



Procedure Manual

Title: Veterans and Active Duty Benefits and Services	Number: A6Hx2-5.10A
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Procedures for Veteran Students

How to Obtain Services

All veteran students and eligible dependents of veterans who wish to receive veteran's education benefits must meet the admission and registration requirements and complete the [Broward College Veterans Certification Request Form \(VCERT\)](#) with an academic advisor, and submit any required Department of Veterans Affairs (VA) forms.

Veteran students have priority registration and are strongly advised to register and meet with an academic advisor early to avoid long waits during peak times. Veterans who are out of state and apply early can use [Online Services](#).

It is strongly recommended that students review the [Veterans Resources web page](#) for guidance on the application process and required forms.

Students can see a Senior Financial Aid Advisor for assistance with VA forms or meet with a Veteran advisor at any campus Student Financial Aid Office for assistance in the admission, registration and submission of the VCERT and VA documents.

Department of Veterans Affairs (VA) Forms

A first time veteran or dependent of a veteran is required to submit to the Student Financial Aid Office a copy of their VA application submitted through the [Veterans Online Application System \(VONAPP\)](#) or their certificate of eligibility.

VA Form 22-1990

Application for first time veterans using education benefits

VA Form 22-1990E

Dependent using transferred benefits of a veteran under CH33

VA Form 22-1995

Request for Change of Program or Place of Training or over a year

VA Form 22-1905

Vocational rehabilitation application for service connected disability and discharge under conditions other than dishonorable

VA Form 22-5490

Application for first time Survivors' and Dependents' using educational assistance

Recommending Officer's Signature

Date:

12/04/2013

President's Signature

Date:

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VA Form 22-5495

Request of Program or Place of Training for Survivors' and Dependents' Educational Assistance

VA Form 22-1990R

VRAP students changing school or program

VA Transient Students

Submit a VCERT to the Financial Aid Office and an approval letter from the home school that shows the approved courses.

Attendance Policies for Certificate Programs (NCD)

Monthly Veteran Attendance form (VATTEN) is sent to students enrolled in certificate programs. It is the student's responsibility to submit the completed forms back to the Student Financial Aid Office in a timely manner

Advance Payment/Disbursements (CH30, 32, VRAP, 35, 1606)

Advance payment of one month's benefits may be requested at the Student Financial Aid Office if the student has not attended school for a full calendar month. The written request must be completed in person 30 days before the start of any term.

An interest-free tuition **fee advance** is offered to students who are applying for veteran benefits. The veteran student applies for the fee advance at any campus Financial Aid Office. Students experiencing a severe economic hardship may request and be granted a book advance on an individual basis. Criteria for the book advance include but are not limited to: unemployment, and waiting for VA benefits.

Student Enrolled in Flight Courses

Students in the Professional Pilot Program must submit an Aviation Enrollment Plan completed by the Aviation Department along with the completed VCERT to request funds for flight courses. Once funds for the flight courses are received, the VA Coordinator requests the funds be transferred to the student's flight account.

Veteran Tutorial Assistance

The Veteran Tutorial Assistance program is established to provide eligible students with help in paying for qualified tutors. Students who are in Chapters 30, 32, 33, 35, and 1606 are eligible for this program. VA will **reimburse** authorized tutorial expenses up to \$100 per month for students who have been approved by the academic advisor requiring tutorial assistance. The veteran student applies for the Tutorial Assistance program at Student Financial Aid by requesting VA Form 22-1990T.

Eligibility Criteria for tutorial assistance:

- Be enrolled in college for credit towards a specified degree program.
- Be enrolled ½ time or greater.

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- Be approved by the academic adviser at Broward College for tutorial services.
- Complete an Application for Tutorial Assistance (VA form 22-1990t)

Procedure for Active Duty Students

Active Duty Military Personnel in all branches of service (United States Marines, Coast Guard, Navy, Air Force, and Army) are required to submit sufficient proof of current military orders to Broward College to accept and certify Tuition Assistance (TA). Dependent children and spouses may be eligible for benefits.

Army – For TA visit www.GoArmyEd.com, and apply.

Navy – Contact a Navy counselor at vec@navy.mil for Tuition Assistance orientation and advisement.

Air Force – Apply for TA online using the Air Force Virtual Education Center Portal at <https://www.my.af.mil/>.

Marine Corps – First-time students must complete a TA Orientation Class prior to applying TA. Apply for written authorization through education department on base prior to enrollment. Use form [NETPDTC 1560](#) at www.marforres.marines.mil/.

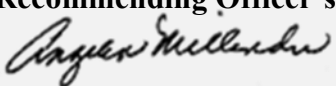
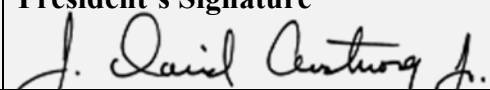
U.S Coast Guard – The Coast Guard Institute approves the [TA Application \(CG-4147\)](#) and issues the TA authorization form (CGI-1560). The applicant submits the CGI-1560 form to the academic institution during registration.

Active duty military personnel are encouraged to apply for other sources of financial aid, including but not limited to, Federal Student Aid upon completion of the Free Application Student Aid (FAFSA) through www.fafsa.gov. Dependents of military personnel may also be eligible to receive benefits.

- Active Duty service members including active Florida National Guard must apply online to Broward College.
- The service members must submit military orders and make an appointment with the Point of Contact, Military Enrollment Coordinator for assistance in completing the FAFSA.

Placement Testing and Developmental Education EXEMPTION for Active Duty

Active duty students in all branches of service including the Florida National Guard exempt for placement testing and enrollment in developmental education courses as defined in College policy 6Hx2-5.14 Placement Testing and Skills Remediation. Upon submission of current military orders and transcripts to receive the exemption.

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