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Section I: Documentation Checklists

Below are the document checklists to receive VA education benefits at Pioneer Technology Center.

1.1 Chapter 33- Post 9/11 G.I. Bill

Chapter 33-Post 9/11 G.I. Bill – Served a minimum of 90 days on active duty after 9/10/2001

New student’s    ______ Complete VA form 22-1990 (Application)
Transfer student’s ______ Complete VA form 22-1995 (Change of program/place of training)
All students’  ______ Copy of DD-214: Must be Member-4 Copy (long form)
                 ______ Disability Award Letter
                 ______ Certificate of Eligibility
                 ______ Enrollment Form
                 ______ Request all Previous Official Transcripts (military included)
                 ______ Complete Transcript Evaluation Form (financial aid office)

1.2 Chapter 30 Montgomery GI Bill

Chapter 30- Montgomery GI Bill – (Active Duty, discharged/retired)

New student’s    ______ Complete VA form 22-1990 (Application)
Transfer student’s ______ Complete VA form 22-1995 (Change of program/place of training)
All students’  ______ Copy of DD-214: Must be Member-4 Copy (long form)
                 ______ Disability Award Letter
                 ______ Certificate of Eligibility
                 ______ Enrollment Form
                 ______ Request all Previous Official Transcripts (military included)
                 ______ Complete Transcript Evaluation Form (financial aid office)

Are you on active duty now?   ______ Yes    ______ No
Do you have a service college fund? ______ Yes    ______ No
How much did you contribute toward your GI Bill? ______ $1,200    ______ $1,800
1.3 Chapter 31 Vocational Rehabilitation

Chapter 31- Vocational Rehabilitation—(Disability of 20% or more)

New student’s ______ Students must apply through VA Muskogee Regional Office
All student’s ______ VA form 22-1905 (provided by VA Case Manager)
                   ______ Disability Award Letter
                   ______ Enrollment Form

1.4 Chapter 35 Survivor’s & Dependents

Chapter 35- Survivors & Dependents Educational Benefits (Service member must be 100% permanently and totally disabled or deceased as a result of having served in the armed forces)

New student’s ______ Complete VA form 22-5490(Application)
Transfer students ______ Complete VA form 5495 (Change of program/place of training)
All students ______ Certificate of Eligibility
                   ______ Enrollment Form
                   ______ Request all Previous Official Transcripts (military included)
                   ______ Complete Transcript Evaluation Form (financial aid office)

1.5 Chapter 1606

Chapter 1606- Montgomery G.I. Bill- Selected Reserve and National Guard

New students ______ Complete VA form 22-1990(Application)
Transfer students ______ Complete VA form 22-1995 (Change of program/place of training)
All students ______ Certificate of Eligibility
                   ______ Copy of (NOBE) Notice of Basic Eligibility (obtained from Unit commander)
                   ______ Enrollment Form
                   ______ Request all Previous Official Transcripts (military included)
                   ______ Complete Transcript Evaluation Form (financial aid office)
1.6 Chapter 1607

**Chapter 1607- Montgomery G.I. Bill- Selected Reserve and National Guard**

New students  ______ Complete VA form 22-1990 (Application)
Transfer students ______ Complete VA form 22-1995 (Change of program/place of training)
All students ______ Certificate of Eligibility
______ Copy of DD-214 showing continuous active duty
______ Enrollment Form
______ Request all Previous Official Transcripts (military included)
______ Complete Transcript Evaluation Form (financial aid office)

Section 2: General Information

2.1 Expenses

The GI Bill **DOES NOT PAY** your tuition, fees, books, or supplies unless you are a Chapter 31 (Voc. Rehab) student or Chapter 33 (Post 9/11). Your books are paid in a lump sum in the amount equal to $83 for each month (prorated for partial months and benefit level) that you are certified for. You receive your GI Bill education benefits because you are **attending school**. If you are chapter 35, you are required to set up a payment plan with the bookstore office. **You will be dropped if payment arrangements are not met.**

2.2 DD-214

The Certificate of Release or Discharge from Active Duty that is prepared at the time an individual completes a period of active duty in one of the Armed Forces. Former members of the Public Health Service (PHS) and of the National Oceanic and Atmospheric Administration (NOAA) do not receive a DD Form 214, but they do receive comparable documents that provide necessary information concerning their active duty service. Veterans should be advised to submit Member-4 copy of their DD Form 214 with a claim for VA benefits. A certified copy may also be submitted. A DD 214 can be requested from the National Archives eVetRecs website ([http://www.archives.gov/veterans/military-service-records/](http://www.archives.gov/veterans/military-service-records/)). If you **do not have** a copy of your DD-214, **we will not** be able to **process** your VA Education Benefits.

2.3 Application Procedures

1. The VA student must apply for VA Educational Benefits. Applying for your VA education benefits can be done in just a few steps:
   - Apply online today if you know which benefit you want to use.
   - Visit your nearest VA regional office to apply in person.
   - Consult with the VA School Certifying Official
   - Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

2. The VA student must contact the Student Services Secretary Karen Ware at 580-718-4234, to set up a time for compass testing and complete the testing.

3. The VA student must enroll in an approved VA Career Major, with the Counselor Lori Evans.
4. The VA Regional Office will mail the student a Certificate of Eligibility when their application for benefits has been approved. This letter will be a lengthy explanation of their benefits. It is crucial that they do not lose this and bring it to the Financial Aid Officer Kayla Randol.

5. All VA students must bring all their documentation to the financial office in order to be certified. The student cannot be certified until all documents are turned in.

6. Once the student attends the first day of class the Financial Aid Officer will then certify the student to receive VA Educational Benefits.

2.4 First Check

You should receive your first check 45-60 days after the VA Regional Office receives your application and enrollment certification. Your first check will be pro-rated; therefore it will not be for the full monthly pay. **Example:** If the first day of a term is on the 25th of a month, you will only be paid benefits from the 25th to the last day of the month.

Chapters 30/1606/1607 recipients must “verify” monthly to receive their benefits. Verifications can only be done on the last day of the month and may be completed online at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) or by phone (1-887-823-2378). Failure to verify will result in absence of monthly benefit. Chapters 33, 35, and 31 do not need to verify each month.
2.5 Comparison of Education Benefits

A comprehensive comparison can be found on the GI Bill® website at the following link:
http://www.benefits.va.gov/GIBILL/comparison_chart.asp

<table>
<thead>
<tr>
<th>CH 33</th>
<th>CH 30</th>
<th>CH 35</th>
<th>CH 1606</th>
<th>CH 1607</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELIGIBILITY</strong></td>
<td>Eligibility criteria are complex. The following statements are general snippets about eligibility criteria. Students should file an application so the Regional Processing Office can determine if they are eligible and the conditions of their eligibility.</td>
<td>Servicepersons who served on active duty for at least 90 aggregate days after 9/10/01.</td>
<td>2 years active duty, 3 years active duty, or 2 years active duty plus 4 years reserves.</td>
<td>Veteran's death or permanent and total disability result of service.</td>
</tr>
</tbody>
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| **BENEFITS FOR INSERVICE STUDENT** | Refer to the specific benefit for detailed information | Eligible after completing 90 days of aggregate service. | Payable after 2 years continuous active duty. | No | Yes | Yes |

| **ENTITLEMENT** | 48 months maximum under two or more programs | 36 months. May extend to end of term if expires during term. Note: If there’s a kicker, the kicker doesn’t extend. | 36 months. May extend to end of term if expires during term. Note: If there’s a kicker, the kicker doesn’t extend. | 45 months. No extensions except for child in special restorative training. | 36 months. No extensions. | 36 months. No extensions. |

| **DELIMITING DATE** | 15 years from last discharge or separation. | 10 years from last discharge or separation. May extend for later period of active duty or disability that prevents completion of program. | Child: 8 years Spouse: 10 years. 20 years if vet rated permanent and total within 3 years of discharge. **Surviving Spouse:** 10 years. 20 years if death while on active. Eligibility rules are complex. Claimant should carefully read eligibility letter and call VA if questions and see online pamphlet: www.gibill.va.gov/pamphlets/CH35/CH35_Pamphlet_General.htm | 14 years from your beginning date of eligibility, or on the day you leave the Selected Reserve. May extend if disability incurred or aggravated by service in selected reserve prevents completion of program. | 10 years from the separation date if separated after completing service contract and discharge isn’t dishonorable. 10 years from Chapter 1607 eligibility date if separated for disability. |
Section 3: Enrollment

- If you are enrolled less than half-time, you will receive only one payment for the semester. The dollar amount will vary depending on the amount of hours you are taking and the chapter benefit you are using. See VA Education Pay Rates.

- If you are enrolled more than half-time, you will receive a monthly check based on the number of hours you are taking and the chapter benefit you are using. This will also qualify you to receive Break Pay, which is explained below.

- To continue your benefits from semester to semester and not have a delay in your payments you need make sure that the Financial Aid Officer is aware that you will be returning the next semester and make sure you are enrolled in the next semester. Ideally we want you to be certified by this office before the following semester starts in order to avoid a disruption of your benefits. It takes the VA Regional Office approximately 3-30 days to process your enrollment upon receipt. The only exception is Post 9/11 their claims go in after the drop date.

- If you are still on active duty, you will only be eligible to draw an amount equivalent to tuition and fees and your training time will be reduced. The amount you paid for tuition and fees (books are not included) will be divided by the number of months in your enrollment period and your monthly benefit will be the amount of tuition and fees divided by the number of months in your enrollment period. Your training time will be reduced by the number of months in your enrollment period.

Example: You are still on Active Duty registered as a full time student, and your tuition and fees cost $400.00. Your semester is 4 months long. You will receive $100.00 per month (approx. $400.00) and your training time will be reduced by 4 months. In contrast, a student not on Active Duty who served 3 or more years on active duty and contributed $1,200 toward his/her GI Bill would receive approximately $4,000.00 for full-time enrollment, and their training time would be reduced by 4 months.

3.1 PTC’s Advance Standing Policy

It is the policy of the Pioneer Technology Center Board of Education to admit students to the vocational programs on advanced standing basis. Advanced standing shall be based on an evaluation of an individual’s previous educational experience and the application of such education to the requirements of specific courses within the program of study.

Advanced standing may be granted to individuals who have had equivalent courses, determined by comparison of course content. Students who feel that they are proficient in an area of study offered at this technology center may apply for advanced standing credit. In order to receive advanced standing credit, a student must successfully complete a
comprehensive written and/or skills test. The test will be administered by a qualified representative of Pioneer Technology Center and may include both a written cognitive assessment and a supervised skills demonstration assessment. A student will be charged a $50.00 advanced standing credit fee, the cost for any assessment materials or third-party examination required to determine proficiency, and a $25.00 per hour assessment fee to cover the cost of test administration. Students may apply for advanced standing through the enrollment counselor.

Transcripts from other schools, colleges, and accredited institutions will be evaluated by the administration and the instructor involved, and credit may be granted for appropriate units of instruction.

Starting with the 2013-2014 school year, the Pioneer Technology Center will award educational credits to enrolled students who have been other than dishonorably discharged from the Armed Forces of the United States. Students must enroll within three (3) years of initial enrollment for courses that are part of the student’s military training or service and meet the standards of the American Council of Education (ACE) or equivalent standards for awarding academic credit if the award of educational credit is based upon the Pioneer Technology Center’s admission standards and the role, scope and mission of the Pioneer Technology Center.

3.2 Repeat Courses

You will not be certified to repeat a course for which you have already received a passing grade. The exceptions to this rule are:

- Courses that have been failed; or
- Completed courses for which the grade did not meet the minimum requirement for graduation.
Section 4: Change in Enrollment Status

4.1 Schedule Change

It is your responsibility to report immediately all enrollment and schedule changes to the Financial Aid Office. Failure to report changes to the Financial Aid Office could result in overpayment or underpayment of VA Education Benefits. We will report all enrollment changes to the VA. According to our school policy 5 days of no show and no contact your enrollment will be terminated.

4.2 Overpayments

An overpayment may occur if you withdraw from classes for which you have received payment from the VA. It may also occur if you are being paid for your last semester “pad” classes, but you drop your required course. Anytime you consider dropping a course, please contact our office so we can advise you how it will affect your benefit pay.

4.3 Transcript

All transcripts from any other colleges attended (including all military transcripts) must be turned in to the Financial Aid Office. Students will not be certified until all previous transcripts have been received and evaluated. The VA requires all prior credit be evaluated and if applicable applied to your course of study.

4.4 Military Transcripts

Information about military Joint Services Transcripts and how transcripts may be requested by current and former members of the Army, Coast Guard, Marine Corps, and Navy can be found at: https://jst.doded.mil/smart/signIn.do.

United States Air Force

Service members who started an Air Force course after April 1972 can obtain a Community College of the Air Force (CCAF) transcript. The transcript may be used to request transfer of credit to another academic institution or to otherwise document college-level learning.

https://augateway.maxwell.af.mil/unavailable/index.html

ALL Chapters 30, 1606, 1607, and 33 are required to have their official military transcripts on file with PTC. Exceptions can be made for the first semester attended but if the transcript is not in the office and evaluated by the second semester at PTC you will not be certified until it’s on file and evaluated. This rule is strictly enforced.
Section 5: WAVE

WAVE (Web Automated Verification of Enrollment) WAVE is an Internet program used by Chapter 30, 1606, and 1607 students to verify their enrollment. Verification is required monthly. Students can also use WAVE to change their address and direct deposit information.

5.1 How & When to Use WAVE

Go to www.gibill.va.gov/wave and follow login instructions.

5.2 Why Should I Use WAVE?

You can check the status of your record, report changes in your enrollment directly to the VA, fill out forms, and update your address and phone number.

5.3 What can I do on WAVE?

You can find the following:

1. **Has my request for benefits been processed?** Click on Benefit Status Information to see if VA has updated your record to show your current enrollment.
2. **Has my monthly verification “hit”?** You can see if your verification has been processed, including changes in your enrollment.
3. **Can I start or change my direct deposit?** You can submit your direct deposit account information through WAVE.
Section 6: Contact Information

6.1 Important VA Telephone Numbers

Benefits Information & Assistance  800-827-1000

VA Education Benefits:  1-888-442-4551 (1-888-GI-Bill-1)-(To inquire about status of your claim, when you will receive your check, or to change your address and phone numbers with the VA.)

Direct Deposit:  1-888-442-4551 (To stop, start, or change your direct deposit)

Verification (30/1606/1607): 1-877-2378

VA Debt Management Center 1-800-827-0648

VA Regional Office:  1-800-827-1000

6.2 Important VA Websites & Links

Benefit Certification:  https://myaccess.dmdc.osd.mil/identitymanagement/authenticate.do;jsessionid=rj5dmqbzM7Ruly3aWDVSi1YWYA1Z64RmjoHYvhXMv8-fMcZI5m-f!1312126913?execution=e1s1

School Comparison Tool:  http://department-of-veterans-affairs.github.io/3i-bill-comparison-tool/

GI Bill:  http://www.benefits.va.gov/gibill/

VONAPP:  http://vabenefits.vba.va.gov/vonapp/about_vonapp.asp U.S. military veterans, service members, members of the Selected Reserve, and dependents can apply for education benefits.

Waves:  www.gibill.va.gov/wave

6.3 PTC School Certifying Official

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Kaylar@pioneertech.edu