



OFFICE OF VETERANS SERVICES BUTTE COLLEGE

OFFICE OF VETERAN SERVICES · 3536 BUTTE CAMPUS DRIVE · OROVILLE, CA 95965 · (530) 895-2566

STUDENT RESPONSIBILITY

The Butte College Office of Veterans Services provides this handout for your reference and information. The information included is important and useful concerning your veteran's education benefits. If you have a specific question not covered in this handout, please contact the Office of Veterans Services at the above number.

Veterans Ed Plan: Any student veteran or dependent that has completed their first semester at Butte College is required to have a Veterans Ed Plan on file with the Butte College Office of Veterans Services. The Veterans Ed Plan must include all required courses necessary for completion of your stated objective and required prerequisites. Continued education benefits payment will be provided for courses required for completion of the veteran or dependent's educational objective. Veterans Ed Plans may be obtained in the Butte College Counseling & Advising Office (SAS, 1st floor) by appointment only. Stop by the office to schedule or call them at (530) 895-2378. **NOTE:** *Prepare early! Counseling appointments are limited and could delay certification of VA Benefits.* **Classes can only be certified for one semester without a Veterans Ed Plan and the student must sign the OVS Ed Plan book.**

Transcripts: Students that have prior college credit (other than Butte College) are required to send all prior college transcripts to the Butte College Admissions and Records Office. It is the student's responsibility to request official transcripts to be sent to Butte College. Official transcripts must be received by the end of your first semester of attendance at Butte College or VA benefits may be delayed. Reminder: Without your transcripts a Veterans Ed Plan cannot be developed, and this will delay your benefits.

List of all prior colleges you have attended (Except Butte College):
(If none, write N/A on first line)

Certification: All veterans and dependents are required to file a Declaration of Enrollment Form with the Butte College Office of Veterans Services each semester. The Declaration of Enrollment Form allows the Butte College Office of Veterans Services to certify the student for VA benefits for one semester. A Declaration of Enrollment Form informs the Office of Veterans Services which classes and how many credits you are taking. **The student cannot be certified for 'Recommended' or Waitlisted classes.**

7 Days to Pay Policy: Beginning Summer 2010, Butte College has a 7 Days to Pay policy. This policy states that once a student has registered for classes, the student has 7 days (including weekends) to do one of the following: (1) pay their tuition in full; (2) set up a payment plan through MyBC Web Advisor; (3) apply for and be found to qualify for Financial Aid; (4) receive Chapter 33 Post 9/11 benefits, have a 100% rating and submit a Declaration of Enrollment to the Butte College Office of Veterans Services within three days; or (5) receive Chapter 31 Vocational Rehabilitation benefits, complete paperwork with Vocational Rehabilitation counselor and submit Declaration of Enrollment to the Butte College Office of Veterans Services within four days. **NOTE:** The Butte College Office of Veterans Services will need proof of the student veteran's 100% rating in the form of their certificate of eligibility for Chapter 33 recipients, or proof of a 1905 from a Vocational Rehab counselor for Chapter 31 recipients.

Post 9/11 G.I. Bill Chapter 33: Student veterans are required to submit a copy of their certificate of eligibility for Chapter 33 benefits to the Butte College Office of Veterans Services in order to be certified. Failure to submit a copy will delay certification of the student veteran's claim.

Short Term and Late Starting Classes: Classes that do not meet for the entire length of the semester can only be certified for the period the class meets. In order for you to complete the Declaration of Enrollment Form you must know the starting and ending dates for each of your classes.

Change of Enrollment: You are required to report any changes of your enrollment to the Butte College Office of Veterans Services. Failure to do so may result in overpayment of benefits. If overpayment occurs the Department of Veteran Affairs will reduce all further payments until the amount overpaid is returned. The amount of reduction is determined by the VA.

Monthly Verification: On the last day of each month Chapter 30 and Chapter 1606 students must verify their enrollment for the previous month. The veteran has two methods to verify, either by going to the VA Web site (<http://www.gibill.va.gov>) or by phone (1-877-823-2378).

Break or Interval Pay: Effective October 1, 2011, the VA has changed their break or interval pay policy. Break or interval pay will no longer be paid. This means that if the semester ends on December 16 your housing allowance or monthly benefits are paid for the first 16 days of December only. Your benefits will begin again when the new semester begins and you will be paid for the remaining days of that month and term.

Change of Address: If your address or phone number has changed or is going to change, you must notify the Butte College Office of Veterans Services and the Butte College Admissions and Records Office.

Direct Deposit: If you are receiving Chapter 30, 33, 1606, or 1607 benefits and would like to enroll or change direct deposit of your VA education benefits, you may contact the VA either by the verification Web site (<http://www.gibill.va.gov>) or by phone (1-877-838-2778). If enrolling or changing direct deposit, you must have your account and routing numbers available.

Financial Aid: Financial Aid is available to all Butte College students including veterans, reservists, and dependents receiving education benefits. All financial aid is based on a federal formula which considers and examines income, assets, and household size. Financial aid also takes into account newly discharged veterans whose last year's income was active military pay. Application for financial aid can be completed online at www.fafsa.gov. For more information concerning financial aid, please stop by the Financial Aid Office (SAS, 1st floor) or call (530) 895-2311.

Satisfactory Progress: A veteran or dependent is placed on academic probation if their cumulative grade point average falls below graduation requirements (2.0), or on progress probation if the percentage of all units graded with the symbols W, I, FW and NC exceeds 50 percent. The student may continue to receive veterans benefits while on probation for a maximum of two semesters, but shall be terminated from benefits if their academic progress remains below graduation requirements (2.0) after two semesters. Even though the Butte College Office of Veterans Services will notify the student of their probationary level, the student should keep track of their GPA. Students disqualified from benefits are required to check with the Office of Veterans Services about reinstatement of their benefits. Counseling may be required prior to reinstatement. Under this policy it is possible that a student veteran's or dependent's VA educational benefit payments could be terminated due to unsatisfactory progress while they are still technically in a probationary status with Butte College and allowed to continue in attendance.

Outgoing Communications: All communications sent from the Office of Veterans Services to the student veteran or dependent will be through e-mail unless special arrangements have been made. It is the student's responsibility to check their e-mail to ensure all communications are received.

Facebook: Butte College Office of Veterans Services is available on Facebook and regularly posts important information about changes to Butte College, VA Education and GI Bill policies. We encourage all veterans and dependents to "like" our page so that they can receive up-to-date information. You can find us on Facebook by searching for "Butte College Veterans Resource Center".

I have read and fully understand the information given to me in this contract. I understand that failure to follow this information could result in a reduction or cancellation of my VA education benefits. I understand that failure to sign, date, and return this contract to the Butte College Office of Veterans Services will result in a delay of payments.

Student Name (please print)

Student ID #

Signature

Date