

## Veterans Briefing (What you need to know..)

### Certification:

- You must submit a Veterans Certification Request form (VCERT) for each enrolled term. By signing this form, you are agreeing to notify the Veterans advisor of any changes to your schedule.
- If you change your schedule once your certification is sent to the VA, you will have to submit another certification form. Changes cannot be reported without the new form.
- If you are less than half-time (5 or less credit hours) enrolled in a certificate program or you are in a session other than session 1 and 2, your certification cannot be completed until the first day of class.
- If you change your college major, do not attend school for one year, or change schools, you must complete a Change of Place & Training form. (22-1995 for veteran /22-5495 for dependents of veterans).
- All forms are electronic and are available at <http://www.broward.edu/sfs/sfs/veterans/page9419.html>. The forms can be filled in on line, printed and submitted to the Broward College VA advisor for processing.

### Communication:

- Your BC email address is the best way to receive notification. Once Broward College submits your certification to the VA, you will receive a confirmation email from VA. Please review the email to ensure the information (ie.starting and ending dates, credit hours) are correct.
- Please remember to submit your DD214 to admissions for eligibility for prior learning credit through the military.

### Classes and Payment:

- If you withdraw, audit, or stop attending a class, your benefits may be terminated and you may owe some funds to the VA.
- Except for Post 9/11 (Chapter 33) students, the VA pays you. The veteran's advisor has NO payment information. If you have a question on payments, please call the VA at: 1-888-GI BILL 1. Post 9/11 students will have their tuition and fees paid by VA through the school. Based on eligibility, you can be paid up to 100% of the cost.
- Veteran students are authorized by the State of Florida to receive a "fee advance". A fee advance covers your tuition while you are waiting receipt of your benefits. If you receive a fee advance, the payment must be paid by the due date on the fee advance paperwork.
- You are encouraged to file for financial aid to help meet additional college expenses.
- You may take any class but VA will only pay for classes within your official degree program listed in the college catalogue. You must make "Satisfactory Academic Progress" as defined in the college catalog.
- Please remember that it takes time to process your VA benefits. Sometimes it may take the VA in Atlanta up to 30 days to EVEN KNOW they have the current certification information. However, if 60 days elapse and you have not been paid, you should call the VA in Atlanta at: 1-888-GI BILL. If the VA in Atlanta is asking for additional information, please call the Broward College VA advisor at (954)201-7627.

### Attendance:

- Certificate and non college degree students (i.e. police academy) are required to submit attendance forms not only to the VA but to the Broward College VA advisor, too. You will receive Broward College attendance forms by e-mail from the Broward College VA advisor. It is your responsibility, not the instructors, to submit those forms on time.
- All veterans must report monthly attendance to VA once they have been processed by VA. You may do this by phone: 1-877-823-2378; or through W.A.V.E. (Web Automated Verification of Enrollment) through at the VA web at: <http://www.gibill.va.gov>. The link to the W.A.V.E is also available through our website. The WAVE system will display payment information AFTER the VA processes your claim for educational benefits. Further, you will be able to see the dates of the enrollment period and the monthly rate payable during the enrollment periods.