



### **Military & Veteran Services Policy and Procedure for VA Education Benefits**

Students who wish to utilize VA Education Benefits must submit a Certification Request for VA Education Benefits form to Veteran Services each semester. New students or students using VA Benefits for the first time, must also submit confirmation of application for VA Education Benefits. The VA will issue a Certificate of Eligibility after processing the VA Application for benefits. This Certificate of Eligibility must be submitted to Virginia Peninsula's Military & Veteran Services Office. Student using Veteran Readiness & Employment (Chapter 31) benefits, have their VR&E Counselor submit an authorization for each semester using the benefit.

For students using Chapter 33 Post 9-11, Chapter 33 Transfer of Entitlement, Fry Scholarship, or VR&E, a VA Hold will be placed upon the student's account to prevent courses from being dropped due to non-payment. The hold is placed upon receipt of the Certification Request for VA Education Benefits. If the Certification Request for VA Education Benefits has not been received by Virginia Peninsula Military & Veteran Services before the posted Tuition and Fees Deadline, the student's enrollment will be cancelled due to failure to submit required documentation to establish use of VA Education benefits for the corresponding semester. The student will be required to re-enroll at that time.

For students who are recipients of Chapter 30, Chapter 1606, or Chapter 35 (Dependents Educational Assistance) benefits, a method of payment must be established before submitting the Certification Request for VA Education Benefits to Military & Veteran Services. These benefits pay the student a monthly stipend; however, the VA does not pay the school for tuition and fees. Once the student has established a valid method of payment and submitted the Certification Request for VA Education Benefits, a School Certifying Official will review the request and submit the Enrollment Certification to the VA accordingly. In the event any issues are found that would prevent Certification, the student will be contacted via email.

Virginia Peninsula Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a student using Chapter 33 or Chapter 31 Benefits borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. Any outstanding balance remaining 90 days after the date the institution certified tuition and fees or after the date on which payment from the VA is made to the Virginia Peninsula Community College, may be considered a student debt to the College. Students who are not eligible for Chapter 33 benefits at the 100% level are required to pay the remaining percentage to Virginia Peninsula Community College.