



TEXAS STATE UNIVERSITY

VETERANS STUDENT GUIDE

Welcome to Texas State University Office of Veterans Affairs. In the following pages we have attempted to provide information about the mission of the Office of Veterans Affairs, how you become a student at Texas State, the steps you will take to get your VA benefits and other important definitions and snippets of information.

OFFICE OF VETERANS AFFAIRS

The Mission of the Office of Veterans Affairs at Texas State University is to certify enrollments for student Veterans. In addition, we provide ancillary and supplementary support as we assist and council Veterans in the pursuit of their educational, professional, or vocational objectives. We are available to answer questions concerning veteran's educational benefits, certify enrollments for the Department of Veterans Affairs and monitor student's degree plans and academic progress.

Although our office works to ensure that Department of Veteran Affairs' regulations are met, we are a division of the Texas State University's Registrar's Office. We make no determinations of benefit eligibility or status any actions of this nature is the responsibility of the U. S. Department of Veteran Affairs. Contact information for students is provided in this document and on handouts provided to students during registration.

The Office of Veterans Affairs will be conducting break out sessions during orientation to give you a preview of what you can expect during your orientation – all the way to your first day of class. If you have any questions during or after we are here to assist you as you pursue your academic endeavors.

Steps to becoming a Student at Texas State University

1. Complete the application for admission Texas State University at the following web site: www.applytexas.org. In the course of completing the application you will be asked to write an essay. In addition, it is important to know that if you have been out of high school for 3 or more years you will not have to take the ACT or SAT – it time to smile just a little and continue completing the application. One final note as you are in the mindset of applying; once you have completed your Texas State University application go to the VA web site and initiate your VA education benefits at the VONAPP web site at the following address: <http://vabenefits.vba.va.gov/vonapp/requirements.asp>. Additional work items are required but you will complete during your visit to the Office of Veterans Affairs as you complete your application for benefits.
2. Receive your acceptance letter.
3. Schedule and Attend either new or transfer student orientation, whichever applies, in which the following will be accomplished:
 - a. Orientation to:
 - i. Campus

- ii. University Services: Library, Office of Disability Services, Counseling Center, Health Center, Bookstore, Parking Services, Student Business Services (Bursar), Placement Testing Services, and Dining Services
 - iii. Financial aid
 - iv. Schedule Building
 - v. Meeting with academic advisor. Out of this meeting you will have a degree plan and the resultant Degree Audit Report (DAR) your roadmap to that coveted degree. Important – you will need to bring the degree plan and the DAR with you to the Office of Veterans Affairs to apply for your benefits.
 - vi. Registration for classes
 - vii. Veterans Affairs – Presentation about completing and applying for your VA benefits
4. Once you have completed the registration venue at Orientation you have one real important step left in your day. Take a few minutes to gather your thoughts, rest your feet, organize your assorted forms and folders and then make the trek down to our office in JC Kellam building, room 111 to initiate your VA education benefit application.
5. The following pages provide you with information about the assorted VA educational programs and who is eligible for them, definitions and general terms about a broad swath of general academic jargon. If you should have any questions about this Student Guide give us a call at 512.245.2641 or email us at veteranaffairs@txstate.edu.

Benefit Chapters and Descriptions

Chapter 30 - Montgomery GI Bill

Individuals who entered military service on or after July 1, 1985 and who have their basic military pay reduced by \$100 per month for the first 12 months and have an honorable discharge. Persons on active duty may be eligible for benefits after they have served two years.

Chapter 31 - Vocational Rehabilitation

Training and rehabilitation for veterans with a service-connected disability that is rated at least 30% disabled.

Eligibility is established through the VA VOC REHAB Office in San Antonio, Texas Call (210) 699-2327.

Chapter 32 - VEAP Post-Vietnam Era Educational Assistance

Veterans who began active duty on or after January 1, 1977 and before July 1, 1985 and contributed money to VEAP while on active duty.

Chapter 33 – Post 9/11 GI Bill

Is a new benefit providing educational assistance to individual who have served on active duty on or after September 11, 2001.

Chapter 34/30 - Chapter 34 (Old GI Bill) and Chapter 30 – Vietnam Era

Veterans who were eligible to receive Chapter 34 benefits on December 31, 1989 and who had remaining Chapter 34 entitlement on that date. Individuals participating in this program are usually retired Vietnam Era veterans.

Chapter 35 - Survivors/Dependents Education Assistance

Dependent(s) of a veteran who is 100% disabled or who has died from a service related injury or illness. A dependent may be a child under the age of 26 or a surviving spouse.

Chapter 1606 - Montgomery GI Bill for Selective Reserves/National Guard

Persons who have enlisted, reenlisted, or extended an enlistment in the Selected Reserve on or after July 1, 1985 and serve for a period of not less than 6 years following the date of such action or for those who are active in the National Guard.

REAP (Chapter 1607 of title 10, U.S. Code)

A benefit providing educational assistance to members of the reserve components - Selected Reserve and Individual Ready Reserve (IRR) - who are called or ordered to active service in response to a war or national emergency, as declared by the President or Congress.

Tuition Assistance

Students in the Reserves and National Guard can elect to use tuition assistance along with their regular benefits. Applications for tuition assistance are available from your Education Officer in your unit. Tuition assistance is not processed through our office. There is also a loan repayment program, which will reduce certain types of loans you receive through financial aid. You will need to check with the Education Officer in your unit for further information.

State of Texas Veterans Benefit Program

Hazlewood Exemption

The Hazlewood Exemption is a state program for Texas Veterans who have exhausted their Federal VA GI Benefits.

VA regulatory requirements and guidance

The VA mandates that a student's courses to be part of a Degree Plan as promulgated by their respective colleges. Substitutions maybe made but they require explicit written permission from their departmental advisors before they will be certified for payment by this office.

Required Forms and Documents by Benefit Chapter

New Students Chapter 30, 32, 33, or 34/30: VA Form 22-1990, DD-214, Military Transcripts, Texas State VA Certification Request, "Kicker" information if applicable, and Degree Audit Report (DAR) or Course Outline from Advisor.

Transfer Students Chapter 30, 32, 33, or 34/30: VA Form 22-1995, DD-214, Military Transcripts, and Transcripts of All Previous collegiate course work, Texas State VA Certification Request, and Signed DAR from advisor.

New Students Chapter 1606: VA Form 22-1990, DD-2384, Military Transcripts, Texas State VA Certification Request, "Kicker" Information if Applicable, and DAR or Course Outline from Advisor.

Transfer Students Chapter 1606: VA Form 22-1995, DD-2384, Military Transcripts, and Transcripts of all Previous Collegiate Course Work, Texas State VA Certification Request, and Signed DAR from Advisor.

New Students Chapter 1607: VA Form 22-1990, DD-214, Copy of Deployment Orders, Military Transcripts, Texas State VA Certification Request, "Kicker" information if applicable, and DAR or Course Outline from Advisor.

Transfer Students Chapter 1607: VA Form 22-1995, DD-214, Military Transcripts, and Transcripts of all Previous Collegiate Course Work, Texas State VA Certification Request, and Signed DAR from Advisor.

Veterans Dependents – New Students: VA Form 22-5940, VA Form 22-5495, Texas State VA Certification Request, and Signed DAR from Advisor.

Veterans Dependents – Transfer Students: VA Form 22-5495, Transcripts of All Previous Collegiate Course Work, Texas State VA Certification Request, and Signed DAR from Advisor.

Vocational Rehabilitation: Chapter 31 New Students: VA Form 28-1905 from VOC REHAB Counselor, Signed DAR from Advisor.

Graduate Students: VA Form 22-1990 for first time benefit user or VA Form 22-1995 for previous benefit users, Texas State VA Certification Request, and Signed DAR from Graduate School Office.

Hazlewood Exemption: Texas State Hazlewood Exemption Form, Never Used Hazlewood Exemption Application, DD-214, and Letter from VA certifying Veterans' benefits have terminated.

Definitions and Explanations of Terms

Academic Bankruptcy/Academic Fresh Start

If you have been admitted to Texas State University by declaring Academic Bankruptcy or under Academic Fresh Start, VA will NOT allow us to certify coursework for which you previously received credit. VA considers election of either program as voluntary, and we cannot re-certify those courses for payment.

Adds & Drops

If you change your schedule at any time during the semester you must notify our office. If you drop a course during the semester and there is a reduction in benefits, VA can go back to the beginning of the semester to calculate the reduction in benefits and you will not be paid for the dropped course. If you must drop a course or withdraw and submit mitigating circumstances, VA may approve payment up to the last day of attendance. If you do not let us know the circumstances, we cannot accurately report them to VA and you may be placed in overpayment status.

Application Processing Time Lines

New and transfer students need to be prepared a lag time and receipt of initial benefit payment. Currently, it generally takes up to 45 days to start and or reinstate benefits for Chapter 30 recipients. Taking this into consideration in your expense planning will of course make your introduction to Texas State more congenial to say the least. Current students should not experience this issue if they are in continuous enrollment and chose to receive break pay with the caveat being make sure you register early, complete your Texas State VA Certification Request and keep us informed if you make changes to your degree plan

Break Pay

If you will be attending Texas State University for consecutive enrollment periods you are eligible to receive benefits between semesters. In order to be paid during the break between semesters, you must advance register for the next semester and request "break pay" on the registration information sheet.

Degree Audit

The Degree Audit Report (DAR) is your road map to your degree. The DAR lists your specific degree requirements by category for you to follow in your course selection. The conversation

you have with your academic advisor will of course will be diverse in nature but ultimately the DAR will serve as the driving force as you work out course schedules and the receipt of your VA educational benefits. In order for your courses to be certified they must be listed on your DAR. We do not have the flexibility to deviant from that covenant without your advisor writing a letter detailing the substitution of one course for another. I think by now you have realized the importance of your academic advisor to your success here at Texas State. If you have any question about the advising program here at Texas State do not hesitate to contact by email ro phone. A final about your DAR... it can change overtime because of updates in courses offered and curriculum changes... so keep clued in and watch for changes.

Changing Majors

If you change your major, you will need to complete a 22-1995 (veteran) or a 22-5495 (dependent). Each time you change your major or minor and/or change catalog this will necessitate the presentation of a new degree audit on your behalf for certification purposes. Completing one degree and pursuing another or proceeding to a certification program is considered a change of program.

Change of Address

Your benefit checks will be mailed to the address you used on the VA Certification Request and on your VA forms or direct deposited if you have requested it (Chapter 30, 1606and 1607 only). If you change your address or bank account, you should immediately notify our office and VA. For immediate change of address or account call 1-877-838-2778 to give them your new information. You will still need to fill out an address change form in the Registrar's Office or on the Registrar's website at www.txstate.edu/registrar.

Concurrent and Transient Enrollment

When you enroll at Texas State University to pursue a degree or certification program, Texas State University is considered your "parent institution". If you wish to take courses at another institution and keep Texas State University as your parent institution while receiving VA benefits, you will need to do the following:

- Have been accepted by Texas State University, have an evaluated transcript from Texas State University, and have an official degree audit from the department of your major showing prior coursework that will apply towards your degree.
- Obtain permission from your department to take a course at another institution. The courses must be listed on your degree audit, graduate outline or deficiency plan. You will need to provide this office with the following information to be sent to your department for the academic advisor's signature on your Parent Institution form (PI form): your name, social security number, name of transient institution, enrollment period, course name and number at

the transient school, and the course name and number of the corresponding Texas State University course.

- When the signed form is received in our office we will mail the form or you may hand-carry it to the Office of Veterans Affairs at the school you will be attending, and that school will certify your attendance to VA after classes begin. Certification of courses can be done only by the school you are attending.
- Immediately transfer all coursework to Texas State University upon completion. If you plan to attend Texas State University while attending another school, you will be considered as being concurrently enrolled and the VA will receive certifications from both institutions.

Correspondence Courses

Correspondence courses will be certified for payment AFTER completion of the course if they as required on your degree audit. When you register for the course, we will need a copy of your receipt for your file. Upon completion of the course, provide our office with a notification from the Correspondence Office stating the grade you made and the date it was posted to your transcript.

Our office will then recertify all previously certified coursework that fall within the beginning and ending dates of the correspondence course. VA will re-calculate the rate of payment for all coursework within those dates. (NOTE: A maximum of five credit hours can be added to your total hours). The important fact to know about correspondence course work is that it is reimbursed at 55% of the tuition cost for the course(s).

Course Load Table - VA

Undergraduate:

	Full	$\frac{3}{4}$	$\frac{1}{2}$
Fall & Spring	12 hours	9 hours	6 hours
5-week course	4 hours	3 hours	2 hours
8-week course	6 hours	4 hours	3 hours
10-week course	8 hours	6 hours	4 hours

Graduate:

	Full	$\frac{3}{4}$	$\frac{1}{2}$
Fall & Spring	9 hours	6 hours	4 hours
5-week course	4 hours	3 hours	2 hours
8-week course	6 hours	4 hours	3 hours
10-week course	6 hours	4 hours	3 hours

Direct Deposit

Direct deposit is the safest and fastest way to receive VA education payment and will take between three and five days to reach the bank once payment is authorized. Veterans can call the VA, number on the contact page, and provide the information required for activating their direct deposit.

Emergency Tuition Loan

Texas State University, through the Office of Financial Aid, has an Emergency Tuition Loan Program (ETLP). You can apply for an ETLP for fall or spring semester as soon as you have been admitted to Texas State University. If you meet the requirements, this loan will hold the first payment of your tuition and fees for 90 days after the semester begins. You will not have received all of your VA benefits by that time and you will be responsible for the balance by the due date. You will also be responsible for the second and third installments by each due date.

Enrollment Certification

Students must register with the Office of Veterans Affairs for benefits each enrollment period. Our office has all the requisite forms in stock for those who choose to come in person and as a convenience factor we have them posted on our web site as well. The exception to the use of web site forms is the need for new students and transfer students to come to our office in person to complete their enrollment certification materials.

Enrollment Verification

Students receiving Chapter 30, 34/30, or 1606 benefits must verify enrollment with VA every month. Your check will not be released until you have verified your enrollment with the Department of Veterans Affairs. You may verify on the web at www.gibill.va.gov/wave. You may also call 1-877-VAE-CERT (823-2378) and verify by phone on the first of every month. Benefits for any month will not be paid until the VA regional office in Muskogee, Oklahoma receives verification of enrollment.

Extension of Benefits

If you have one day or more of Chapter 30 VA Educational Benefits remaining at the beginning of any semester, VA will carry you through an entire semester at the basic rate. If you are eligible for the ARMY College Fund or other “kickers,” or benefits with payment for dependents (chapter 34/30), the additional amount will stop on the delimiting date, but the basic rate will continue through to the end of the current enrollment period.

Extension Courses

Extension courses can be certified for payment after completion of the course if they are required on your degree audit and have been approved by the Texas Workforce Commission

(TWC). Upon completion of the course, bring us documentation of the beginning and ending dates of the course (they must be dates approved by TWC for that semester). When your grade is posted to your transcript we will send certification to VA and you will be paid at the appropriate credit hour rate for that semester.

Financial Aid

All veterans are eligible to apply for financial aid and in fact we encourage you to complete the FAFSA and meet with a financial aid representative to make sure they are adequately funded while in pursuit of their respective degree. It is important to know VA educational benefits have to be provided to financial Aid during the application process. Our office is required to provide the Texas State University Office of Financial Aid with a list of all students receiving VA benefits.

Graduate School

All graduate and post-graduate students must provide a copy of a deficiency plan or DAR before coursework will be certified. The VA requires we mail them a copy of their deficiency and DAR so they can open and maintain an education file for the duration of your program. **It is important to note that if both undergraduate and graduate course work is certified we will report training time according to undergraduate or graduate measurement whichever is greater.**

Payment of Tuition and Fees

Any student enrolling under any of the provisions for U.S. Department of Veterans Affairs Educational Benefits should bring sufficient funds to defray the initial cost of tuition, fees, books, and living expenses for approximately three months. Initial benefit payments will not begin until approximately 45 days after registration; therefore, you are responsible for payment of all tuition and fees. You will receive a monthly check as long as you are enrolled at Texas State University, complete the necessary paperwork in our office each enrollment period, and remain eligible for VA educational benefits.

Note: You will receive benefits after the first full month of school, and will always be paid after each full month of school completed.

PE Credit

NOTE: Veterans who have had one year of active duty service will receive four hours of PFW credit. To receive this credit, you must take your DD-214 to the Admissions Office.

Prior Coursework

All students must provide the Office of Veterans Affairs transcripts of all previous academic course work. We will accept unofficial copies of transcripts or grade reports from students transferring to Texas State. However, you need to provide official transcripts undergraduate Admissions so they can be posted to your Texas State University transcript before the second enrollment period. We will not be able to certify you beyond this point if this requirement is not met. We recommend you keep a VA file with a copy of everything you are sent and a copy of everything you send to the VA. This will be extremely helpful in resolving any problems that may occur.

Registration

Texas State has both early and late registration for its students. We encourage all veterans to utilize early registration if possible so they can get their course work certified for their educational benefits in a timely matter. Make sure you are in touch with your advisor and the Office of Veterans Affairs to ensure your courses are certifiable and consequently reducing benefit receipt problems.

Remedial Classes

Remedial courses are those courses that maybe taken by students whose placement exam qualifies them. These courses can be certified only if test scores meet the published school requirements if they will not be certified.

Repeating Courses

In general, a repeated course cannot be certified unless completion of the course with a passing grade is required for your degree. A grade of "D" is considered a passing grade unless the Texas State University catalog requires completion with a "C" or better. Please check with our office during registration if you plan to repeat a course so that your records and departmental requirements can be reviewed.

Rounding Out

VA regulations allow a student to be certified for additional courses during their GRADUATING semester in order to receive full-time benefits.

R.O.T.C.

If you are enrolled in an R.O.T.C. program indicate your intention to become a commissioned officer on your initial application for your VA benefits. If you enroll in R.O.T.C. after you have registered at Texas State University, you must submit a request for change of program to add it to your original degree goal or your R.O.T.C. courses cannot be certified for payment. Note: Military Science and Aerospace Science can be used as a minor at Texas State University. In addition, current law states that up to three semester hours of credit in an upper-level R.O.T.C.

course may be applied to the history requirement and up to three hours to the government requirement (check with the department of your major).

Student Teaching/Internship Courses

In order to be certified for full-time benefits, you must provide a letter from your employer on their letterhead which includes the following: your name, social security number, beginning and ending dates you will be working, and number of hours you will be working each week. If you are working more than twenty hours a week, you can be certified as a full-time student that semester.

Unsatisfactory Progress

According to the Department of Veterans Affairs rules and regulations, students with a semester GPA of less than 2.00 for two consecutive long semesters, or who are placed on academic suspension are considered as making less than satisfactory progress. These rules and regulations do not necessarily correlate with Texas State University's policy regarding probation and suspension.

Students will be reported to VA as making unsatisfactory progress and benefits will be terminated at the end of that semester. Your benefits CAN resume during the next period of enrollment, but this will result in a break in pay, possible overpayment, and a six-to-eight week delay before benefits resume. VA may request an explanation from you concerning your unsatisfactory progress.

VA INFO FACT SHEET

This fact sheet is for your information. Please read and refer to it when you have questions concerning your benefits.

VETERANS AFFAIRS TEXAS STATE UNIVERSITY-SAN MARCOS	512-245-2641
AUTOMATED MONTHLY VERIFICATION (FOR CHAPTER 30/1606 ONLY) TOLL FREE, 24-HOUR ACCESS	1-877-823-2378
WAVE-(online verification)	http://www.gibill.va.gov/wave
U. S. VETERANS ADMINISTRATION (VA) EDUCATIONAL BENEFITS	1-888-442-4551
VA REGIONAL OFFICE QUESTIONS ABOUT OTHER VA BENEFITS	1-800-827-1000
ST. PAUL (COLLECTION AGENCY)	1-800-827-0648
VA VOC REHAB SERVICE CENTER - CHAPTER 31	1-210-699-5022
VA - AUSTIN VETERANS SERVICE CENTER	1-800-826-1880
TEXAS WORKFORCE COMMISSION, SAN MARCOS	1-512-392-1291
FAX (OVA AT TEXAS STATE UNIVERSITY)	1-512-245-3271
VA @ TEXAS STATE UNIVERSITY	http://txstate.edu/registrar/VASERL.htm
VA SCHOLARSHIP INFO	WWW.GIBILLEXPRESS.COM HTTP//education.military.com/money-for-school/scholarships
DIRECT DEPOSIT AND ADDRESS CHANGES	1-877-838-2778
LIFE INSURANCE	1-800-669-8477