees, not to exceed ¼ time rate with no dependents.

DEPENDENT'S EDUCATIONAL ASSISTANCE (CHAPTER 35)

Starting	Full-time	3/4-time	1/2-time	<1/2-time
10/1/15	\$1021.00	\$765.00	\$508.00	\$252.25**
10/1/14	\$1018.00	\$763.00	\$506.00	\$254.50**

**Less than 1/2 time but more than ¼ time: Pay tuition & fees only not to exceed 1/2 rate
1/4 time or less: Pay tuition and fees, not to exceed \$254.50.

MONTGOMERY GI BILL/SELECTED RESERVE (CHAPTER 1606)

Starting	Full-time	3/4-time	1/2-time	<1/2-time
10/1/15	\$368.00	\$275.00	\$183.00	\$92.00
10/1/14	\$367.00	\$274.00	\$182.00	\$91.75

RESERVE EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 1607)

Service	Starting 10/1/15			Starting 10/1/14		
	Full-time	3/4-time	1/2-time	Full-time	3/4-time	1/2-time
90+ days	\$715.60	\$536.70	\$357.80	\$686.80	515.10	\$343.40
1 year +	\$1073.40	\$805.05	\$536.70	\$1030.20	\$772.65	\$515.10
2 years +	\$1431.20	\$1073.40	\$715.60	\$1373.60	\$1030.20	\$686.80

Less than 1/2 time but more than 1/4 time: Pay tuition and fees only, not to exceed 1/2 time rate.
1/4 time or less: Pay tuition and fees, not to exceed ¼ of the full-time rate.

BENEFITS ARE ONLY PAID WHILE SCHOOL IS IN SESSION