

# Procedure Manual



<b>Title: Veterans and Active Duty Benefits and Services – Student Procedures</b>	<b>Number:</b> 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 Veteran Benefit Certification form \( VBC\)](#) 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 VBC and VA documents.

### Department of Veterans Affairs (VA) Forms

A first time veteran or dependent of a veteran who intends on using VA Benefits is required to apply for VA benefits on the VA website (<https://va.gov>) and submit to the Student Financial Aid Office a copy of their Certificate of Eligibility.

### VA Transient Students

Submit a VBC form 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, 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.

<b>Recommending Officer's Signature:</b> <i>Janice Stubbs</i>	<b>Date:</b> 5/3/2022	<b>President's Signature:</b> 	<b>Date:</b> 5/3/2022
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## Student Enrolled in Flight Courses

Students in the Aviation Administration (Program ID 2509D) must submit a Veteran Benefit Aviation Certification form to be reviewed and approved by the program Advisor. Flight funds will be requested for flight courses based on the Average Cost per class spreadsheet. 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.
- Be approved by the academic adviser at Broward College for tutorial services.
- Complete an Application for Tutorial Assistance (VA form 22-1990t)

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## Procedure for Active Duty Students

All Active Duty Service Members (including Guard and Reserve) are encouraged to contact their Education Service Officer (ESO) or Education Counselor within their branch of service prior to enrolling at Broward College.


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 and ~~certify~~ submit Tuition Assistance (TA) vouchers for payment from the military. Dependent children and spouses may be eligible for benefits.

**Army** – For TA visit [www.armyignited.com](http://www.armyignited.com), and apply.

**Navy** – Contact a Navy counselor at [vec@navy.mil](mailto: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 [NETPDTTC 1560](https://www.marforres.marines.mil/) at [www.marforres.marines.mil/](http://www.marforres.marines.mil/).

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**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](http://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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