



The Veterans Resource Center at Southern Union State Community College (VRC SU) assists veterans, reservist, guardsmen, and dependents of disabled or deceased veterans. It also serves as a liaison between the student and local and federal agencies, including State Department of Education and the Department of Veterans Affairs. While the VA SU does not determine eligibility for assistance, we do ensure that proper paperwork is completed, certified, and filed with the VA so that payment of benefits can begin. It normally takes 60 to 90 days for the Veterans Administration's Regional Office (VARO) to complete processing of your claim. Please take a moment to review the different Veterans Education Benefits that are offered and other important information.

Dear SUCC student

Southern Union State Community College and I, Rosario Thomas “Veterans Specialist/ School Certifying Official” would like to take this opportunity to thank you and your family for the service and sacrifice made to protect our freedom. A few highlights are addressed in this letter specifically related to Veterans Education Benefits.

On January 5, 2021, the President signed the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 into law (Public Law 116-315). The new law requires schools and training providers to be financially responsible, instead of the student, for benefits paid directly to an educational institution. This applies to tuition and fee payments and Yellow Ribbon program payments under the Post-9/11 GI Bill (including under the Edith Nourse Rogers STEM Scholarship), and to advance payment of benefits under the various GI Bill programs. Currently, VA payment systems for the Post-9/11 GI Bill automatically establish debts against students or schools and an overpayment letter is generated and sent. A school debt is established when a student terminates enrollment on or before the first day of the term and VA has paid the institution tuition and fees (and in some cases Yellow Ribbon payments). A student debt is established when the student reduces or terminates enrollment after the first day of the term. When a debt is established, either the student or the school is notified and provided next steps to address the overpayment.

Southern Union does not participate in the advance payment procedure for Veterans using Federal Education Benefits. Any tuition and fees not paid by the VA is the student’s responsibility at the day of registration. Once the student registers for classes, his/her enrollment certification is submitted to the VA Regional Office in Muskogee, Oklahoma. It normally takes about six weeks before the Veteran receives his/her first monthly housing allowance. After that initial delay, future checks should be received at the first of every month. In order to receive full time benefits, a student must take a minimum of twelve (12) hours per semester. Less than full time will result in a reduction in the monthly benefits. If student drop credit hours; he/she is responsible for notifying the School Certifying Official at SUSCC. It will be the student’s responsibility to repay the tuition that is owed once they have withdrawn from classes to Southern Union State Community College for any overpayments that may occur; because of the drop-in hours.

It is the student’s responsibility to keep the school certifying official (SCO) informed of the enrollment status for each semester. You must report any change of hours, curriculum, address, or ending date of enrollment at SUSCC when you plan to transfer and/or drop out of school for any period of time.

All transfer students must have a copy of their academic and military transcripts mailed to the Records Office of SUSCC as soon as possible. Certification will be granted only for those courses which are applicable to the declared program of study (major). Any deviation must be approved by the VA SCO.

The toll-free number of the VA Regional Office (Federal Education Benefits) is 1-888-442-4551. You can speak with an education case manager Monday through Friday during normal business hours; or you can visit the VA website at [www.gibill.va.gov](http://www.gibill.va.gov).

Best Regards,

Rosario Thomas, SCO/Veterans Specialist



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# STATE PROGRAMS

## Alabama GI Dependents Scholarship Program

This nationally renowned program was created by Act 633 and approved October 1947 by the Alabama Legislature. It is administered by the Alabama Department of Veterans Affairs and is governed by the Code of Alabama 1975, Section 31-6-1. The veteran must meet the qualifications listed below to establish eligibility of his/her dependents. A dependent is defined as a child, stepchild, spouse or the un-remarried widow (er) of the veteran.

**Military Service:** The veteran must have honorably served at least 90 or more days of continuous active federal military service or honorably discharged by reason of service-connected disability after serving less than 90 days of continuous active federal military service during wartime.

The ADVA will recognize the following periods of wartime service:

- April 6, 1917 - November 11, 1918 (World War I)
- December 7, 1941 - December 31, 1946 (World War II)
- June 27, 1950 - January 31, 1955 (Korean War)
- February 28, 1961 - May 7, 1975 (Vietnam War)
- August 2, 1990 - Present (Operation Desert Shield/Desert Storm/Iraqi Freedom/Enduring Freedom-Afghanistan)

**Disability Requirements:** Beginning July 31, 2017 veterans must be rated 40% or more due to service-connected disabilities or have held the qualifying rating at the time of death, be a former prisoner of war (POW), declared missing in action (MIA), died as the result of a service-connected disability rating or died while on active military service in the line of duty.

**Residency Requirements:** (Veterans must qualify under at least one of the following two requirements).

1. Permanent civilian resident for at least one year immediately prior to initial entry into federal active military service or any subsequent entry into federal active military service where a 12 month break in service occurred

**AND one of the following:**

\*Current resident for at least two years immediately prior to the date of this application or date of veteran's death; or

\*Current resident who was discharged within the last 12 months; or

\*Filed a resident Alabama income tax return for the past 10 consecutive years.

2. Bona fide permanent resident for at least five years immediately prior to the date of this application or the date of the veteran's death. Applies to 100% permanent and total ratings only.

**Entitlement:** Children and stepchildren of qualified veterans may receive five standard academic years (10 semesters) at any Alabama State-supported institution of higher learning or a prescribed course of study at any state-supported technical college to be used for undergraduate courses of study at the in-state tuition rate.

The entitlement applies to the following:

Spouses or un-remarried widow (er)s of a veteran rated as 100% permanently and totally disabled may also receive five standard academic years (10 semesters) at any Alabama State-supported institution of higher learning or a prescribed course of study at any state-supported technical college to be used for undergraduate courses of study at the in-state tuition rate.

Spouses or un-remarried widow (er)s of a veteran rated 40-90% disabled are entitled to three standard academic years (6 semesters) at any Alabama State-supported institution of higher learning or a prescribed course of study at any state-supported technical college to be used for undergraduate courses of study at the in-state tuition rate.

Beginning with applications received at the Alabama Department Headquarters office with a postmark dated on or after July 31, 2017, tuition will be limited to the Department of Defense Tuition Assistance Cap (currently \$250 per semester hour) and required textbooks and applicable fees will be limited to a combined \$1,000 total per student for each semester. Schools may waive any overages of these charges at their discretion. All scholarships and grants must be applied to education expenses first (unless otherwise proscribed by state law) and the Alabama G.I. Dependent Scholarship Program will be applied for any applicable remaining charges pursuant to current state law.

**Note:** Students who made application prior to Fall 2009 received a lower number of awarded semesters and students who made application prior to Fall 2014 were not required to utilize benefits for undergraduate courses of study.

**Age Deadline:** The child or stepchild must initiate training prior to their 26th birthday. The age 30 deadline may apply in certain situations. There is no age deadline for submission of the application by the spouse or un-remarried widow(er).

**Unauthorized Courses:** The Alabama G.I. Dependent Scholarship Program does not pay for noncredit or remedial courses, placement testing, GED preparation, continuing educational courses, pre-technical courses nor state board examinations.

**Book Purchases:** The Alabama G.I. Dependents' Scholarship Program will pay for only those books that are mandatory for the courses in which you are officially enrolled. The program does not pay for the purchase of reference manuals, suggested reading materials, study guides or recommended workbooks.

**Supplies:** The Alabama G.I. Dependent Scholarship Program does not pay for supplies such as pens, paper, notebooks, tools, art supplies, uniforms, computer software products, etc.

**Application Assistance:** The Veterans Affairs Department maintains an office in each county of the State which can furnish information and assist in filing your application. To locate the nearest VA office in your area; visit <https://va.alabama.gov/serviceofficer/>. Out-of-state applicants may receive additional information by visiting [www.va.state.al.us/scholarship.htm](http://www.va.state.al.us/scholarship.htm) or by contacting:

Department of Veterans Affairs  
Alabama G.I. Dependents' Scholarship Program  
P.O. Box 1509  
Montgomery, AL 36102-1509

**School Transfer Requirements:** Approval is required prior to transferring or enrolling in another Alabama state-supported school. A "Request for Supplemental Certificate (ADVA 5s)" must be completed by the student and the VRC will then forward the request to the Alabama Department of Veterans Affairs.

## **Purple Heart Waiver**

The Purple Heart Waiver is a waiver of undergraduate tuition and fees for Purple Heart recipients.

A public institution of higher education may waive undergraduate tuition and fees for each veteran who is the recipient of the Purple Heart and who satisfies all of the following:

- Is enrolled as a full-time, part-time, or summer school student in an undergraduate program that culminates in a degree or certificate.
- Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart, a resident of this state.
- Submits to the public institution of higher education the DD-214 form issued at the time of separation from service as documentation that he or she has received the Purple Heart.

The waiver provided to the recipient of a Purple Heart may be applicable for up to 125 percent of the number of required credit hours of the degree or certificate program for which the veteran is enrolled. Nothing in this section shall be construed to lower, or make an exception to, the admission and retention standards or requirements of a public institution of higher education affected by this section. Any veteran, in order to obtain and retain the educational benefits of this section, shall satisfy all scholastic and other requirements for entrance into and continuing enrollment in the applicable public institution of higher education.

The benefits provided by this section shall be in addition to all other benefits provided by law and shall only be available to an eligible veteran after he or she has utilized all other educational benefits, excluding any benefit that is partially funded by the veteran, such as those benefits provided in the federal Montgomery GI Bill, also known as Chapter 30.



## **Alabama National Guard Assistance Program (ANGEAP)**

ANGEAP is a program established by the legislature of the State of Alabama and is designed to provide financial assistance to active Alabama National Guard members who are enrolled in degree programs at accredited postsecondary institutions of higher learning located within the State of Alabama. Students must complete the Free Application for Federal Student Aid online at [www.studentaid.gov](http://www.studentaid.gov) in order to be considered for the ANGEAP program.

The award amount for each year will be determined by ACHE based upon institutional tuition increases and the annual program appropriation each year. The award amount per semester (Fall, Spring, Summer) is not to exceed the average cost of tuition per semester of a state-supported Alabama four-year public institution. The annual application and award amount per semester will be determined by July 31st of each year.

### **Benefits:**

ANGEAP, is the Payer of Last Resort, and will cover only the remaining balance of tuition and instructional fees that are not otherwise covered by other aid received by the student. Grants, scholarships, federal and state VA benefits paid directly to the institution for tuition purposes are to be used first.

### **Eligibility:**

- Must be at least 17 years of age
- Be an Alabama resident
- Be an active member in good standing with the Alabama National Guard
- Be a member of a federally recognized unit of the Alabama National Guard
- Completed basic training and advanced individual training, be enrolled in a degree program
- Maintain **Satisfactory Academic Progress (2.0 GPA or higher)** toward a degree

**Application Procedure:** Obtain an ANGEAP form from your guard unit for certification. Complete section one and submit the ANGEAP form to the Veterans Resource Cent at Southern Union State Community College. Alabama Commissions on Higher Education (ACHE) will send the payment to the school's Financial Aid / VA Officer.

## ANGEAP Students

Due to limited ANGEAP funding; beginning Spring 2022 Southern Union State Community College will be requiring that all students using ANGEAP to pay their tuition and fees up front. Applying for FAFSA and being approved is one way that your tuition can be paid, or you can pay out of pocket for expenses.

Please understand that reimbursement is dependent upon receipt of ANGEAP funds released to the school and it is not guaranteed that a reimbursement will be issued.

I, \_\_\_\_\_ have read the statement above and understand the guidelines provided.

Signature: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date: \_\_\_\_\_

## **Tuition Assistance (ArmyIgnitED)**

Tuition Assistance (TA) is a Department of Defense (DOD) program. VA does not administer TA. TA rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard.

If a student receives education benefits from VA and receives TA benefits from the military, duplication of benefits may be an issue. The issue might involve VA regulations, DOD regulations, or both since VA and DOD both have regulations about receiving VA benefits and TA at the same time. Potential duplication issues are outlined below.

The Tuition Assistance (TA) program provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning. The courses must be offered by schools that are registered in ArmyIgnitED and are accredited by accrediting agencies that are recognized by the U.S. Department of Education.

In addition to degree programs, TA is available to Soldiers to complete a high school diploma and to complete certificate programs. However, TA will not be approved to complete credentials at the same or a lower educational level. TA is not authorized for programs beyond a master's degree. All eligible Soldiers will request TA through ArmyIgnitED. Non-Army servicemembers must obtain TA through their branch of Service.

### **TA PROCEDURES**

- Soldiers must request TA through [armyignited.com](http://armyignited.com) prior to the course start date and no later than 14 days after the 1st day of the semester.
- TA is requested on a course-by-course basis every semester and the TA approval must be submitted to the VA Coordinator.
- ArmyIgnitED will notify the Soldier whether the TA is approved or not. If the TA request is not approved, ArmyIgnitED will advise the Soldier of the reason and next steps.
- All drops/withdrawals must be handled through ArmyIgnitED. Soldiers who do not successfully complete a class will be required to repay the TA. Soldiers who are unable to successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through ArmyIgnitED and complete all required steps to ensure that they will not be charged.
- Soldiers must submit a signed TA Statement of Understanding (TA SOU) each year. Soldiers in the rank of E7 or above do not need their commander's signature. However, by signing this document they agree to the terms of this TA SOU. Soldiers in the rank of E6 or below must have their commander's signature. ArmyIgnitED will send a notice to students 90 days before the due date.

# FEDERAL PROGRAMS

## **Chapter 31 Veteran Readiness and Employment (Disable Veterans)**

If you have a service-connected disability that limits your ability to work or prevents you from working, Veteran Readiness and Employment (formerly called Vocational Rehabilitation and Employment) can help. This program—also known as Chapter 31 or VR&E—helps you explore employment options and address education or training needs. In some cases, your family members may also qualify for certain benefits.

You're eligible to apply for VR&E benefits and services if you meet both of these requirements:

All of these must be true:

You didn't receive a dishonorable discharge, and

You have a service-connected disability rating of at least 10% from VA

When you have submitted your VR&E application; the VA will schedule your initial evaluation with a Vocational Rehabilitation Counselor (VRC). The VRC will determine if you're entitled to receive VR&E benefits and services.

If you were discharged from active duty before January 1, 2013, your basic period of eligibility ends 12 years from one of these dates, whichever comes later:

The date you received notice of your date of separation from active duty, or

The date you received your first VA service-connected disability rating

The basic period of eligibility may be extended if a VRC finds that you have a serious employment handicap (SEH). Having an SEH means your service-connected disability significantly limits your ability to prepare for, obtain, and maintain suitable employment (a job that doesn't make your disability worse, is stable, and matches your abilities, aptitudes, and interests).

If you were discharged from active duty on or after January 1, 2013, the 12-year basic period of eligibility doesn't apply to you. There's no time limit on your eligibility.

**How to apply:**

<https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply>

## **Chapter 30 Montgomery GI Bill® Active Duty**

The Montgomery GI Bill (Active Duty), also known as Chapter 30, is a program of education benefits generally for individuals who enter active duty for the first time after June 30, 1985, and have contributed to the College Fund. Active Duty for benefits purposes includes full-time National Guard duty November 29, 1989. The participant generally must serve continuously on active duty for three years of a three-year or greater initial enlistment or, for a lesser benefit, two years of an initial active-duty obligation of less than three years. An individual also may qualify for the full benefits by initially serving two continuous years on active duty, followed by four years of Selected Reserve service. In the latter case, the participant must enter the Selected Reserve within one year of the release from active duty. Individuals, who initially serve a continuous period of at least three years of active duty, even though they were initially obligated to serve less, will be paid at the higher basic rate.

**Students applying for Chapter 30 benefits will need to pay out-of-pocket the day of registration or use financial aid for tuition and fees. Any additional expenses including books and supplies are the student's responsibility.** The VA will issue a Monthly Housing Allowance (MHA) based on the number of credit hours enrolled per semester.

## Chapter 33 Post 9/11

The Post 9/11 GI Bill is a program for individuals who served on active duty on or after September 11, 2001. The benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.

You may receive up to 36 months of entitlement under the Post 9/11 GI Bill®. You will be eligible for benefits for 15 years from your last period of active duty. The benefit rating is the percentage of In-State Tuition being covered under the Post 9/11 GI Bill®. The actual net cost for in-state tuition and fees after the application of any waiver, scholarship, aid, or assistance other than loans and funds provided directly to the institution and specifically designated for the sole purpose of tuition and fees.

**Tuition:** Tuition is the actual established charges for tuition the student is required to pay. Tuition is listed as tuition on the school's billing statement or invoice.

**Out-of-State Tuition:** The VA will ONLY pay the amount of tuition at the in-state rate. The remaining balance of tuition becomes the responsibility of the student and must be paid the day of registration.

**Fees:** Fees are mandatory charges (other than tuition, room, and board) applied by the school for pursuit of an approved program of education. Fees are defined in the school's catalog or supplement and listed on the school's billing statement or invoice. Examples of fees that are not allowed include:

- Penalty fees (e.g., late registration, late course changes, returned checks)
- Parking Decal/tickets
- Fees for any food or lodging expenses
- Transportation/transit
- Graduation fees

You may also be eligible if you were honorably discharged from active duty, for a service-connected disability and you served 30 continuous days after September 10, 2001. Note: Once you elect to receive benefits under the Post 9/11 GI Bill®, you will no longer be eligible to receive benefits under the program from which you elected the Post 9/11 GI Bill®. A monthly housing allowance (MHA) based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school (for BAH rates please visit [www.gibill.va.gov](http://www.gibill.va.gov)). For those enrolled solely in distance learning the housing allowance payable is equal to ½ the national average BAH for an E-5 with dependents (Active duty students and their spouses cannot receive the MHA). An annual book and supplies stipend of \$1,000 paid proportionately based on enrollment.

## **TRANSFER OF ENTITLEMENT**

Any member of the Armed Forces (active duty or Selected Reserve, officer or enlisted) on or after August 1, 2009, who is eligible for the Post-9/11 GI Bill, may be eligible to transfer entitlement: **ELIGIBLE DEPENDENTS**

An individual approved to transfer an entitlement to educational assistance under this section may transfer the individual's entitlement to:

- The individual's spouse
- One or more of the individual's children
- Any combination of spouse and child

A family member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits, at the time of transfer to receive transferred educational benefits.

A child's subsequent marriage will not affect his or her eligibility to receive the educational benefit; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify the transfer at any time.

A subsequent divorce will not affect the transferee's eligibility to receive educational benefits; however, after an individual has designated a spouse as a transferee under this section, the eligible individual retains the right to revoke or modify the transfer at any time.

## **NATURE OF TRANSFER**

An eligible Service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, or the entire 36 months if the member has used none (unless DOD/DHS limits the number of months an individual may transfer).

Family member use of transferred educational benefits is subject to the following:

### **Spouse**

- May start to use the benefit immediately.
- May use the benefit while the member remains in the Armed Forces or after separation from active duty.
- Is not eligible for the monthly stipend.
- Can use the benefit for up to 15 years after the service member's last separation from active duty.



### **Child**

- May start to use the benefit only after the individual making the transfer has completed at least 10 years of service in the Armed Forces.
- May use the benefit while the eligible individual remains in the Armed Forces or after separation from active duty.
- May not use the benefit until he/she has attained a secondary school diploma (or equivalency certificate), or reached 18 years of age.
- Is entitled to the monthly stipend and books and supplies stipend even though the eligible individual is on active duty.
- Is not subject to the 15-year delimiting date, but may not use the benefit after reaching 26 years of age.

## **Chapter 1606 Montgomery GI Bill® Reserves**

This program provides benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985. Please provide a copy of your Notice of Basic Eligibility (NOBE) to the Veterans Affairs Coordinator at Southern Union State Community College.

**Students applying for Chapter 1606 benefits will need to pay out-of-pocket (or use Tuition Assistance) for tuition and fees at the time of registration. Any additional expenses including books and supplies are the student's responsibility.** The VA will issue a Monthly Housing Allowance (MHA) based on the number of credit hours enrolled per semester.

### Apply

Follow these steps to become eligible and apply:

1. Get the DD Form 2384-1, Notice of Basic Eligibility, when you become eligible for the program from your unit. Your unit will also code your eligibility into the Department of Defense personnel system so VA may verify your eligibility.
2. Then make sure your selected program is approved for VA training. If you are unsure, VA will inform you and the school or company about the requirements.
3. Obtain and complete [VA Form 22-1990](#) (Application for Education Benefits). Send it to [the VA regional office](#) with jurisdiction over the state where you will train.
4. If you started training, take your application and your Notice of Basic Eligibility to your school or employer. Ask them to complete VA Form 22-1999 not available online Enrollment Certification, and send all the forms to VA.

## **Chapter 35 Survivors and Dependents (DEA)**

Sons, daughters and spouses of veterans may be eligible for educational assistance if the veteran died while in service, died as a result of a service connected disability, became permanently and totally disabled as a result of a service-connected disability, or died while disability was in existence. Benefits are paid at the single rate.

**Students applying for Chapter 35 benefits will need to pay out-of-pocket (or use the Alabama GI Dependent Scholarship Program) for tuition and institutional fees at the time of registration. Any additional expenses including books and supplies are the student's responsibility.** The VA will issue a Monthly Housing Allowance (MHA) based on the number of credit hours enrolled per semester.

## **Military Spouse Career Advancement Accounts (MyCAA)**

MyCAA is a Department of Defense program that provides up to \$6,000 of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

Spouses of Active Duty members of the Department of Defense and activated members of the National Guard and Reserve Components are eligible. Currently, the period of eligibility for spouses of Guard and Reserve members is from the date of the Alert or Warning Order for Military Recall or Mobilization, through activation and deployment until 180 days following Demobilization. Please Note: For military members who have transferred their Post 9/11 GI Bill (CH33) to their spouse: Federal regulation prohibit spouses from using both MyCAA and CH33 tuition funds to pay for the same course(s).

MyCAA benefits must be considered when calculating Financial Aid Title IV eligibility.

The following link leads to a MyCAA Fact Sheet that provides current information on eligibility and application procedures: <https://aiportal.acc.af.mil/mycaa/Default.aspx>

## **Additional Benefits**

Any additional benefits are subject for review by the Veteran Affairs Office, Financial Aid Office, and Business Office prior to using benefits at Southern Union State Community College.

## **REQUESTING REIMBURSEMENT**

**If benefits are not set up prior to enrolling in classes, the student is required to request a reimbursement in writing. Reimbursement requests are submitted during the billing period. If the billing period has ended the request will not be submitted until the following semester.**

**If the student needs to be certified for Education Benefits after the beginning of the term a request must be submitted in writing specifying the time that the certification should cover. The Department of Veterans Affairs process in the order a certification is received. The Department of Veterans Affairs will back pay a student for funds due; however, the process can take longer than normal.**

**Please be aware that if requesting a reimbursement or to be certified after the initial enrollment period can delay funding.**

# **VA POLICY AND PROCEDURES**

## **Acceptance**

Once accepted to Southern Union State Community College (SUSCC), contact the Veterans Resource Center (VRC) to apply for the benefits. The Chapter under which you are filing will determine the documentation (DD-214, NOBE, etc.) required by the VA to certify your benefits.

If you have previously received benefits at another institution, you must submit a “Change of Place of Training” Form (VA Form 22-1995 or 22-5495).

## **SHOPPING SHEET**

Southern Union State Community College has agreed to comply with the principles of Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), of their commitment to use the Financial Aid Shopping Sheet (Shopping Sheet) to provide each of their prospective veteran and service member students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid.

A Shopping Sheet has been provided; various information pertaining to general financial aid availability information. Based the specific Federal educational benefits and financial aid for each student additional funding may be calculated into the Shopping Sheet.

Student Name:

Student ID:

Costs in the 2021-22 year			
Estimated Cost of Attendance		21-22	/yr
Tuition and fees	\$		
Housing and meals	\$		
Books and supplies	\$		
Transportation	\$		
Other educational costs	\$		

Grants & scholarships to pay for college			
Total Grants and Scholarships	("Gift" Aid; no repayment needed)	21-22	/yr
Grants from your school	\$		
Federal Pell Grant	\$		
Grants from your state	\$		
Other scholarships you can use	\$		

What will you pay for college			
Net Costs		\$	/yr
(Cost of attendance minus total grants and scholarships)			

Options to pay net costs			
Work options			
Work-Study (Federal, state, or institutional)	\$		

Loan options*			
Federal Perkins Loans	\$		
Federal Direct Subsidized Loan	\$		
Federal Direct Unsubsidized Loan	\$		

\*Recommended amounts shown here. You may be eligible for a different amount. Contact your financial aid office

Other options			
Family Contribution		\$	/yr
(As calculated by the institution using information reported on the FAFSA or to your institution.)			
• Payment plan offered by the institution	• Military and/or National Service benefits		
• Parent PLUS Loan	• Non-Federal private education loan		

### Graduation Rate

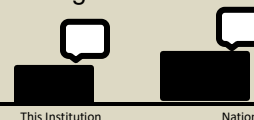
Percentage of full-time students who graduate within 6 years



LOW | MEDIUM | HIGH

### Loan Default Rate

Percentage of borrowers entering repayment and defaulting on their loan



### Median Borrowing

Students at SUSCC typically borrow \$ XXXX in Federal loans for their undergraduate study. The Federal loan payment over 10 years for this amount is approximately \$ XXXX per month. Your borrowing may be different.

### Repaying your loans

To learn about loan repayment choices and work out your Federal Loan monthly payment, go to: <http://studentaid.ed.gov/repay-loans/understand/plans>

### For more information & next steps:

Southern Union State Community College  
Financial Aid Office  
PO Box 1000  
Wadley, AL 36276  
Telephone: 334-745-6437  
E-mail: [financialaid@suscc.edu](mailto:financialaid@suscc.edu)

## **FINANCIAL AID**

Students receiving VA benefits are encouraged to apply for financial aid including Pell grants and student loans. Financial aid awarded can pay for any cost not covered by the VA including tuition, fees, books, and supplies.

### **APPLYING FOR ADDITIONAL ASSISTANCE**

FAFSA (FREE APPLICATION FEDERAL STUDENT AID)

[studentaid.gov](http://studentaid.gov)

STEP #1 Create an FSA I.D. at [studentaid.gov](http://studentaid.gov)

Apply for aid at [studentaid.gov](http://studentaid.gov) (the application is FREE to complete)

School Code for Southern Union State Community College 001040

STEP #2 The Admissions Office must have a completed application and all official transcripts for financial aid application to be processed. Additional documents for processing may be required once application received by the financial aid office.

STEP #3 Please check back about a week after completing the FAFSA application. You may check your status online or email any questions to financial aid's email, [financialaid@suscc.edu](mailto:financialaid@suscc.edu).

### STUDENT LOANS

Students must complete FAFSA. A Loan offer will be sent through the student mySUSCC portal with amounts of Eligibility.

## **Transient Students**

Transient students must provide a letter from the primary institution stating the student's name, program, approved courses that may be taken at the secondary institution, and the semester of intended enrollment. The letter needs to be signed by the school certifying official (SCO) at the primary institution and submitted to the Veterans Resource Center (VRC) at SUSCC.

## **Drops and Withdrawals**

All withdrawals will be reported to the VA Regional Office. If there is a change in your enrolled credit hours, the VARO will be notified. Please note that changes in your enrolled credit hours during a semester may cause an overpayment and you, the student, are responsible for any recoupment to the VA.

## **First Day of Term**

If a student withdraws from a course(s) on the first day of the term, the adjustment will be reported to the VA Regional Office.

- If a student **terminates the first day** of the semester after attending class, the student should be paid for that first day.
- If the student **did not** attend class and withdraws on the first day, the student should not be paid for the first day.
- If a new student is certified for the first time before the term begins and the student does not start the semester, the student should not be paid.

## **During Drop Period**

The drop period is the period at the beginning of the semester when a student can withdraw and the withdrawal is not recorded on the student's transcript.

Please notify the SCO at SUSCC of any changes in your enrollment status at the beginning of the semester.

## **After Drop Period**

If the student should drop after the "Drop Period" (Non-Punitive Grades Assigned) or After Drop Period (Punitive Grades Assigned) as appropriate, the student should notify the VA Office immediately.

- Non-Punitive Grade: a grade that does not count as earned credit that is not calculated into the student's grade point average (i.e. W)
- Punitive Grade: a grade that is calculated into the student's grade point average (i.e. A, B, C, D, F)



## **Mitigating Circumstances**

If a student drops a course or withdraws from school after the drop period and receives a non-punitive grade, VA will reduce benefits effective the first day of the term unless mitigating circumstances are identified. Circumstances will only be considered if they are beyond the student's control and prevent the student from continuing in school or cause the student to reduce credits.

Examples are:

- An illness or injury afflicting the student during the enrollment period.
- An illness or death in the student's immediate family.
- An unavoidable change in the student's conditions of employment.
- Immediate family or financial obligations beyond control of the claimant, which 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 have made for the period during which he or she is attending class.

When a student terminates or reduces after the drop period and non-punitive grades are assigned, mitigating circumstances becomes an issue. If mitigating circumstances are needed and adequate evidence of mitigating circumstances is not received with the Notice of change in student status, VA will not pay for the course(s) in question. If the student has already been paid for the courses(s), VA will create an overpayment from the beginning of the semester. Submitting the reason for the reduction or withdrawal at the time the change is reported will help the student avoid or reduce an overpayment if the change is for an acceptable reason.

Documentation of a mitigating circumstance claim must be turned in to the SCO at SUSCC prior to reduction so that VA can be notified. Additional documentation may be requested by the VA for processing.

## Rate of Pursuit and Training Time

### **Rate of Pursuit (Chapter 33)**

VA calculates rate of pursuit by dividing the credit hours (or credit hour equivalents) being pursued by the number of credits considered to be full-time by the school. The resulting percentage is the student's rate of pursuit.

*The Chapter 33 housing allowance is paid if rate of pursuit is more than 50%.*

### **Training Time (Chapter 30, 35, and 1606)**

VA benefits are paid based on training time. In a standard semester, VA measures training time as follows:

12 credits or more	full-time
9-11 credit hours	$\frac{3}{4}$ time
6-8 credit hours	$\frac{1}{2}$ time
4-5 credit hours	less than $\frac{1}{2}$ time ( $< \frac{1}{2}$ time)
1-3 credit hours	$\frac{1}{4}$ time or less ( $< \frac{1}{4}$ time)

## Non-College Degree Programs

If a program is measured in clock hours, benefits are paid based on clock hours of attendance per week. Full-time measurement is 18 clock hours if classroom instruction predominates and 22 clock hours if shop practice predominates.

### **Rate of Pursuit (Chapter 33)**

VA will convert clock hours to credit and then calculate rate of pursuit. The monthly housing allowance is paid if rate of pursuit is more than 50%.

### **Training Time (Chapter 30, 35, and 1606)**

Clock hour training time is measured as follows:

18 Hours: Theory Predominates	22 Hours: Shop/Practice Predominates
18 hours or more full-time	22 hours or more full-time
13-17 hours are $\frac{3}{4}$ time	16-21 hours are $\frac{3}{4}$ time
9-12 hours are $\frac{1}{2}$ time	11-15 hours are $\frac{1}{2}$ time
5-8 hours are less than $\frac{1}{2}$ time	6-10 hours are less than $\frac{1}{2}$ time
1-4 hours are $\frac{1}{4}$ time or less	1-5 hours are $\frac{1}{4}$ time or less

## Credit Hour Equivalency Table

The training time credit hour equivalency table for Chapter 30, 35, and 1606 shows undergraduate training time for nonstandard length semesters at schools where 12 credit is full-time.

Calculate the number of weeks by counting the number of days in the enrollment period (first day through the last day) and dividing by 7. Disregard a remainder of 3 days or less and consider a remainder of 4 days or more a full week.

Weeks → Credit ↓	15 to 19 Fall /Spring	14	13	12	11	10 Summer
12 or more	FT	FT	FT	FT	FT	FT
11	$\frac{3}{4}$	FT	FT	FT	FT	FT
10	$\frac{3}{4}$	FT	FT	FT	FT	FT
9	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT	FT
8	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT
7	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	FT
6	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$
5	$<\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$
4	$<\frac{1}{2}$	$<\frac{1}{2}$	$<\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
3	$\frac{1}{4}$	$\frac{1}{4}$	$<\frac{1}{2}$	$<\frac{1}{2}$	$<\frac{1}{2}$	$<\frac{1}{2}$
2	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
1	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$

## Reduction in Credit Hours

A reduction in credit hours during a semester will cause a reduction in benefits. If a student makes an adjustment to their schedule during the semester please notify the SCO at SUSCC. The school certifying official (SCO) will notify the VA through VA-ONCE and the remaining semester of benefits will be pro-rated.

***Any reduction in benefits may cause an overpayment and the student is responsible for any recoupment due to the VA.***

## **REPEAT COURSES**

Courses that may need to be repeated for various reasons must be approved by the SCO at SUSCC. VA educational benefits will not cover repeat course(s) if a previous course has been taken and passed with a passing grade. Please refer to the SUSCC catalog to determine grade requirements for passing classes.

Courses that can be repeated must meet one of the following criteria:

- Course is required under declared major
- Course grade for previous class was a failing grade based on SUSCC catalog
- Course grade for previous class was a “W” for withdrawal

If there is a special circumstance not listed above please contact the VAO at SUSCC for review.

## **Standards of Academic Progress for Financial Aid**

All students receiving federal financial aid (Pell Grant, College Work Study, Supplemental Grant, or William D. Ford Direct Loan) must make satisfactory academic progress (SAP). Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. In accordance with federal guidelines, students receiving federal financial aid at Southern Union State Community College must meet the following requirements:

1. Status Review: Academic progress will be assessed at the time a student is awarded and at the end of each semester after grades have been posted to academic history by the Registrar’s Office. You will receive one of the following status notifications:
  - Pass: Your status was reviewed and you are eligible to receive aid for the following term.
  - Warning: Your status was reviewed and you are not meeting the minimum SAP guidelines. You will be put on a “Warning” status and allowed to keep aid for one term. Your continued eligibility will be determined after the next term check point.
  - Failure: Your status was reviewed after the check point of a “Warning” classification and it was found that you do not qualify for financial aid for the following term.
  - Close to Max: Your status was reviewed and you are close to reaching your maximum timeframe in credit hour limit. You will continued to be monitored until you have exhausted your eligibility. Your continued eligibility will be determined after the next term check point.
  - Max: Your status was reviewed after the check point of a “Close to Max” classification and it has been determined you have exceeded the maximum

timeframe in credit hours. You no longer qualify for federal financial aid assistance.

*\*There is no warning semester for Maximum Timeframe.*

2. **Maximum Time frame:** Students may receive financial aid for a period of time not to exceed 1 ½ times the normal length of their specific program of study. For example, students in an Associate in Science Degree requiring 64 credit hours will have a maximum of 96 hour to complete the program. Students who transfer from other colleges will have all credit hours accepted by Southern Union included in the 96-hour total. The length of programs may vary.

\*All attempted courses, to include transfer credits accepted by the institution, incompletes, periods where academic bankruptcy or course forgiveness was applied, and developmental courses, must be factored into the calculation of Maximum Timeframe.

3. **Grade Point Average Standard:** Each student will be expected to meet or exceed the following GPA at the indicated points in his/her program of study:

Long-Term Certificates and Degrees:	Short-Term Certificates:
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<u>Credit Hours</u> <u>Minimum Cumulative GPA</u>	<u>Minimum Cumulative GPA</u>	<u>Credit Hours</u>
1-21 semester hours 1.50	1.50	1-12 semester hours
22-32 semester hours 2.00	1.75	13+ semester hours
33+ semester hours	2.00	

\*Transfer credits (if applicable) are not included in GPA calculation. Academic bankruptcy and course forgiveness courses must be factored into the GPA calculation. Incompletes are not averaged into the GPA calculation until the grade has been updated to reflect the student’s actual grade for the course.

4. **Pace Standard:** Each student will be expected to meet or exceed the following Pace of Progression at the indicated points in his/her program of study:

Long-Term Certificates and Degrees:	Short-Term Certificates:
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<u>Credit Hours</u> <u>Minimum Completion Rate</u>	<u>Minimum Completion Rate</u>	<u>Credit Hours</u>
1-21 semester hours 58%	58%	1-12 semester hours
22-32 semester hours 67%	62%	13+ semester hours

- \*If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion. Withdrawals count as hours attempted but not earned. Academic bankruptcy and course forgiveness courses must be factored into the completion rate. Incomplete grades are calculated in attempted but not passed for Pace.
5. Developmental courses: A student may not enroll in the same developmental course more than three times and continue to receive financial assistance. A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental work. In addition, effective beginning Fall Semester 2011, developmental hours taken will be included when determining a student's grade point average and pace standards progress for financial aid, including the maximum time frame allotment.
  6. Academic suspension: When a student is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. To regain eligibility, the student must attain the minimum cumulative GPA required for the number of credit hours attempted, or make a 2.0 GPA for the term.
  7. Change in program: A student may change his/her program of study; however, this may cause the student to exceed the maximum time frame for financial aid. All hours attempted in all programs are counted in the maximum time frame allowed for the student's current program of study.
  8. Regaining eligibility: In order to regain eligibility, a student must attend Southern Union at his/her own expense until the standards outlined in this policy are met.
  9. Appeal Process: A student who loses his/her eligibility for financial aid because of a failure to meet the academic progress requirements may appeal if there are extenuating circumstances. The student must submit a completed Financial Aid Appeal Form and supporting documentation of the extenuating circumstances. The student will be allowed to appeal one time. The Financial Aid Committee will review all appeals and the decision of the committee is final. Each student will be notified in writing as to the outcome of his/her appeal. An approved appeal is void after three (3) consecutive semesters of non-enrollment.
  10. Beginning with the 2012-2013 academic year, the Pell Grant duration of eligibility will be 600%, which is the equivalent of 12 full-time semesters. The new Pell

Lifetime Eligibility Used (LEU) limit of 600% will apply to all Pell recipients regardless of when they first began receiving Pell Grant funds.

## **Effects on VA Educational Benefits**

**If a student using VA Educational Benefits is put on suspension, the VA Educational benefits are stopped immediately based on the date of suspension and will not resume until the student is re-admitted into the college.**

The Veterans Affairs Office at Southern Union State Community College  
Certifies your enrollment status, programs and academic progress.

All questions concerning payment status are to be referred to the Department of Veterans Affairs at 1 (800) 442-4551 or by sending an electronic inquiry through [www.gibill.va.gov](http://www.gibill.va.gov).

## **Verifying Attendance**

If you receive the Montgomery GI Bill Chapter 30, Chapter 33, or Chapter 1606, you must verify your attendance before payment is processed. You will not receive payment until VA receives your verification. You will have to verify your attendance on the last day of each month. You may do so via the automated telephone system at 1-888-442-4551 or via the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave/default.cfm>.

## **Direct Deposit**

EFT (Electronic Funds Transfer) processing, also known as "Direct Deposit," is now available to recipients of several of the VA education benefit programs. To find out if you can use Direct Deposit, to stop or change your Direct Deposit, call 1 (877) 838-2778.

## **Work Study**

The Work-Study program allows a VA student to earn the Federal or state minimum wage (whichever is higher) for up to 1,300 hours per year. The benefit is tax free and allows each VA student to "earn while he/she learns" the student must be pursuing an approved post-secondary program of education on at least a three-quarter time basis.

The VA Work-Study student may only perform VA related work. This work might include preparing and processing VA enrollment certifications, checking VA student attendance records or checking for course changes.

## **VA Scholarship Information**

### **Auburn Veterans Association Scholarship**

The Auburn Veterans Scholarship Foundation of Lee County is awarding one Auburn Veterans Annual Scholarship. An application can be picked up in the Veterans Resource Center at SUSCC.

### **Military Officers Association of America (MOAA)**

MOAA is a website that offers scholarships, grants, and loan programs for students seeking undergraduate degrees with military service or family with military service. The MOAA website is <http://www.moaa.org/education/>.

## **TUTORIAL ASSISTANCE**

### **Chapter 30, 33, 35, and 1606**

Tutorial assistance may be paid to students under Chapter 30, 33, 35, and 1606. Tutorial assistance is not authorized at this time. Tutorial assistance helps the student pay for necessary tutoring and is a supplement to the student's regular education benefit.

### **Overview**

VA may pay tutorial assistance to a student receiving education benefits.

The monthly rate may not exceed the cost of tutoring or \$100. The maximum amount payable is \$1200. There is no entitlement change for the first \$600 under Chapter 30 and 1606. There is no entitlement change under Chapter 33 and 35.

### **Eligibility**

All of the following criterion must be met for a student to be eligible for tutorial assistance.

- The student must be in a post-secondary program ½ time or more. For Chapter 33, rate of pursuit must be “at least 50%.”
- The student must have a deficiency in a course that is part of his or her approved program.
- The student must be enrolled in the course during the semester in which the tutoring is received for the course. Tutoring may not occur between semesters.

***Southern Union State Community College offers tutoring services on campus free of charge. Please contact the VAO at SUSCC for additional assistance.***



## **Reminders**

- Southern Union does not participate in the advance payment procedure for Veterans. Any tuition and fees not paid by the VA is the student's responsibility at the day of registration.
- Once the student registers for classes, his/her enrollment certification is submitted to the VA Regional Office in Muskogee, OK. It normally takes about six weeks before the Veteran receives his/her first monthly housing allowance. After that initial delay, future checks should be received at the first of every month.
- In order to receive full time benefits, a student must take a minimum of twelve (12) hours per semester. Less than full time will result in a reduction in the monthly benefits. If a student drops in hours, he/she is responsible for notifying the VAO at SUSCC and repaying the VA any overpayments that may occur because of the reduction in credit hours.
- It is the Veteran's responsibility to keep the college certifying official informed of the enrollment status for each semester. You must report any change of hours, curriculum, address, or ending date of enrollment at SUSCC when you plan to transfer and/or drop out of school for any period of time.
- All transfer students must have a copy of their academic and military transcripts mailed to the Records Office:

Southern Union State Community College

Admissions/Records

P.O. Box 1000

Wadley, Alabama 36276

- Certification will be granted only for those courses which are applicable to the declared program of study (major). Any deviation must be approved by the school certifying official (SCO).
- The toll-free number of the VA Regional Office is 1-888-442-4551. You can speak with an education case manager Monday through Friday during normal business hours; or you can visit the VA website at [www.gibill.va.gov](http://www.gibill.va.gov).

## **VA Forms**

VA Form 28-1905	Disable Veterans' (Chapter 31 Veteran Readiness and Employment )
VA Form 22-1990	Application for VA Benefits (Chapter 30,33, and 1606)
VA Form 22-1990e	Application for Transfer of Entitlement
VA Form 22-1995	Change of Program or Place of Training (Chapter 30,33, and 1606)
VA Form 22-5490	Application for Survivors and Dependents (Chapter 35)
VA Form 22-5495	Change of Program or Place of Training (Chapter 35)
VA Form 22-1999b	Change of Status

## **Required SUSCC Veterans Resource Center Form**

Statement of Understanding

Enrollment Certification

## **Important Numbers**

SUSCC Veterans Affairs Office	334-745-6437 ext. 5312
Veterans Affairs Regional Office	888-442-4551
Monthly Verification	877-823-2378
VA Debt Management Center	800-827-0648
Alabama GI Dependent Scholarship	334-242-5077

