Veterans, Midland College Thanks You for Your Service
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Excellence</td>
<td>1</td>
</tr>
<tr>
<td>Contact Information</td>
<td>2</td>
</tr>
<tr>
<td>Getting Started MC Checklist</td>
<td>3</td>
</tr>
<tr>
<td>Required Documents for VA</td>
<td>4</td>
</tr>
<tr>
<td>VA Educational Benefits Description</td>
<td>5</td>
</tr>
<tr>
<td>Other Types of Assistance</td>
<td>6</td>
</tr>
<tr>
<td>Chapter 33 Information</td>
<td>7</td>
</tr>
<tr>
<td>Student Expectations</td>
<td>8</td>
</tr>
<tr>
<td>Important Information</td>
<td>9</td>
</tr>
<tr>
<td>Other Important Information/ MC Resources</td>
<td>10</td>
</tr>
<tr>
<td>Notes</td>
<td>11</td>
</tr>
<tr>
<td>Midland College Certification Request</td>
<td>12</td>
</tr>
</tbody>
</table>
President Barack Obama signed Executive Order 13607 on Friday, April 27, 2012 creating the Principles of Excellence which are designed to help Veterans and their families make informed choices when using one of the most valuable benefits of military service: the educational opportunities offered by the GI Bill. Midland College is committed to providing this information necessary for Veterans and their dependents to make the best decisions regarding their educational future.

1. Midland College offers students a customized Financial Aid Shopping Sheet, providing an overview of the total cost of a degree program
2. Financial aid options available to assist you with your educational future
3. Due to the unique challenges faced by service members, Midland College provides accommodations for student absence due to service obligations
4. Midland College provides all service members, veterans, and their family members the degree requirements necessary to graduate from your program in a timely manner
5. Prior to enrolling students, Midland College works diligently to ensure the accreditation of all new academic program and dynamic individualized educational plan.
6. All Midland College military and veteran education beneficiaries are furnished with an educational plan.
7. Midland College identifies a point of contact for students in regard to academic and financial advising.

To maintain compliance with federal programs, Midland College does not permit dishonest or aggressive recruiting practices.
Please keep this handbook in a safe place and refer to it often.

Midland College—VA Office

Fall/Spring  8:00 a.m. - 5:00 p.m. Monday - Friday
           5:00 p.m. - 7:00 p.m. Tuesday (by appointment only!)

Summer    7:00 a.m. - 5:00 p.m. Monday-Thursday
           5:00 p.m. - 7:00 p.m. Tuesday (by appointment only!)
           Closed Friday

Phone: (432) 432-685-4511       Fax: (432) 685-6451       bhernandez@midland.edu

Website— www.midland.edu/va

Muskogee - VA Regional Office

1-888-442-4551 (8:00 a.m.-6:00 p.m. Mon.-Fri)       www.gibill.va.gov
Mailing Address:       www.ebenefits.va.gov
PO Box 888
Muskogee, OK 74402-8888

Disability Services

Midland College Students with Disabilities office provides services to students with a variety of disabilities to obtain the job skills necessary to compete in today’s workforce. The office is designed to assist students with disabilities to identify interests for which they have an aptitude and to assist the student to learn the skills for the identified job. Classroom accommodations can be made to ensure classroom success

For more information contact:

Dale E. Williams, MA, LPC-S, GCDF, MCC
Counselor/Disability Specialist
Scharbauer Student Center, Room 237
(432) 685-5598
dewilliams@midland.edu
1. **Apply for VA benefits**
   Veteran students must initially submit an application for benefits to the regional VA Office in Muskogee, Oklahoma, for determining and verifying eligibility. The application may be submitted to the VA online at [www.gibill.va.gov](http://www.gibill.va.gov) (VONAPP).

2. **Apply to Midland College**
   The admissions and registration process is the same for veterans as for all other students.
   To get started, visit the Admissions Office in the Scharbauer Student Center or go to [www.applytexas.org](http://www.applytexas.org).
   
   - Please allow 3-5 working days to process from date submitted.
   - ID and PIN will be emailed to you.
   - The student will need the Chap card (student ID) for student discounts, campus activities, and to receive all refunds due from Midland College.
   - You get this card from Admission office.
   - To get the Chap card the student must be currently enrolled in classes and they must show their driver’s license, a government issued photo ID, or passport.

3. **Submit official Transcripts** (page 3)
   You may hand-deliver or mail your official transcript (official sealed only).

4. **Apply for Financial Aid**
   This must be completed each school year and is based on the previous years income tax return.
   - Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
   - Choose the application for the academic year you would like to apply for.
   - Be sure to use IRS Data Retrieval while completing your application. You are less likely to be chosen for verification by using this tool.
   - The application will ask for the school you would like to send your FAFSA to: Midland College's school code is 009797. Make sure you receive your confirmation!

5. **Must have a degree plan on file**

6. **File for Semester VA Benefits** (page 12; after choosing degree plan & enrolling for classes)
   After being admitted and getting registered into classes, the veteran must see the VA Coordinator in the Scharbauer Student Center to complete all VA filing requirements. **(Must be done each semester)**

7. **THEA Test** (page 3)
   Current active-duty service or a honorable discharge from military service exempts the veteran from the state THEA testing requirement. However, documentation must be provided. Midland College requires either a current military ID or a DD-214

8. **Hazelwood Act**
   Some veterans may qualify for Hazelwood state benefits. Contact the Midland College Financial Aid Office at 432-685-4511 or finaid@midland.edu (email) or [http://www.collegefortexans.com/](http://www.collegefortexans.com/) for more information.

9. **Midland College Scholarships**
   Financial Aid at Midland College is intended to help students and their families pay for the costs associated with obtaining their goal of a college education. Apply online each academic year at [https://mama.midland.edu/cc3/aid.html](https://mama.midland.edu/cc3/aid.html)

10. **Tuition & Fees**
    All students, including veterans, are responsible for the payment of tuition, fees, and books at the time of registration. Some benefits (Chap. 30, 1606, 1607 and VRAP) the veteran receives directly from the VA. Upon certification and receipt of the benefits from the VA, the funds received will be credited to the outstanding balance due to the institution. Any remaining funds will be refunded to the student. Payment plans, short-term loans, book loans, financial aid, and Hazelwood may be available.
Required Documents for VA Benefits
In order to receive your VA education benefit payments while enrolled at Midland College, you must submit the following documents to the VA Coordinator. Your enrollment cannot be certified to the VA for payment until these documents are on file.

◊ **Certificate of Eligibility (COE)**
  This document is mailed directly to you from the VA in response to your application for benefits on VONAPP. If you do not receive this document within 30 days of applying for benefits, call the Regional Processing Office in Muskogee, OK at 1-888-442-4551.

◊ **VA Handbook (enclosed)**

◊ **Degree Plan**—signed and dated by you and your advisor
  If you are taking courses at Midland College you must declare a major. The VA will NOT pay for courses that are not required in the student’s degree plan. If students wish to take courses that are not required, we will certify only the required courses. It is the student’s responsibility to ensure that the courses apply toward their degree.

◊ **Guest Student’s**
  You must provide a “Parent Letter” (PIL) from the other institution. Approving your class.

◊ **Discharge Document**
  VA Form DD214 (dependents provide DD214 of veteran); OR
  VA Form 2384 NOBE—Notice of Basic Eligibility (for Reservists)

◊ **Military Transcript (except for dependents)**
  To order your military transcript, go to your branch website:
  - Army (AARTS Transcript)
  - Navy (SMARTS Transcript)
  - Marines (SMARTS Transcript)
  - Coast Guard (CGI Transcript)

◊ **Other College Transcripts**
  (if any other were attended before or after the military)

◊ **VA Form 22-1995**
  “Request for Change in Program or Place of Training”—ONLY IF you have used your VA Benefits at another institution before transferring to Midland College.
VA Educational Benefits

- **Ch 30 Montgomery GI Bill (MGIB):** Member of full time active duty Armed Forces.
- **Ch 31 Vocational Rehabilitation & Employment Program:** Member of Armed Forces who is receiving disability from VA at 30% or higher (see below).
- **Ch 33 Post 9/11 GI Bill:** Member of Armed Forces serving active duty time post 9/11 or dependents of eligible service members.
- **Ch 35 Dependents' Educational Assistance (DEA):** Dependent of 100% disabled or deceased veteran.
- **Ch 1606 Montgomery GI Bill-Selected Reserve (MGIB-SR):** Actively a member of Reserves or National Guard.
- **Ch 1607 Reserve Educational Assistance Program (REAP):** Actively a member of Reserves or National Guard with deployment.
- **Veterans Retraining Assistance Program (VRAP):** Unemployed veterans who are between the ages of 35 and 60 and are not eligible for other VA education benefit programs.

**Chapter 30 & 33**

It is possible to be eligible for more than one benefit. Be sure to research each benefit carefully before making a decision. Sometimes decisions are irreversible.

Some veterans are eligible for Chapter 30 and 33, a student may choose Chapter 30 for the entitlement of 36 months. Once it is exhausted the student may apply for Chapter 33 benefits and receive an additional 12 months of that benefit.

If a student chooses Chapter 33 before exhausting Chapter 30, the student will only receive what time is left on Chapter 30 for Chapter 33 (no additional 12 months will be added).

If you need more assistance on choosing the best benefit visit [http://www.gibill.va.gov/resources/benefits_resources/benefit_comparison_tools.html](http://www.gibill.va.gov/resources/benefits_resources/benefit_comparison_tools.html)

**Transfer of Entitlement (ToE) or Transfer of Education Benefits (TEB)**

Eligibility of service members to transfer their benefits to their spouse or dependent must first be determined by the Department of Defense through the online application found at [www.defense.gov/home/features/2009/0409_gibill/](http://www.defense.gov/home/features/2009/0409_gibill/). Following approval from DoD of the transfer being granted, dependents must fill out the modified VA Form 1990E. Information is available online at [www.gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.html](http://www.gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.html)

**Chapter 31-Vocational Rehabilitation & Employment Program**

Apply for Ch. 31 benefits at [https://www.ebenefits.va.gov](https://www.ebenefits.va.gov). If you have any questions about Vocational Rehabilitation contact Melvin Rand at (325) 677-1766.

U.S. Department of Veterans Affairs
Attn: Melvin Rand, Rehabilitation Counselor
400 Oak Street, Suite 103
Abilene, TX 79602
Fry Scholarship
Children of active duty member of the Armed Forces who died in the line of duty on or after September 11, 2001 may be eligible for this scholarship. Benefit is paid out like Chapter 33. Student may apply for this benefits on the eBenefits portal (VONAPP).

MyCAA—Spouse Career Advancement Account
MyCAA is a program designed by the Department of Defense to assist spouses in advancing their career skills. Training and education is covered up to $2,000 a year to earn a degree or credentials in in-demand, portable fields that are needed across the country. MyCAA is renewable for a second year. For more information visit https://aiportal.acc.af.mil/mycaa.

Hazelwood/Legacy Act
Hazelwood (HE-V) and Hazelwood Dependent (HE-D) is available for Texas veterans and their dependents to be used for tuition and some fees. If you are wanting to use your VA benefits in conjunction with your VA benefits or would like more information about Hazelwood or Legacy, please contact VA Office at (432) 685-4511 or visit www.collegefortexans.com. Please notify the VA before using this exemption.

Kickers
Students who are paid under Ch.30 will be paid more if the student opted to contribute more than required in their enlistment contract. This might be referred to as the Army College Fund or the Navy Sea College Fund. Ch. 1606 and 1607 are also eligible for kickers. Those who are paid under Ch.33 will receive their contributions with their BAH amount on the last month of their enrollment semester.

VFW & American Legion Scholarships
Both the VFW and the American Legion offer scholarships to veterans and their dependents. I highly encourage everyone to apply for these and join their organizations.

Midland VFW (432) 684-6079
Midland American Legion (432) 682-5511

Licensing & Certification Tests
Students may be reimbursed for multiple national tests, licensing, and certification exams. One month of entitlement (rounded to the nearest whole month) will be charged for each $1,460 paid. The test or exams must be approved for VA benefits. Please check with the VA Office for more information.
Housing (BAH)
Paid amount equals the Basic Allowance for Housing for an “E-5 with dependents” and the zip code of the school. BAH rates can be found at www.defensetravel.dod.mil/site/bah.cfm. A monthly housing allowance is paid directly to the student at the beginning of each month for the previous month. Amount is prorated by the number of days a student is enrolled during the month. The housing allowance is paid if the student’s rate of pursuit is more than 50%.

VA calculates rate of pursuit by dividing the number of credits being pursued by the number of credits considered to be full-time by the school. The applicable BAH rate will be multiplied by the rate of pursuit rounded to the nearest multiple of 10.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>60%</td>
</tr>
<tr>
<td>8</td>
<td>70%</td>
</tr>
<tr>
<td>9</td>
<td>80%</td>
</tr>
<tr>
<td>10</td>
<td>80%</td>
</tr>
<tr>
<td>11</td>
<td>90%</td>
</tr>
<tr>
<td>12</td>
<td>100%</td>
</tr>
</tbody>
</table>

Fall/Spring—BAH Rate of Pursuit

Active duty personnel (including those on terminal leave) and their spouses utilizing transferred entitlement are not eligible for the housing allowance.

Residential Housing: At least one class is determined as face to face learning (in class or video).
Distance Housing: All classes are distance learning (self-paced, hybrid, or online).

BAH can be paid to students who are enrolled solely in distance education. Payment is 1/2 the national average BAH for an E-5 with dependents.

Book Stipend
Students using Chapter 33 benefits are entitled to a book stipend. The rate is $41.67 per credit hour certified, up to 24 credits for the academic year (08/01/YY-07/31/YY). The maximum stipend is $1,000 per academic year.

Book stipends will be not released more than 14 days prior to the beginning of that term. Stipends are expected to be paid 3-5 business days after being certified for direct deposit, 7-10 if you receive Treasury checks.

Early registration and applying for financial aid is highly recommended in order to receive benefits and guarantee the schedule that you wish to have. Especially for Chapter 33 benefits to receive your book stipend before classes begin.

Overpayments
If you are receiving a refund check from Midland College, please check with the VA Office to determine where the money is coming from. Chapter 33 students should not be receiving additional monies from tuition and fees due to the VA overpaying Midland College.

If this happens and it is not reported to the Midland College Office as soon as possible, you may be liable to re-pay the VA.

Direct Deposit-
The student may log on to Campus Connect and designate a bank account. This will automatically deposit any money from MC to that bank account.
**STUDENT EXPECTATIONS**

**Student Advisement**
◊ In order for a student to know they are on track, I strongly advise students to meet with an academic advisor each semester. This is to verify the classes that a student wants to take match their degree plan on file.

◊ Register for classes at the time specified in the course schedule.

◊ It is the student’s responsibility to notify the MC VA Office that they registered for classes, otherwise benefits will not be awarded. Also it is your responsibility fill out a Certification of enrollment each semester.

**Attendance**
Attendance is very important when it comes to being a successful student here at Midland College. Be sure to read the attendance policy stated in your syllabus for each class. If there is not a policy, ask the instructor for more information. **If you ever stop attending, notify the VA Office immediately!**

**Veteran students who are receiving Chapters 30, 1606, 1607, or VRAP are required to report monthly attendance by phone 1-877-823-2378 or on the WAVES site. Failure to verify will cause your monthly benefits to stop.**

**8 Week Courses**
VA will only play for the amount of time a student is currently taking a class. Eight week courses will be certified for the start and end dates of the course, not the beginning and end dates of a semester. Example: Fall start date is Aug. 22 and end date is Dec. 12. Student registers for GOVT 2305, ENGL 1301, and HIST 1301-2nd 8 weeks. The certification will be 6 credits for Aug. 22-Oct 17 and 9 credits for Oct 18-Dec. 12 (3 of which is the 8 week course).

**Grades & Probation/Suspension**
Veteran students who are placed on academic probation/suspension (receiving below a 2.0 GPA) will be reported to the VA Muskogee Regional office. Failure to improve the GPA after the probation will result in paying 6 consecutive credit hours. The VA will closely monitor all students who are on probation/suspension.

An “F” that is earned for a class a student must have a Proof of Course Completion Form completed by an instructor and student then turned in to the VA Office within 10 days of receiving the form. Any benefits that you continue to receive after you stopped attending may create a debt to the VA or to student.

**Changes and Updates**
Failure to notify the MC VA Office of changes of updates could result in delays in your benefits from the VA or a debt owed to the VA. Please notify the Midland College VA Office if the following changes have occurred:

◊ Adds/Drops/Complete Withdraws
◊ Cancelled Classes or Repeated Courses
◊ Degree Changes
◊ Address/Phone/Email Changes
VA Workstudy
The VA allows students who receive Chapters 30, 31, 33, 35, 1606 and 1607 may work at the VA office. Student must be enrolled in school 3/4 time or greater and a GPA of 2.25 or higher. Duties include file VA folders, make copies, assist with veteran students, and make packets for veteran students. Great opportunity for those who would like to learn more about VA benefits. Experience working in an office environment. Very flexible schedule.

Ineligible Classes and Fees
- Developmental courses taken without test scores on file or taken online
- PE courses (dependents and PHED 1100 for nursing, or courses for Physical Education major are exempt)
- Returned check fees
- Parking fees
- Late registration fees or add/drop fees ($50 per credit hour)
- Out-of-state tuition & fees (students will pay the difference from in-state tuition)
- Courses not listed on your degree plan (includes athletic team courses)
- Courses taken previously which you received a passing grade

Tuition & Fees
VA benefits are not awarded immediately. Therefore, payment for tuition and fees are due at the time of registration for the full amount or a payment plan must be arranged. The earlier you register the smaller the down payment for the payment plan will be.

Failure to take care of tuition and fees up front may result in classes being dropped and you will no longer be registered for classes. It is up to the student to reregister for classes that they have been dropped from and set-up a payment plan. No exceptions.

Tuition and fees reported to the VA are those that have been deducted for the sole purpose of defraying tuition and fees paid directly to Midland College (waivers, scholarships, aid, or assistance other than loans and funds provided under section 401(b) of the Higher Education Act of 1965).

Placement Test
Veterans may be exempted based on the Character of Status stated on the DD-214. The COMPASS test includes three sections that include Math, Reading, and Writing. The total cost of the test is $29. Be sure to take your photo ID and social security card with you to test. The placement test determines how prepared you are to do college-level work. Scores are given to you immediately. Provide the VA and admissions with a copy of these.

The testing center has different hours depending on the semester, make sure and call ahead of time (432) 685-4505 or check online for testing schedule.
http://www.midland.edu/students/student_services/testing/
Right Now

The VA Post 9/11 GI Bill website has a FAQ site called Right Now to submit questions to the VA pertaining to your benefits. This is the best way to contact them and keep a paper trail of items submitted. Phone calls to the Muskogee Regional Office can take longer to respond than by emailing your question to the VA.

Visit the GI Bill website at www.gibill.va.gov. Click on “Submit a Question” on the right hand side. View past questions and answers or create an account to keep track of your questions.

Change Direct Deposit or Address for your VA Benefits

Direct deposit requests are usually processed within 3 workdays of the date they were received. Depending on the volume of requests, many are processed within 1 work day.

1. Visit the WAVE website at www.gibill.va.gov/wave/index.do
2. Click on “log in instructions” at the top
3. Follow the instructions
4. Choose from the menu “Direct Deposit Enrollment Form” or “Change of Address.” Both procedures can be done online. Or call 1-888-442-4551

Change Direct Deposit or Address for your Midland College

Log on to Campus Connect and select “designate direct deposit”. This will automatically deposit any money from MC to that bank account.

Midland College Career Center-

The Career Center is home to a variety of support functions for Midland College students. Here you will find services that are peripheral to instruction. This means you can find help defining your career and educational interest, assistance with and support of your studies toward that defined interest, and help finding a job that works around your school schedule. (432) 685-5524

Career & Educational Services
Disability Services
Student Resource Services
Job Placement

Midland College Library

The Fasken Learning Resource Center (LRC) consists of two primary service units: the Library, occupying the ground floor, and Media Services, located on the second floor in Room 224. LRC staff are always available to assist the user. Hours Operating hours are subject to change. During Fall and Spring semesters, they are Monday-Thursday, 8:00 AM-10:00 PM, Friday, 8:00 AM-5:00 PM, and Saturday, 10:00 AM-3:00 PM. Summer hours are Monday-Thursday, 7:00 AM-10:00 PM. When Winter and Spring classes are in session, the LRC is open to students from 8:00 AM-4:00 PM, except on campus holidays.

What is Smarthinking?

Smarthinking is an online tutoring service provided by Midland College. This service is provided so that distance learning students have access to tutoring services to support academic success. The service is available to all Midland College students who are enrolled in any course which has an online component—web-enhanced courses, hybrid courses, and online courses.

The Smarthinking online tutoring service is designed for students who are taking core academic courses. Online learning assistance is available from Smarthinking in the following subject areas:


10
I am eligible to receive VA educational benefits and request that my enrollment for this term be certified with VA.

I understand that only courses which are listed on my declared Midland College degree plan can be certified.

I am not repeating any courses previously taken and completed as permitted by VA regulations. I will notify the Midland College VA Rep of any changes to my enrollment, address, status, or degree plan.

Students will be responsible for their tuition and fees at the time of registration.

CH 33 only: Upon certification funds received will be credited to the outstanding balance due to Midland College. Any remaining funds will be refunded to the student. (set up direct deposit)

I assume full responsibility for payment to Midland College or the VA should an over-payment occur as a result of this certification.

YOU WILL NOT BE CERTIFIED TILL YOU HAVE PAID OR ENROLLED IN THE PAYMENT PLAN!

Full name_________________________________________________________________________ Student ID_________________________

Email________________________________________

(I understand all communication regarding my VA benefits will be sent to my official MC e-mail address)

Term____________ Year____________

Declared Degree Plan________________________________________________________________________

Are you currently on Active Duty?_______ Are you receiving Military Tuition Assistance for this term?_______

Benefits you are using?______________ (ex. Ch 30, Ch 31, Ch 33, VRAP)

Check the appropriate status box:
[ ] MC Student
[ ] Guest Student (PIL Required)

Course ID Hours Campus Online
_____________________________________________ ____________________ _______ _____
_____________________________________________ ____________________ _______ _____
_____________________________________________ ____________________ _______ _____
_____________________________________________ ____________________ _______ _____

I have read and understand that it is my responsibility to agree and comply with the above information. All information provided on this form is true.

Signature________________________________________ Date____________________

Please note that students may use the FACTS Tuition Monthly Payment Plan.
Log in to Campus Connect>Student Information>Review/Pay Bill.