

## NEW VETERAN STUDENT INFORMATION

Welcome to Withlacoochee Technical College (WTC). We would like to THANK YOU for your military service and the sacrifices that you have made for our freedom.

**TIPS** on how to further your education courtesy of the National Association of Veterans' Program Administration (NAVPA):

### START BY APPLYING

- Schedule an appointment to meet with a Student Services Career Advisor.
- Complete an on-line **WTC application** – you will need a valid photo ID and Social Security number.
- Pay Application Fee to the Cashier's Office (checks are not accepted).
- You will need current **TABE** scores – check with Career Advisor on information regarding testing requirements and testing hours.
- Apply for **Financial Aid** – complete the [Free Application for Federal Student Aid \(FAFSA\)](#) and enter School Code: 016258  
*Please note: WTC does not participate in student loans.*
- Get your **GI Bill Benefits** – there are a wide variety of education benefits offered by the Veterans Administration (VA). Benefit information and instruction on how to apply for educational benefits is available [online](#).

### ONCE YOU HAVE ENROLLED

Once you have applied for VA benefits and have been accepted, you will receive a Certificate of Eligibility. Below is a list of steps needed in order to use your benefits at WTC.

1. Submit **Certificate of Eligibility** to the WTC Financial Aid Office.
2. Complete **New VA Student form**.
3. Sign **Veterans Attendance & Academic Policy**.
4. Submit **Military Transcripts** (not DD-214). Request your official Joint Service Transcripts [online](#).
5. Provide **Official Transcripts** from any **Post-Secondary** school or institution that you have attended previously.

**NOTE:** ONLY tuition, lab, and / or kit fees can be deferred using Post-9/11 GI Bill Educational Benefits. Tuition only can be deferred for non-Chapter 33 students. VA students are required to pay all additional fees prior to any deadline in order to attend WTC. Certain VA benefits will require students to pay their tuition upon receipt of their 1<sup>st</sup> payment from VA. If tuition is not paid, the student will be withdrawn from school.

For additional information, please call **GI BILL BENEFITS** at **888-442-4551**

## ATTENDANCE & ACADEMIC POLICY

All Veterans receiving educational benefits while attending WTC are subject to the general policies and procedures of the school and the specific requirements of the Veterans Administration. These specific regulations are as follows:

1. Student must be under the direct supervision of the instructor at all times and be enrolled as a Full Time Student. Student's conduct must be in accordance with the school conduct code.
2. Student must maintain Satisfactory Academic Progress (SAP) as defined in the WTC Student Handbook. A student will fail to meet satisfactory progress if they receive a grade lower than a "C" for two consecutive months. This will result in the student being terminated from veteran's benefits. The student will be recertified for educational benefits after maintaining satisfactory progress for two full months.
3. Veteran students are required to attend all classes. Veterans must complete at least 80% of the scheduled program hours each month. If a Veteran does not maintain 80% attendance each month, they will be terminated from receiving VA benefits. Benefits will be reinstated upon maintaining 80% attendance for the following month, if at the end of the following month, the veteran is in compliance.
4. For VA educational benefits, the return of funds is based on the last day of attendance that the student was in compliance with the academic and attendance policy. An overpayment of VA educational benefits will occur when a Veteran student's enrollment is terminated in VA once resulting in a debt to the student for ineligible benefits and/or for any tuition balance and may be removed from the program for non-payment. The Financial Aid Office will notify the student immediately of the debt either in person or by email if the student is no longer on campus. Student may not return to class or to re-enroll until tuition balance is paid in full.

## VERIFY ATTENDANCE

You need to verify your attendance every month before payment is issued if you are attending an Institution of Higher Learning (IHL) or Non-College Degree (NCD) program and are receiving one of the following:

- Montgomery GI Bill – Active Duty
- Montgomery GI Bill – Selected Reserve
- Reserve Educational Assistance Program
- Veterans Retraining Assistance Program

You can call 877 VA-ECERT (**877-823-2378**) to verify attendance.

Department of Educational Assistance (Ch.35) must call **888-422-4551** to certify your attendance at the end of the month.

Post-9/11 GI Bill (Chapter 33) students are required to verify their enrollment to continue receiving a Monthly Housing Allowance (MHA). Students must have a valid email and mobile phone number of file with the VA or can call **888-442-4551** to certify enrollment by phone.

#### eBENEFITS

Students that are transferring from another school or that are transferring to another program must complete a “Request for Change of Program or Place of Training”. This can be done [online](#).

This website is a great resource for veterans, service members, and/or family members. These are just a few things that can be accessed:

- Apply for Veterans’ Benefits online
- Access VA payment history
- Check claim status
- VetSuccess employment search
- Manage access to veteran health records

WTC Mission Statement:

To provide the highest quality academic and technical education for current and emerging careers in a competitive workforce.

### ***TRAINING TODAY FOR TOMORROW’S WORKFORCE***

For more information, please contact WTC Financial Aid Office at **352-726-2430 Ext. 4332**