



VA STUDENTS HANDBOOK

(Including MyCAA, Army IgnitEd, and Other Military Funding)

January 2021

DISCLAIMER

THE BATES TECHNICAL COLLEGE VETERANS SERVICES OFFICE PROVIDES INFORMATION ABOUT BENEFITS AND SERVICES AVAILABLE TO STUDENTS WHO ARE VETERANS OR DEPENDENTS OF VETERANS. ALTHOUGH WE MAKE AN EFFORT TO DISCUSS AND/OR PROVIDE INFORMATION ABOUT ALL AVAILABLE EDUCATIONAL BENEFITS AND SERVICES FOR WHICH A PARTICULAR STUDENT MAY BE ELIGIBLE, WE CANNOT PROMISE THAT ALL STUDENTS WILL BE INFORMED OF ALL BENEFITS AND SERVICES FOR WHICH THEY MAY BE ELIGIBLE. STUDENTS ARE RESPONSIBLE FOR ASKING QUESTIONS AND SEEKING INFORMATION, WHETHER FROM BATES TECHNICAL COLLEGE OR FROM ANOTHER STATE OR FEDERAL AGENCY OR OTHER ENTITY, REGARDING AVAILABLE BENEFITS OR SERVICES.

OUR ROLE IS TO ASSIST YOU IN PURSUING YOUR EDUCATIONAL AND PROFESSIONAL OBJECTIVES. WE ARE AVAILABLE TO ANSWER QUESTIONS ABOUT VETERANS' EDUCATIONAL BENEFITS, CERTIFY ENROLLMENT WITH THE VA, AND MONITOR STUDENT DEGREE PLANS AND ACADEMIC PROGRESS. HOWEVER, THE VA IS THE FINAL AUTHORITY ON DISBURSEMENT OF FUNDS. PLEASE NOTE THAT THE CERTIFYING OFFICIAL AT BATES TECHNICAL COLLEGE IS NOT A VA EMPLOYEE. WE WORK TO ENSURE THAT THE REGULATIONS OF THE VA ARE SATISFIED. WE HAVE NO AUTHORITY TO MAKE JUDGMENTS REGARDING BENEFIT STATUS. PLEASE REFER TO THE VA WEBSITE FOR ADDITIONAL INFORMATION REGARDING YOUR EDUCATIONAL STATUS.

THIS HANDBOOK IS MEANT TO BE A GUIDE FOR STUDENTS AND IS NOT INTENDED TO BE ALL-INCLUSIVE OR THE FINAL AUTHORITY ON VA OR OFFICIAL BATES TECHNICAL COLLEGE POLICIES. IT MAY BE REVISED FROM TIME TO TIME TO REFLECT CHANGES IN VA REGULATIONS AND/OR SCHOOL POLICIES. IT IS THE STUDENT'S RESPONSIBILITY TO KEEP CURRENT OF THESE CHANGES. NEW EDITIONS OF THIS HANDBOOK ARE AVAILABLE FOR DOWNLOAD IN PDF FORMAT ON THE VETERANS CENTER PAGE ON THE BATES TECHNICAL COLLEGE WEBSITE (www.batestech.edu/Veterans).

GI BILL® ATTRIBUTION STATEMENT

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

COVID-19 STATEMENT (AS OF DECEMBER 2020)

Congress passed laws in March 2020 to help mitigate the challenges of going to school during the COVID-19 crisis, especially in preserving VA students' monetary benefits. **These laws are in effect until December 21, 2021.**

Classes that were in-class (resident training) prior to the COVID-19 crisis but converted to an online format will continue to be treated as in-class for VA purposes. If a resident class was converted to online for any other reason than to COVID-19, it will be treated as an online (distance learning) credit class, as it normally would be during any other time, and the student's monetary benefits may be impacted. ***Note: Online remedial or deficiency classes (below 100 level) cannot be certified for benefits, as per VA regulations.***

If a class was online prior to the COVID-19 crisis, it is still treated as an online class. The credits will be reported as distance credits to the VA, and it may impact the student's monetary benefits.

If the school cancels a class midterm due to COVID-19, causing the students to stop attending that class, the students may be "held harmless" by the VA.

If a student contracts COVID-19 and it interferes with school work to the point where the student may owe the VA money, the student may petition the VA with mitigating circumstances. However, the student will have to prove to the VA that COVID-19 was the primary factor.

The responsibility is still on the student to complete the quarter, if the school provides means to complete the quarter. If the student doesn't, the last date of attendance or participation will be reported to the VA, and the VA student will be under obligation, as it would normally be during any other time.

The scope of the law is to keep the learning experience as normal as possible during this time. For example, if it was a resident class prior to COVID-19, it's still treated as a resident class. If it was an online class prior to COVID-19, it's still an online class. Students are still required to participate and attend, if possible.

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WELCOME TO BATES TECHNICAL COLLEGE

Welcome to Bates Technical College and thank you for your service to our country. The Veterans Services office is here to assist you with navigating through the process of obtaining your GI Bill® education benefits. If at any time you have any questions regarding the GI Bill® process, please contact Bates' VA certifying official, Andy Hall, at 253.680.7035 or at ahall@batestech.edu. Thank you for choosing Bates Technical College to pursue your educational goals.

VA REGIONAL OFFICE

Any questions regarding specific benefits, payments, change of status, direct deposit, etc., should be directed to the VA Regional Office in Muskogee, Oklahoma.

Mailing Address:

VA Regional Office

P.O. Box 888

Muskogee, OK 74402-8888

General Information Phone: 1 (888) 442-4551 (8 a.m.- 6 p.m., CST, Monday – Friday)

To Verify Monthly Attendance (Chapters 30, 35, and 1606 Only): 1 (877) 823-2378

Fax: (918)781-7863

Many questions can be answered at the VA website: benefits.va.gov/gibill.

NOTE: Certifying officials cannot request Certificate of Eligibility letters from the VA on behalf of the student. Any requests must be made to the VA by the student in writing. Students can go online to va.gov/education/gi-bill/post-9-11/ch-33-benefit and can print out their education enrollment status page in lieu of a certificate of eligibility letter. Other items containing student information also need to be requested by the student to the VA in writing.

If you have any questions about any letters you may receive from the VA, please feel free to bring them to the certifying official. It's also highly encouraged that you keep copies of everything the VA sends you.

MEETING WITH THE CERTIFYING OFFICIAL

If you are a first time student at Bates Technical College, it is highly recommended that you meet with Andy Hall, the school's certifying official, to ensure that you get up-to-date information regarding your benefits, and to ensure that the school has the proper documentation to accurately certify you for benefits in a timely manner. The school certifying official's office is in the Financial Aid Department (Room A208) at the Downtown Campus. Currently, the hours available for meeting with the certifying official are:

- Monday and Thursday— 9 a.m. – 4 p.m.
- Tuesday, Wednesday and Friday—9 a.m. -Noon

While the certifying official makes every effort to see students on a walk-in basis during the posted times, there are times when this may not be possible, due to workload demands. Due to the heavy

caseload, it is highly recommended that if you need to meet with the certifying official that you make an appointment in advance. You can call Andy Hall at 253.680.7035 or email him at ahall@batestech.edu to schedule an appointment.

READMISSION OF STUDENTS CALLED TO ACTIVE DUTY

When students whose higher education academic careers are interrupted by mobilization or activation to duty, the institution will make every possible effort to place the returning student back into the academic track as close as possible to the point prior to activation.

Notification of military service

The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school. Military service in this instance is defined as voluntary or involuntary, in the armed forces, including service by a member of the National Guard or Service on active duty, active duty training, or full-time National Guard duty under federal authority, for a period of more than 30 consecutive days.

Notification of intent to return to school

The student must also give oral or written notice of intent to return to the school within three years after the completion of the period of service as defined above or after two years of due to an illness/injury stemming from the period of service. A student who fails to apply for readmission within the periods may be subject to the schools established leave of absence policy and general practices.

The student must notify the VA certifying official of notification of active duty and intent to return.

Upon receiving notification of intent to return, the institution will promptly readmit the student, without assessing a readmission application fee, to:

- The same program to which the student was last admitted or a most-similar program if the original program is no longer offered.
- The same enrollment status.
- With the same number of credit hours previously completed, unless readmitted to a different program in which the prior credit is not transferable.
- With the same academic standing as the time of notification of departure for military service.
- Within the next prescribed class regardless of any enrollment restriction imposed upon for the particular class; and If the student is readmitted to the same program, for the first academic year of return to the institution, the institution will assess the tuition/fees that the student would have been assessed for the academic year during which was absent - unless veteran education benefit/service member benefits will pay the higher tuition/fees that other students in the program are being assessed, the school may assess those charges to the readmitted student.

- Our policy allows for as minimal interruption of academic progress as possible: Time spent on mobilized active duty should not be counted in determining the institution catalogs under which the student may meet curricular degree requirements.
- Students called to active military duty for less than thirty (30) days will be allowed to make up missed course work and continue their schooling.
- Time spent by graduate students on mobilization or active duty will be suspended from the "time-to-completion" requirements of the respective graduation programs.
- If certain courses required in a student's curriculum are no longer taught at the time of re-admission, the institution shall make reasonable accommodations with substitute courses, independent study, or other appropriate options.
- In instances of substantial curriculum change during the period of mobilization or activation, the student's academic dean or department chair may work with the student and prescribe special curriculum, not necessarily following any given catalog, which will assure proper preparation of the student for his/her respective profession.
- If a student's curriculum no longer exists at the time of readmission, the institution shall reasonably assist the student in changing to a new curriculum or transferring to an institution where the desired curriculum is available

FINANCIAL RESPONSIBILITY

GI Bill® educational benefits were never intended to be an all-encompassing funding source for education. It's a supplement to pursue your educational goals, so while it may be possible to live off of your GI Bill® benefits, please don't depend on it as your only funding source. For instance, your housing allowance could fluctuate drastically depending on factors such as the classes you take and the number of school days in a month.

VA students are highly encouraged to apply for financial aid while attending Bates Technical College to see if they qualify for other types of funding. Federal Title IV financial does not affect VA benefits. It is your responsibility, however, to report to the school certifying official any additional funding (i.e., WorkForce or scholarships) you may receive for tuition. Failure to do so could negatively impact your VA benefits.

You are ultimately responsible for any expense incurred while attending Bates Technical College, both to the school and the VA. This includes any tuition, fees, or expenses not covered by VA, as well as overpayments by VA. Please use VA funds for the purposes for which they are intended. Please note that the VA pays in arrears for your schooling (i.e., you'll receive September's payment in October, and October's payment in November). The VA does not pay over breaks, so it is very important to be financially prepared for the summer and winter breaks, when school is not in session. The VA pays for only the time you are attending school, and you will be paid a pro-rated amount for the month. For instance, if fall quarter begins on September 22, you will only be paid from the 22nd to the 30th for your first month. These are things to carefully consider as you budget your funds while attending school.

If you are a Chapter 33 (Post 9/11) student, the VA may only be responsible for a percentage of your tuition. Your certificate of eligibility letter will tell you what percentage the VA will pay. If, for instance, the VA has prorated your benefits at 70%, you are responsible for paying the other 30% of your tuition.

With other Chapters, such as 30, 35, and 1606, the VA pays the student directly every month. It is the responsibility of the student to pay his or her tuition, books, and other expenses. You must call the VA at 1 (877) 823-2378 or go to www.giBill.va.gov, and follow the link to the WAVE program at the end of every month to verify your attendance. If you do not do this, you will not get paid.

If you are Chapter 31 (Veteran Readiness and Employment), VR&E pays for your tuition, required books, tools, equipment, and supplies. It is very important that you get prior approval for purchases over \$100 from your VR&E counselor prior to ordering to ensure that funds will be approved, because if for any reason VR&E denies reimbursement for something Bates purchases on behalf of the student, you may be liable for reimbursing Bates. Supply accounts for paper, pens, folder, and other expendables for Chapter 31 students are capped at \$75 per quarter, unless otherwise specified by their counselors.

Some examples of expenses that the VA does not cover include, but are not limited to, application fees, graduation fees, background checks, and professional organization dues. Also be mindful that some programs may cost more than others due to specialized tools, equipment, and supplies. Please make sure you have the funds to take the program you want.

STUDENT INFORMATION

You are responsible for keeping the certifying official informed of any change in address, phone number, or email address. Updating your information at the Registration Office is not a guarantee that your information is updated with the certifying official. Please contact the certifying official as well with any changes in information. The Veterans Services office is not responsible for not being able to contact a student if the student hasn't provided or updated with the correct contact information. Your information is protected by the Family Educational Rights and Privacy Act (FERPA).

WHICH GI BILL® CHAPTER AM I?

Your Certificate of Eligibility Letter will specify which VA Educational Benefits you may be eligible for and the details VA Educational Benefits come in different types, depending on what you are qualified for:

- **Chapter 30, Montgomery GI Bill® (MGIB)**—Veteran of fulltime active duty Armed Forces.
- **Chapter 31, Veteran Readiness and Employment Program**—Veteran of Armed Forces who is receiving disability at 30% or higher.
- **Chapter 33, Post 9/11 GI Bill®**—Veterans of Armed Forces serving active duty time after 9/11/01 or dependents of eligible service members (transfer of eligibility).
- **Chapter 35, Dependent's Educational Assistance (DEA)**—Dependents or spouses of 100% disabled or deceased veterans. Students under Chapter 35 may also qualify for a Tuition Waiver at Bates Technical College.
- **Chapter 1606, Montgomery GI Bill® Selected Reserve (MGIB-SR)**—Actively a member of Reserves or National Guard.

- **Fry Scholarship**—Dependents and spouses of service members who died in the line of duty while on active duty after September 10, 2001. Benefits are the same as Chapter 33, up to 36 months at the 100% level.

Note: Chapter 1607 was eliminated in November 2019.

VA educational benefits are not subject to federal taxes.

A certificate of eligibility letter or Education Enrollment Status page from Ebenefits is required to be on file for each student prior to be certified to the VA for GI Bill® benefits. ***You will not be certified for benefits until a certificate of eligibility letter or Education Enrollment Status page and other required documentation is on file with the certifying official. This means you will not receive any benefits until a certificate of eligibility or Education Enrollment Status page is on file.***

If you do not have a certificate of eligibility letter, you may be allowed to attend class **pending approval** of your financial aid and receipt of your certificate of eligibility, however, you will not be certified for benefits with the VA. Once you submit your certificate of eligibility, you will be certified for the benefits specified retroactively to when you started school or effective date specified on the certificate of eligibility. ***If for whatever reason VA does not approve benefits or you don't submit a certificate of eligibility, you will be responsible for any expenses incurred.***

It is possible for a student to qualify for more than one chapter under the GI Bill®, however, federal law states that you can only use one chapter at a time. In order to use Chapter 33 (Post 9/11), the VA will make you revoke any other chapters you may be qualified for, except for Chapter 31 (VR&E). If you have any questions regarding eligibility, please call the VA at 1 (888) 442-4551. ***Under no circumstances will the school certifying official counsel any VA student on which chapter a student should choose.*** The student is responsible for making his or her own decision after carefully weighing the options and discussing it with the VA and his or her VR&E counselor, if applicable.

If you are required to revoke a chapter, please ensure that the effective date you choose is earlier than the date you start classes. The effective date is the date the VA starts your benefits, and if the date is after the first day of class, the VA will prorate the tuition and you will be required to pay the difference to the school.

If you change your chapter, immediately notify the school certifying official and submit documentation showing a change in chapter so you can be properly certified for benefits, prior to the start of the quarter. Once you are certified for the quarter under a certain chapter, it is highly discouraged that you change chapters, as it may lead to overpayment by the VA or debt to the school which you will be responsible to pay.

MOST COMMON GI BILL® CHAPTERS

CHAPTER 33 INFORMATION

Most VA students at Bates fall under the Post 9/11 GI Bill® Chapter 33). Under this Chapter, tuition is paid directly to the school. Post 9/11 benefits may be pro-rated depending on factors such as time in service. For example, you may qualify for Chapter 33, Post 9/11 GI Bill® benefits at 80%. If this is the case, the VA will pay 80% of the tuition, and you are responsible for the remaining 20% of the bill.

Chapter 33 benefits may be transferred by an active duty service member to a spouse or dependent, called a transfer of eligibility. Benefits can only be transferred while the service member is on active duty, however, they can be revoked by the service member at any time.

Costs not covered under the Post 9/11 GI Bill® include, but are not limited to application fees, graduation fees, background checks, tools, supplies, and professional or fraternal association dues. It is your responsibility to pay any costs not covered under the Post 9/11 GI Bill®.

The student receives a monthly stipend for living expenses, equal to E-5 BAH rate with dependents living in the zip code of the school. This is paid at the beginning of the month for the previous month and is prorated according to the number of days the student was enrolled during the month, as well as the student's rate of pursuit (i.e., number of credits taken). The housing allowance is paid if the student's rate of pursuit is more than 50%. BAH is not paid during breaks.

The student also receives a book/supply stipend under the Post 9/11 GI Bill®. The rate is \$41.67 per credit certified, up to 24 credits for the academic year. The maximum stipend is \$1,000 per academic year. The book stipend may not fully cover your annual book/supply expenses, so budget accordingly.

Fry Scholarship recipients also receive the same benefits as a Chapter 33 recipient at the 100% rate.

Bates Technical College does not participate in the Yellow Ribbon Program.

CHAPTER 31 INFORMATION

Chapter 31 rebranded itself in July 2020 and is now Veterans Readiness and Education, instead of Vocational Rehabilitation and Education.

Chapter 31 benefits are available to veterans with a service-connected disability rating. Once approved by the VA, a student is assigned a VR&E counselor who will assist in setting vocational goals and making a plan to achieve those goals. The counselor will submit a purchase order through Tungsten to the school which allows the school to bill VR&E for tuition, books, equipment, and supplies that are required and necessary for the student to successfully complete the program. All tool and equipment purchases \$100 or over must be approved by the student's VR&E counselor, and the counselor must submit approval for the tool or equipment purchase to the school certifying official **prior** to ordering or purchase. **If an expense is not specified on the purchase order, VR&E may not pay for it.** If you feel that an expense needs to be covered by VR&E, please notify your counselor.

Chapter 31 is an employment rehabilitation program, not an education program, so it is administered differently than the other VA chapters. Any issues with pay should be addressed to your VR&E counselor instead of the VA.

Note: Expenses are monitored by the school certifying official and suspicious purchases are reported to VR&E.

CHAPTER 35 INFORMATION AND TUITION WAIVERS

Dependents between the ages of 17-26 or spouses of permanently disabled or deceased veterans may qualify for Chapter 35 benefits of the GI Bill®. They also may be eligible for a tuition waiver provided through the State of Washington. Applications for tuition waivers should be submitted 30 days prior to the start of the quarter for which the student is applying. Tuition waivers cannot be used retroactively. For example, if you apply for a tuition waiver for winter quarter, it cannot be applied to the previous fall quarter.

Having Chapter 35 benefits does not guarantee eligibility for a tuition waiver and vice versa. A student may be eligible for one without qualifying for the other. Dependents need to bring the veteran's DD-214 (Member 4), certificate of eligibility, along with proof of relationship to the veteran—for example, a spouse will need a marriage license, a child will need a birth certificate, documentation of a veteran's permanent service-connected disability, death while on active duty, or POW or MIA status is also required for consideration of a tuition waiver. Please contact the school certifying official for further details regarding the State of Washington tuition waiver.

The sponsor veteran's DD-214 must state that the sponsor received an honorable discharge. Any other discharge—even a General Discharge Under Honorable Conditions—is not acceptable by State law.

Both the student and the sponsor veteran must be Washington domiciliaries (i.e., have a "true, fixed, and permanent house and place of habitation in the State of Washington") to qualify for a tuition waiver. Proof of Washington domiciliary for both student and sponsor veteran will be required.

Under Chapter 35, the VA directly pays the student, who is responsible for paying all costs of school not covered by a tuition waiver, if applicable. The monthly payment is prorated according to the number of school days in the month and the course load you take. For example, if you are taking a three-quarters load, your payment will be three-quarters of the fulltime amount. If you only take one class, Chapter 35 will pay only tuition and fees for that class with no monthly payments. Dependent students enrolled in certificate programs (such as barbering or CDL) must also verify their enrollment every month at 1 (877) 823-2378, or at www.giBill.va.gov, and follow the link to the WAVE program. Spouses using Chapter 35 are not required to verify their monthly attendance.

Due to the Family Education Rights and Privacy Act (FERPA), we cannot divulge certain information regarding a student over the age of 18 or attending a post-secondary institution, even to the veteran sponsor of the Chapter 35 benefits, without a written release of information form on file with the Veterans Services Office. This information includes, but is not limited to, grades and attendance.

CHAPTER 30 INFORMATION

The Montgomery GI Bill® pays a monthly payment for a set amount, and the student is responsible for paying all costs of schooling. The monthly payment is prorated according to the number of school days in the month and the course load taken. For example, if you are taking a three-quarter load, your payment will be three quarters of the fulltime amount. If you only take one class, Chapter 30 will pay only tuition and fees for that class with no monthly payments. You are also required to verify your school attendance every month to get paid. You may verify your attendance on the last day of each month by phone at 1 (877) 823-2378, or at www.giBill.va.gov, and follow the link to the WAVE program.

Chapter 30 is currently being phased out in favor of Chapter 33 (Post 9-11).

TUITION ASSISTANCE (MyCAA, ARMY IGNITED, & TUITION ASSISTANCE)

Students wishing to use a military tuition assistance program are directed to speak with their Educational Services Officer (ESO) within their Military Service prior to enrollment at Bates.

Bates will enroll a student utilizing a tuition assistance program (MyCAA, Army IgnitEd, or other military tuition assistance programs) only after the tuition assistance is approved by the agency, in accordance with the Department of Defense Memorandum of Understanding. Tuition assistance students will be solely responsible for all tuition costs without this prior approval. This requirement does not prohibit Bates from pre-registering a tuition assistance student to secure a slot in the course, however, if the student enrolls before tuition assistance is approved, the student could be responsible for the tuition. All military tuition assistance must be requested and approved prior to the start date of the course. Military tuition assistance is approved on a course-by-course basis and only for the specific course(s) and class dates the student requests. If a student self-identifies their eligibility and tuition assistance has not approved the funding, the student will be solely responsible for all tuition costs, not the funding agency (i.e., MyCAA, Army IgnitEd, or other military tuition assistance programs).

WHAT YOU NEED TO GET STARTED—DOCUMENTATION

To make the enrollment and certification process as easy and stress-free as possible, be prepared and start the process as far in advance as possible. Don't wait until the last moment to decide to go to school or submit any paperwork. It could take from 10-12 weeks for the VA to process your GI Bill® claim. You should have all your documentation in hand to start your VA benefits when you first visit Bates. The VA urges that students be registered and certified for benefits at least 30 days prior to the start of the quarter to ensure they get their benefits in a timely manner. It may take longer for students who are using their benefits for the first time.

To apply for your GI Bill® benefits, go online to <https://www.va.gov/education/how-to-apply>. **It could take the VA up to 10-12 weeks to process your application, so start this process early.** After applying online, you should receive your certificate of eligibility letter from the VA in about three to six weeks, which will indicate the chapter you qualify for, how long you can receive benefits, etc. **You must submit your certificate of eligibility or Education Enrollment Status page from Ebenefits to the school's certifying official in order to be certified for benefits. If you do not have a certificate of eligibility on file with the school's certifying official, you will not be certified for benefits until you provide one.**

This means you will not receive any funding from VA until you submit your certificate of eligibility to the school's certifying official and are certified with the VA.

If you have an account on Ebenefits, you can access your Education Enrollment Status page and print a copy to submit to the certifying official in lieu of a certificate of eligibility letter. It contains the information needed to get you properly certified for benefits.

If you are about to start classes and still waiting for your certificate of eligibility, you may be allowed to start and attend classes, pending receipt of a certificate of eligibility, but you will not be certified for benefits, which means that you will not receive a housing allowance or book and supply stipend until your certificate of eligibility or Education Enrollment Status page is submitted to the school's certifying official. Tuition will also not be paid to the school until you are certified. ***If for any reason the VA does not approve benefits or you neglect to submit a certificate of eligibility, you will be responsible for all expenses incurred.***

All students receiving GI Bill® benefits must also have their prior credits, from both military and civilian sources, evaluated, so you must submit your Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcripts. All transfer credit must be evaluated within two quarters of program start. If the student does not submit all transcripts by the end of the second quarter, the student will not be certified for VA benefits until the transcripts are submitted and reviewed.

For Chapters 30, 33, 1606, and 1607: If you have used your benefits before at another school, you will also have to fill out a VA Form 22-1995, Request for Change of Program or Place of Training form. This can be done online as well (Ebenefits), or see the Veterans Services Office to obtain a copy to mail or fax in to the VA Regional Office in Muskogee, Okla.

For Chapter 35: If you have used your benefits at another school, you will have to fill out a VA Form 22-5495, Dependents' Request for Change of Program or Place of Training form. You can complete this form online (Ebenefits), or see the Veterans Services Office to obtain a copy to mail or fax to the VA Regional Office in Muskogee, Okla.

Then, visit the certifying official at Bates for an intake. **The following documents are necessary to be certified for VA benefits:**

- Your **DD-214 (Member 4)** copy. This MUST be a Member 4 copy showing the type of discharge you received. If you are still active duty and have not yet received your DD-214 (Member 4), please bring a copy to the Veterans Services office as soon as you get it.
- Your most recent **certificate of eligibility letter** that you received from the VA telling us what benefits you are eligible for. A copy of your Education Enrollment Status from Ebenefits may substitute for a certificate of eligibility letter.
- Copies of all post-secondary transcripts, including Joint Service Transcripts or CCAF transcripts.

Note: Your file will not be considered complete without these documents and your VA claim may be delayed until these documents are provided.

Additional documents may be necessary to receive VA benefits:

	DD-214 (Member 4)	Certificate of Eligibility	Marriage License	Birth Certificate	NOBE (DD 2384-1)	VR&E Paperwork	Certification Request Form (Each Quarter)
Chapter 30	X	X					X
Chapter 31						X	X
Chapter 33	X	X					X
Chapter 35	X	X	X *	X *			X
Chapter 1606		X			X		X

* Depending on relationship to veteran.

Please see the certifying official for any other situations not covered. If you are an active member of the Reserves or National Guard (Chapter 1606), please submit your Notice of Basic Eligibility (NOBE) to the certifying official.

Students transferring from other schools will also need a copy of VA Form 22-1995, Request for Change of Program or Place of Training form (or VA-Form 22-5495, Dependents' Request for Change of Program or Place of Training, for Chapter 35 students) , and official transcripts from previously attended schools to be submitted for evaluation.

GETTING YOUR CERTIFICATE OF ELIGIBILITY

NOTE: While the certificate of eligibility from the VA is the preferred document to have on file, a legible copy of the Education Enrollment Status page from Ebenefits is also acceptable for certification purposes.

The certificate of eligibility outlines what benefits you are entitled to and tells the school's certifying official how to certify you. Students receiving GI Bill® benefits, except Chapter 31 (Voc-Rehab), are required to have a copy of their certificate of eligibility on file. **You will not be certified for benefits unless you have a certificate of eligibility on file with the certifying official.** Due to privacy reasons, the certifying official can no longer request certificates of eligibility from the VA on behalf of students. Requests must be made by the student in writing and mailed or faxed to:

**VA Regional Office
P.O. Box 888
Muskogee, OK 74402-8888
Fax: (918)781-7863**

You can also request one online at www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal. It can take up to 8-12 weeks for the VA to mail your certificate of eligibility, so please start the process early.

Your certificate of eligibility letter is an important document. Retain a copy of it for your own records.

It is the student's responsibility for obtaining their certificate of eligibility and providing it to the school's certifying official. Student files are periodically checked for completeness, and if a certificate of eligibility or equivalent documentation is not found, you will be requested to provide one.

If you do not have your certificate of eligibility or equivalent documentation by the start of class, you will have to sign a Pending VA Benefits form, which will allow you to attend classes pending receipt of a certificate of eligibility or a copy of your Ebenefits Education Enrollment Status page. Keep in mind that you will not be certified for benefits with the VA until your documentation is submitted to the school's certifying official. This means your housing allowance, book and supply stipend (if applicable), and tuition due to the school will be delayed until you submit your certificate of eligibility or a copy of your Education Enrollment Status page. You will also be fully responsible for any expenses owed to Bates in any event that the VA does not pay your expenses.

GETTING YOUR DD-214 (MEMBER 4)

All chapters of the GI Bill®, except Chapter 31 (VR&E) and Chapter 1606 (Montgomery GI Bill® Selected Reserve) are required to submit a copy of their DD-214 (Member 4) to the certifying official, in addition to a certificate of eligibility. If you do not have your DD-214 (Member 4), you can get a copy by going to www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal and creating a premium account. This will give you access to your military documents, including your DD-214 (Member 4). You can also get a copy by going to www.archives.gov/veterans/ and requesting it.

If you are in the process of getting out of the military and haven't received your DD-214 (Member 4), please provide a copy to the certifying official as soon as you get one.

If you are a Chapter 35 student seeking a tuition waiver, you must submit a copy of your sponsor veteran's DD-214 (Member 4), in addition to a birth certificate or marriage license, and documentation supporting total and permanent service-related disability, depending on relationship to veteran. The DD-214 must reflect an honorable discharge. Any other discharge is not acceptable by law, including General- Under Honorable Conditions.

VA TRANSFER CREDIT POLICY

You are required to submit your Joint Service Transcript (JST) or Community College of the Air Force (CCAF) transcript for evaluation of prior credit, in addition to official transcripts from other colleges or training facilities, regardless of whether you graduated from them or whether or not you received VA benefits. This is to ensure that proper credit is given under Washington State law (RCW 28B.10.057) and to avoid repetition of college courses, as the VA will not pay for duplicate courses. It is YOUR responsibility to ensure that Bates receives official transcripts from all colleges or training facilities you attended.

Official transcripts must be in a sealed envelope. If the envelope is opened, it is no longer an official transcript. Once Bates receives all of your transcripts, you must also fill out a Request for Credit Evaluation of Courses from Other Institutions form to have your transcripts evaluated. This form can be found at the Registration office or online at www.batestech.edu/registration. After you have completed this, please notify the Veterans Services office that you are having transcripts evaluated so that we may obtain a copy of the evaluation for your records.

Note: As per VA regulations, if you do not have all of your transcripts submitted by the end of your second quarter of attendance at Bates, you cannot be certified for further GI Bill® benefits until your transcript evaluations are done. Students cannot waive credit evaluations.

Due to the high volume of transcripts, it can take up to six weeks to have your transcripts evaluated, so please have them done as soon as possible.

The VA no longer requires that prior credits from other institutions be reported, but they still have to be evaluated and be on file. VA will not pay for you to retake a class you already passed.

If you have attended another school utilizing your VA benefits, we cannot request that your VA records from another school be sent to us in lieu of proper documentation. You are responsible for ensuring that the school's certifying official has current copies of the documentation required of you.

HOW LONG DOES THE PROCESS TAKE?

The earlier you start, the better. It could take the VA up to 12 weeks to process your benefits if you've never used your benefits before. It is important that you provide all of the required documentation to the certifying official to complete your file.

Each case is monitored in a timely manner to ensure that processing on our end is done as quickly as possible, but we can make no guarantee as to when the VA will pay you or the school. It is important that you provide all of the required documentation to the certifying official in a timely manner.

YOUR PROGRAM

VA regulations state that students are to be enrolled in VA-approved programs in order to receive benefits. Every college has their own list of programs that are VA-approved, so because a program is approved at one college doesn't necessarily mean it will be approved at Bates. If you have any questions regarding your program, please ask the certifying official.

Your program advisor at Bates will guide you through the admissions and registration process, get you enrolled in your program, and will also give you a list of classes that are necessary to fulfil your program. The VA will only pay for classes that are officially specified for your program on that list, outside of required academic classes.

Programs that are not state funded, such as continuing education classes, are not eligible for VA funding. If you have any questions regarding whether your program is eligible for VA funding, please check with the certifying official before enrolling.

85/15 RULE

The VA stops the enrollment-approval process when more than 85 % of the students enrolled in an approved program in your school have all or part of their tuition, fees, or other charges paid for by the educational institution or the VA. In the unlikely event that a program is already comprised of 85% of students receiving VA funding, you cannot use your GI Bill® benefits in that program until the level of students receiving VA funding drops below 85% (including yourself). Schools are obligated to monitor all programs for 85/15 compliance and report them to VA on a quarterly basis.

CHANGE OF PROGRAM

You must immediately contact the certifying official if you change your program. You must also complete a Request for Change of Program or Place of Training form (VA Form 22-1995) either online at www.va.gov/education/how-to-apply/or from the school's certifying official to mail in to the VA Regional Office. If you complete the form online, please give a copy to the certifying official to initiate the change on our end. Any change in program must be made in accordance with Bates' academic regulations and VA regulations, and a credit evaluation (all previous credit and Bates' credit) for the new program should be completed. ***It is solely the student's responsibility to investigate any possible impact changing programs may have. It is highly recommended that you consult any program advisors involved before switching programs to find any possible implications.***

You cannot change programs once an academic quarter has started or once you have been certified with VA for a particular quarter. Any change in program will apply to the upcoming quarter.

Changing your program can affect your benefits due to how much benefits you have left versus how the length of your new program. It is possible to run out of benefits before completing a program. If you have any questions regarding how much benefits you have left, contact the VA Regional Office.

VA will not allow you to pursue two different programs at the same time.

Also keep in mind that Financial Aid policies will only allow you to change programs two times. Changing programs may adversely affect your financial aid.

CLASSES

VA benefits will only pay for the classes in your chosen program, along with any necessary academics, as found in the college's catalog that is in effect when you start your program.

VA will not pay for you to retake a class you already passed unless your program requires a higher grade and is stated in the college's catalogue.

VA will not pay for any incomplete classes you took in a prior quarter in order for you to finish them. "Incomplete" means that you have entered an agreement with the instructor for extra time in which to complete your work for a grade. VA has already paid for those classes when they were originally taken. Any extra time is at the student's expense.

VA will not pay for audited classes, continuing education classes, remedial online classes, or Adult Basic Education (such as ABE 070) classes, or classes outside of your officially stated program.

The VA will not pay for electives that are not required by the catalog for completion or graduation of a program. Electives must be specified in the degree plan, and once those electives that are required are taken, other electives that don't count towards completion cannot be taken.

If you are taking a remedial or deficiency class (any class under 100 level, for example MATH 092), you will need to provide documentation (test scores or equivalent) or justification for your file as to why you are taking them. **NOTE: The VA will not pay for any remedial or deficiency class taken online.**

VA will not pay for any additional classes in a program once you have completed the classes required and necessary to get a certificate or degree in that program. For example, if you have enough credits in Spring Quarter to successfully complete your program and be awarded a certificate or degree, then you cannot take "advanced project" classes in that program in subsequent quarters.

If you take an online or arranged course, you may not receive your full benefits from the VA (see **Online Classes**).

You will be responsible for paying for any class not covered by the VA for whatever reason.

If you have any questions about which classes VA will pay for, please contact the certifying official.

EXTENSIONS

Extensions are not granted for any reason. Once you have enough credits to complete the program, the VA will not pay for any more. The VA only pays for a student to obtain a certificate or degree, not State licensure. It's the student's responsibility to ensure that any number of hours required for State licensure are met within the timeframe for obtaining certification or the degree. **Extensions of GI Bill® benefits cannot be granted for students to complete hours for licensure.**

The only exception is if a student has failed a class that is required and necessary to complete the program, then the student may complete that class.

Under no circumstance can a standard term be extended to allow a student to complete a class.

ONLINE CLASSES, HYBRID, & NON-STANDARD TERM CLASSES

Credits for online classes are counted by the VA differently than credits for "in class" classes for housing allowance purposes. If you must take an online, hybrid, or independent study class, ensure that you have at least twelve credits (fulltime) of regular classes in addition to mitigate your housing allowance being affected. Remedial or deficiency classes (below 100 level) taken online cannot be certified for GI Bill® benefits.

Some programs do not begin on the first official day of class or end on the last official day of the quarter. It is your responsibility to immediately notify the certifying official if you are enrolling in a non-standard term, online, arranged study, hybrid, or self-paced class. Chapter 33 (Post 9/11) students will have their

BAH adjusted according to the online classes taken. If a Chapter 33 student is enrolled only in online classes, the BAH rate will be one-half of the national average. Delay or failure to notify the school certifying official may result in a debt from VA. If a class you are taking is found to be non-standard term, it will be reported to the VA and amended accordingly, which means you may lose benefits or owe money back to VA. ***Be advised that taking these classes may result in incomplete funding from VA, which is beyond our control at Bates.***

ADDING/DROPPING CLASSES

NOTE: Adding or dropping or withdrawing from classes could result in a debt you will owe to the VA or to Bates Technical College.

Avoid adding or dropping classes, if at all possible. Ensure that you have registered for all of the classes you need to take the first time to avoid debt to the VA or the school. Adding or dropping classes may result in overpayment or underpayment from the VA or to the school, which you will be responsible for. Reduction in credit (i.e., dropping a class) could cause a debt situation with the VA which the student will be responsible for. If you do add or drop a class or stop attending for any reason, you must notify the school's certifying official immediately to change your certification with VA.

Do not assume that adding/dropping or withdrawing at the Registration Office means that the certifying official will be notified. All changes in schedule must be done in accordance with official Bates policy. Bates Technical College will not be responsible for any overpayment or underpayment that incurs when a student adds or drops classes.

The certifying official does not register students or add or drop classes for students. It is your responsibility to notify the certifying official of any changes in your class schedule, but you also need to go to the Registration Office and officially add or drop your classes. The certifying official will not accept add/drop forms with the intention of taking them to Registration for processing.

SATISFACTORY ACADEMIC PROGRESS (SAP) & GRADES (INCOMPLETES & Ws)

All VA students are required to meet the academic standards established by Bates Technical College in order to stay eligible for benefits. VA regulations require that students placed on academic probation or academic suspension be reported to the VA. The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward their training objectives. The grades reported by the instructors will be the grades that are reported to the VA. Any grade disputes will be resolved between the instructor and the student, and at no time will the certifying official become involved in a grading dispute. If a grade is changed at a later date, the new grade will be reported to VA.

Bates Technical College's policy of Satisfactory Academic Progress requires students to maintain at least a 2.0 quarterly GPA (C average every quarter) and pass 75% of the credits attempted during that quarter. A student also needs to have a 2.0 cumulative GPA over the course of the program in order to be awarded a degree or certification.

If a VA student fails to meet the Satisfactory Academic Progress (SAP) standard, he or she will be placed on a warning period during the student's next quarter of attendance. This warning period will be applicable for VA benefits only. Financial Aid or the Registration Office may have their own warning or probation period which may run concurrently with the warning or probation for VA benefits. If the student meets or exceeds the SAP standard, he or she will be placed off of warning. If the student fails to meet the SAP standard, he or she will be placed on a probationary period during the next quarter. If the student again fails to meet the SAP standard, VA benefits will be suspended until the student makes satisfactory academic progress, usually at the student's expense. Again, this is applicable for VA benefits. Financial Aid or the Registration Office may have their own probation and suspension which may run concurrently or consecutively with the VA probation or suspension.

If a student receives an "IC" (Incomplete) in a class, he or she will have to complete the course work to receive a grade as specified in the incomplete contract, in accordance with Bates policy. If a grade is not recorded by the end of the next quarter, the student will be charged with an overpayment from the VA. It is the student's responsibility to notify the school certifying official when the "IC" is changed to a grade. The school certifying official will in turn notify the VA. A student cannot be certified again for an incomplete class from a prior quarter in order to finish the class. Students can also receive an incomplete for the same class once.

Students who receive an unsatisfactory or failing grade ("F" or "U" or equivalent) will be charged with an overpayment from VA if that grade is a result of non-attendance or non-participation.

Students receiving a "W" grade will be charged with an overpayment from VA.

If there are mitigating circumstances that need to be explained to the VA, students may submit a Statement in Support of Claim form (VA Form 21-4138), or may use personal correspondence directly to the VA. If a student uses personal correspondence, he or she should include full name (printed), Social Security Number, VA File Number, date, a daytime phone number, and signature. Any supporting evidence should also be included with the form or correspondence. As when sending anything to the VA, always keep copies for your own file. Mail them to the VA Regional Office (address is found in front of this handbook).

WITHDRAWING FROM SCHOOL

Withdrawing from school during a quarter for which you have been certified for benefits will have a serious impact on you, resulting in a debt to the VA and/or Bates. You must go through the proper administrative process at Bates to officially withdraw from school through the Registration Office. If you simply stop going to classes without officially withdrawing, VA will create a debt based on your last date of attendance. You may also be responsible for paying back prorated tuition, your book/supply stipend, and also BAH. If you withdraw, you must immediately notify the school certifying official. The official withdraw date Bates has on record will be the date reported to the VA. Any mitigating circumstances will also be reported to the VA. ***NOTICE: Notifying the certifying official that you are no longer attending Bates is not an official withdraw. You must withdraw in accordance with policy through the Registration Office. Failure to do so may result in you being liable for the tuition bill.***

CLASS ATTENDANCE AND PERFORMANCE

Every student is expected to maintain satisfactory classroom attendance and maintain a satisfactory grade in the class. The VA pays students only when they are attending and participating in their classes. Students are also expected to attend class until the official end of the quarter. Students who fail classes due to non-attendance or poor attendance or lack of participation will have to pay VA back the cost of that class, and possibly part of the book/supply stipend, and possibly BAH. The official date of last attendance as found in the school records or reported by the instructor(s) will be the date reported to the VA. The school certifying official will not become involved in any disputes between students and instructors regarding attendance.

CERTIFICATION REQUEST FORM

Bates does not automatically certify students for VA benefits when they register. All students wanting to use their VA benefits must turn in a certification request form to the school certifying official after they have registered for classes. There are a few reasons for using a certification request form:

- This notifies the certifying official that you are registered for classes and ready for certification.
- Due to changes in the GI Bill® in August 2018, housing allowances for Chapter 33 (Post 9-11) recipients are based on the zip code of where they are physically attending classes on extension campuses, not where the main (headquarter) campus is located.
- Alerts the certifying official of any change in program, chapter, online classes, non-standard term dates or other information required to make a complete and accurate certification.
- The certifying official is required to report program completions and graduations to the VA. The certification request form notifies the certifying official of a student's last quarter, so the student can be tracked and reported to the VA.
- Affords the student to provide any further information that he or she feels may be pertinent to certification.
- The student knowingly consents that his or her GI Bill® benefits are being used, for liability reasons.

Please submit a certification request form to the school certifying official **after** you have registered no later than 30 days prior to the beginning of the term you want to be certified for, as per VA guidelines, to ensure timely disbursement of benefits. This must be done each quarter you want to use your benefits. You may turn in the certification request any time after you have registered, but bear in mind that if you turn it in within 30 days of the start of the term, there may be a delay in benefits.

CERTIFICATION PROCESS

Like many other colleges, Bates Technical College uses a dual certification method for Chapter 33 (Post 9-11) students to greatly reduce the amount of student and school debt to the VA caused by adding and dropping classes.

A student is first certified for the number of credits taken after the student registers for his or her classes for the quarter. This ensures that the student's housing allowance and book and supply stipend

(if applicable) are activated in a timely manner. After the tenth day of class (the last add-drop date), when the tuition is finalized, the student's tuition is reported to the VA for payment.

You may receive a letter from the VA stating that tuition has not been paid to the school yet. This is normal and no cause for alarm. Tuition will be reported to the VA for payment after the tenth day of class.

All other chapters (30, 31, 35, and 1606) of the GI Bill® are certified in their usual ways.

GRADE/ATTENDANCE CHECKS

VA student records are checked quarterly once grades are available to ensure that academic standards are being met, and that the student is properly certified for VA benefits by ensuring he or she hasn't added or dropped or withdrew from any classes without notifying the certifying official. Any grades that may impact a student's academic progress or any changes in a student's certification will be reported to the VA and may create a debt situation for the student.

The certifying official at Bates Technical College does not require that instructors verify VA students' class attendance; however, VA students are required to attend classes in a satisfactory manner. If a VA student is dropped from a class, either voluntarily or involuntarily, a debt situation with the VA may be created and the student may owe money back to VA and/or the school. If a student receives failing grades which are a result of non-attendance, the student will owe money back to the VA, based on last date of attendance. The certifying official will not become involved in any grading dispute between a student and instructor. The official grade as it stands will be reported to the VA. If the grade is changed, the VA will be notified of the change.

LAST QUARTER OF PROGRAM

The VA requires that all completions and graduations be reported to the VA. At Bates, all students must submit a credential evaluation request form (available from the Registration Office or from the certifying official by request) in order for their certificate or degree to appear on their transcript. Please note that if you do not request a credential evaluation, even though you may have successfully completed a program, your certificate or degree will not show on your transcript.

Please indicate on your certification request form whether or not it is your last quarter in your program, so the certifying official can track you through your last quarter to ensure that you get a credential evaluation request form. This is done as a courtesy, and it is your responsibility to ensure that you submit one.

Effective Fall 2021 quarter, the practice of "rounding out" will no longer be allowed by the VA. For example, if you only need one five credit class in your last quarter of your program to complete, you are allowed to take other classes to bring you up to fulltime (12 credits or more) in order to receive a full housing allowance. The VA allows almost any classes, even outside of program or classes that you have already taken and passed, to bring you up to fulltime status. Please check with the certifying official before doing so to ensure that the classes can be counted toward fulltime status. This can only be done once in your last quarter of the program.

The VA is ending “rounding out,” effective Fall 2021. If you only need one five credit class to complete your program in your last quarter, for example, unfortunately that will be all the VA will pay for. ***Please plan accordingly. The last quarter for “rounding out” in Summer 2021.***

Extensions will not be granted by the VA to make up hours towards licensure or to take extra classes or electives. The VA only pays up to the point to where you can complete your program, according to the classes required by the Bates catalog.

ORDERING BOOKS (CHAPTER 31 ONLY)

All students are responsible for ordering and acquiring their own tools and equipment. Don’t wait until the last minute to order tools and supplies, as it may take some time to process and ship. **Chapter 31 (VR&E) students must submit a price list of tools and equipment of \$100 or over to their VR&E counselors for approval prior to ordering. Written approval of the order from the student’s VR&E counselor must be submitted to the Veterans Services office prior to ordering. Failure to do so may result in the student being responsible for any cost not paid by the VR&E.**

ORDERING TOOLS AND EQUIPMENT (CHAPTER 31 ONLY)

All students are responsible for ordering and acquiring their own tools and equipment. Don’t wait until the last minute to order tools and supplies, as it may take some time to process and ship. Chapter 31 (VR&E) students **must submit a price list of tools and equipment of \$100 or over** to their VR&E counselors for approval **prior to ordering**. Written approval of the order from the student’s VR&E counselor must be submitted to the Veterans Services office prior to ordering. ***Failure to do so may result in the student being responsible for any cost not paid by Voc-Rehab.***

VR&E will only pay for the required basic tools and equipment, at the discretion and approval of the student’s VR&E counselor.

If you choose to purchase tools or equipment from a third party source, you may have to purchase them out-of-pocket and be reimbursed for them. **You will only be reimbursed for tools and equipment that have been previously approved by your VR&E counselor.** You must also submit the **original** receipts for your purchase, as outlined in the **Reimbursements (Chapter 31)** section of this handbook.

ADVANCE PAY

Bates Technical College does not participate in advance pay of GI Bill® benefits. The decision to utilize advance pay is at the discretion of the school. At some colleges, students receiving VA benefits under Chapters 30, 35, and 1606 may request advance payment of their benefits for their first term of attendance. Chapters 33 (Post 9/11) and 1607 are not eligible for advance pay.

BREAK PAY

The VA does not pay for any breaks in instruction for more than eight (8) days in duration. For example, if winter break in December is eight days, the VA will only pay for 22 days (VA always counts a month as 30 days, regardless of the actual number of days in the month).

VA will not approve “internships,” “externships,” or any classes that are outside the normal term dates or when classes aren’t in session. For example, if a student wants to do an “externship” during the six weeks between summer and fall quarters, VA will not certify this.

Note: There is a break between summer and fall quarters of approximately six weeks that the VA will not pay for. It is your responsibility to prepare yourself for this break and others, if necessary.

FINANCIAL AID AND OTHER FUNDING SOURCES

VA students are strongly encouraged to apply for financial aid. The Bates Technical College Financial Aid office, Downtown Campus, Room M-208, 253.680.7020, can direct students on guidelines and deadlines for the FAFSA form. Information can also be found at www.bates.ctc.edu/financialaid. It is the responsibility of the student to keep the Certifying Official informed of any additional funding, such as Worker Retraining funds, non-Title IV scholarships, etc. Failure to do so could negatively impact a student’s VA benefits.

VA educational benefits are not affected by Federal Title IV aid, such as Pell Grants. Non-Federal, non-Title IV scholarships may affect VA educational benefits. For example, your local Rotary Club gives you a \$500 scholarship for tuition. Such scholarships, including funding from sources such as Worker Retraining, should be reported to the School Certifying Official to avoid potential conflicts with VA benefits.

DEBT INFORMATION

As of January 5, 2021, with the passage of the Benefits Improvement Act of 2020, tuition debts will no longer be assessed to the student by the VA. The student may still be responsible for overpayments in housing allowances or book and supply stipends, but the tuition debt is now shifted to the school.

However, Bates may hold the student responsible for any unpaid tuition debt. So instead of the student owing the VA the tuition debt, the student will owe Bates the tuition debt.

How debts happen:

- The student never attended classes for which he/she was certified regardless of the reason for non-attendance
- The student completely withdraws on or before the first day of the term. If student reduces, the debt is a student debt
- The school received payment for the wrong student
- The school received a duplicate payment
- The school submitted an amended enrollment certification and reported reduced tuition and fee charges. (Reductions based on student's action should be reported on a 1999B with the changes in the enrollment and will result in a debt to the student.)
- The student died during the term, or before start of the term
- VA issued payment above the amount certified on the enrollment certification that was used to process the payment (VA data entry error)

- The student withdrew after the first day of the term (FDOT)
- If the student completely withdrew on the FDOT, treat as if student never attended
- The student reduced hours whether the reduction occurred before or during the term
- If the student attended at least one day of any of the classes certified and a payment has been issued, any debt created by the reduction/withdrawal should be charged to the student
- The school submitted a change in enrollment (1999b) and reported a reduction in tuition/fees due to student action reducing or terminating training.
- If a student drops a course and adds a course so that there is no net change in training time, any change to tuition/fees, and/or is a student debt Schools must refund tuition and fee payments to students in accordance with their established refund policies, so that the students can resolve over-payments.

Any questions about debts to Bates should be directed to the cashier: cashier@batestech.edu.

STATEMENT OF RESPONSIBILITY

I understand that I must submit a certification request form along with a copy of my class schedule to the Bates' certifying official after I am finished registering **each quarter** to be certified for VA benefits. If I don't turn in a certification request form, I won't be certified for that quarter.

I understand that I am responsible for any monies owed to the school and/or the VA, including any tuition and/or fees, overpayments, or other expenses not covered by my VA benefits.

Chapters 30 (MGIB), 35 (DEAP), and 1606 (MGIB-SR) Only: The VA does not pay my tuition and fees directly to the school, and I am responsible for my tuition and fees and other expenses from my payments from VA or other funding sources. **I may also have to verify my attendance monthly with the VA.**

I will keep the Bates' VA certifying official informed of any change of address, phone number, email, or any other information which may impact my VA benefits. **Note: You must also notify the Registration Office of any contact information change.**

I will immediately notify the Bates' VA certifying official of any added or dropped classes or withdrawals. Reduction of credit (dropping classes) may result in owing money back to the VA and/or Bates Technical College, for which you will be responsible. **Note: The Bates certifying official does not add or drop classes or withdraw you from school. You must follow the official Bates procedure.**

I understand that if I stop attending during the quarter for whatever reason, the last date of attendance will be reported to the VA, and I may owe money back to the VA and/or Bates Technical College.

I must be enrolled in a VA approved program to receive VA benefits, and the VA will only pay for the classes officially specified for that program. Taking non-VA approved programs, non-program classes, incomplete classes, or repeating classes already successfully completed will result in being decertified for those classes and an overpayment which will have to be paid back to VA. Distance learning classes (online, self-paced, or hybrid classes) may also impact my VA benefits.

I understand that the VA will not pay for any additional quarters that are not necessary to successfully complete or graduate my program. My completion or graduation date is reported to the VA, so attending additional quarters may result in paying back all benefits and tuition received during those additional quarters.

It is my responsibility to keep the Veterans Services office notified of any additional funding I am receiving for my education, including but not limited to, grants, scholarships, tuition assistance, Worker Retraining, BFET, etc. Failure to do so could result in delay of benefits or an overpayment which will have to be paid back to the VA.

If I change programs, I will immediately notify Bates' VA certifying official to submit the appropriate paperwork to the VA. I also accept full responsibility for any consequences due to changing programs. Changes in programs can only be made prior to certification for the quarter. Failure to do so could result in delay in benefits.

In order to receive VA benefits, I must maintain Bates' satisfactory academic progress standard (2.0 quarterly GPA and passing 75% of attempted credits) and satisfactory classroom attendance. Failing grades, incompletes, withdrawals, or non-attendance can adversely impact my benefits and may cause a debt or even suspension of VA benefits. I also must achieve at least a 2.0 cumulative GPA in order to be awarded a certificate or degree.

The VA only pays for the days in which classes are officially in session, and benefits are paid in arrears (i.e., this month's benefits will be paid next month). VA does not pay benefits during breaks. ***Note: There is typically a six week break between Summer and Fall Quarters.***

In accordance with VA and Washington State regulations, an official transcript evaluation must be done for each school/institution I've attended, including military transcripts (JST or CCAF), regardless of whether I graduated or not, or used VA benefits or not. The transcript evaluation must be on file with Bates' certifying official no later than my 24th week (or end of second quarter) of attendance at Bates. ***Failure to do so will result in suspension of VA benefits until all transcript evaluations are completed.***