

Florida Gulf Coast University



Official Handbook for Veterans and Veteran Dependents

Florida Gulf Coast University

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Introduction

Welcome to Florida Gulf Coast University. Veterans' Educational Benefits are designed to provide eligible individuals with opportunities for opportunity and career growth. These Educational Benefits are some of the most valuable benefits afforded to veterans and qualifying dependents and should be used wisely. Veterans have earned the right to use their educational benefits and we at FGCU are both pleased and honored to assist you in utilizing them to your best advantage. We welcome you to our campus and wish you every success in your educational endeavor.

The purpose of this handbook is to assist you in using your VA Educational Benefits at Florida Gulf Coast University in your understanding and utilization of school and VA policy and procedure. You are encouraged to read and refer to this booklet often. Doing so will help you to minimize misunderstanding the school and VA policy and procedures.

The FGCU VA Certifying Official and other staff who may assist you are not employed by the Department of Veterans' Affairs (DVA). Our responsibility is to interpret, explain, and administer VA regulations surrounding the various VA Educational Benefits Programs as they apply to you while pursuing your degree at Florida Gulf Coast University.

Points to Remember

The veteran's responsibility is to use the university as an information resource. The University Catalog, your advisor, Veteran Handbook, etc. are all available to assist you. These resources will give you enough information to help you select your major and enroll in the appropriate classes to earn the desired degree and at the same time maintain VA benefits. This handbook is a guide for you to maintain these educational benefits. Please use the Veterans' Affairs website as a valuable and convenient information resource: www.gibill.va.gov/education

Additional points to remember:

- You, as a student, are under obligation to both DVA and FGCU regulations, policies, and procedures.
- Due to regulations imposed by the US Congress on the Department of Veterans' Affairs and State Approving Authority, those who use VA Educational Benefits do not always have the same level of freedom afforded to non-benefit students in working through their educational programs.
- By law, no certification will be sent to the VA Regional Office for any course until all of FGCU's admissions requirements have been met. Please make sure to contact FGCU's Office of Undergraduate Admissions or Graduate Admissions for further assistance and information on the requirements needed to be met.
- **Non-degree seeking students are not eligible for VA Educational Benefits** unless they are pursuing a Teacher's Certification.
- Under no circumstances will the DVA pay for a course taken on an audit basis.

Principles of Excellence Law

The Principles should ensure that these educational institutions provide meaningful information to service members, veterans, spouses, and other family members about the financial cost and quality of educational institutions to assist those prospective students in making choices about how to use their federal educational benefits; prevent abusive and deceptive recruiting practices that target the recipients of federal military and veterans educational benefits; and ensure that educational institutions provide high-quality academic and student support services to active-duty service members, reservists, members of the National Guard, veterans, and military families.

Principles of Excellence Executive Order:

<http://www.whitehouse.gov/the-press-office/2012/04/27/executive-order-establishing-principles-excellence-educational-instituti>

ACE Accreditation

ACE provides quality assurance and policy guidance to the Army, Navy, and Marine Corps for military transcripts. More than 2,300 colleges and universities recognize these transcripts as official documentation of military training and experiences and applicable ACE credit recommendations.

Statute 1004.96: College Credit for Military Training and Educational Courses

The Board of Governors shall adopt regulations and the State Board of Education shall adopt rules that enable eligible members of the United States Armed Forces to earn academic college credit at public postsecondary educational institutions for college-level training and education acquired in the military. The regulations and rules shall include procedures for credential evaluation and the award of academic college credit, including, but not limited to, equivalency and alignment of military coursework with appropriate college courses, course descriptions, type, and amount of college credit that may be awarded, and transfer of credit.

ACE Accreditation Page:

<http://www.acenet.edu/AM/Template.cfm?Section=CCRS&template=/CM/ContentDisplay.cfm&ContentID=20203>

FL Statute 1004.096:

<http://www.flsenate.gov/Laws/Statutes/2012/1004.096>

Chapter 30 – Montgomery GI Bill Active Duty (MGIB-AD)

The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30. You may be an eligible veteran if you have an Honorable Discharge, AND you have a High School Diploma or GED or, in some cases, 12 hours of college credit, AND you meet the requirements of one of the categories below:

This benefit is for those veterans who served on active duty after June 30, 1985 (Category I), those who had remaining entitlement under the Vietnam Era GI Bill (Category II), and those who switched from VEAP before being involuntarily separated after February 2, 1991 (Category III).

For Category I:

Eligibility:

- Entered active duty for the first time after June 30 1985
- Had military pay reduced by \$100 a month for first 12 months
- Continuously served for 3 years, or 2 years if that was what you first enlisted for, or 2 years if you entered the Selected Reserve within a year of leaving active duty and served 4 years (“2 by 4” Program)

Your application package should include the following:

- Form 22-1990 Application for Educational Benefits
- DD214 – Member 4 copy. These can be obtained through the Lee County Veterans’ Services Office, located at 2440 Thompson Street, Ft. Myers, FL 33901, (239) 533-8381.
- Proof of additional \$600 payment to obtain \$150/month kicker (i.e. LES, receipt)
- FGCU Request for Veteran Benefits (each semester) – an FGCU form requesting certification of enrollment

For Category II:

Eligibility:

- Entered active duty before January 1, 1977
- Served at least 1 day between 10/19/84 and 6/30/85 and stayed on active duty through 6/30/88, (or 6/30/87 if you entered the Selected Reserve within 1 year of leaving active duty and served 4 years)
- On 12/31/89, you had entitlement left from Vietnam-Era

Your application package should include the following:

- Form 22-1990 Application for Educational Benefits
- Form 21-686c Declaration of Status of Dependents
- Copies of all DD214’s. These can be obtained through the Lee County Veterans’ Services Office, located at 2440 Thompson Street, Ft. Myers, FL 33901, (239) 533-8381.
- Form 21-674 for dependent children over age 18 but still enrolled in either high school or college
- FGCU Request for Veteran Benefits (each semester) - an FGCU form requesting certification of enrollment

For Category III:

Eligibility:

- Not eligible for MGIB under Category I or II
- Before separation, you had military pay reduced by \$1200
- On active duty on 9/30/90 and separated involuntarily after 2/2/91
 - Or involuntarily separated on or after 11/30/93

- Or voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program

Your application package should include the following:

- Form 22-1990 Application for Educational Benefits
- DD214 – Member 4 copy. These can be obtained through the Lee County Veterans' Services Office, located at 2440 Thompson Street, Ft. Myers, FL 33901, (239) 533-8381.
- Proof of additional \$600 payment to obtain \$150/month kicker (i.e. LES, receipt)
- FGCU Request for Veteran Benefits (each semester) – an FGCU form requesting certification of enrollment

For Category IV:

Eligibility:

- Had military pay reduced by \$100 a month for 12 months or made a \$1200 lump-sum contribution
- On active duty on 10/9/96 and you had money remaining in a VEAP account on that date and you elected MGIB by 10/9/97
 - Or entered full-time National Guard duty under Title 32, USC, between 7/1/85 and 11/28/89 and elected MGIB during the period of 10/9/96 through 7/8/87

Your application package should include the following:

- Form 22-1990 Application for Educational Benefits
- DD214 – Member 4 copy. These can be obtained through the Lee County Veterans' Services Office located at 2440 Thompson Street, Ft. Myers, FL 33901, (239) 533-8381.
- Proof of additional \$600 payment to obtain \$150/month kicker (i.e. LES, receipt)
- FGCU Request for Veteran Benefits (each semester) – an FGCU form requesting certification of enrollment

You should be aware that the following pitfalls could cause you to lose all MGIB benefits:

Honorable Discharge – You must have an honorable discharge. A “general” or “under honorable condition” is not qualifying.

Early Discharge – To be eligible with an early discharge, your separation reason must meet certain requirements. Call 1-888-442-4551 for more information.

Qualifying Separation Reasons for the MGIB Benefits of Less than 36 Months:

- Medical condition preexisting service
- Reduction in Force
- Hardship
- Physical or mental condition that interfered with duty that was not due to willful misconduct
- Service-connected disability

How much does VA pay?

The monthly benefit paid to you is based on the type of training you take, length of your service, your category, and if DOD put extra money in your MGIB Fund (called "kickers"). You usually have 10 years to use your MGIB benefits, but the time limit can be less, in some cases, and longer under certain circumstances.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an executive order of the President or an emergency (such as a natural disaster or strike). For example, if your fall term ends on December 15th and your spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Form 22-1990 Application for Educational Benefits:

http://www.gibill.va.gov/documents/VA_22_1990.pdf

Veterans' On-Line Application (VONAPP):

https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?_nfpb=true&_portlet.async=false&_pageLabel=ebenefits_myeb_vonapp1

Current Payment Rates:

http://www.gibill.va.gov/resources/benefits_resources/rate_tables.html#Ch30

WAVE link to verify attendance:

<https://www.gibill.va.gov/wave/index.do>

Chapter 32 – Veterans' Educational Assistance Program (VEAP)

This benefit is for those veterans who served between the Vietnam GI Bill Era and the Montgomery GI Bill era, generally between January 1977 and June 1985.

Eligibility:

- Entered service for the first time between January 1, 1977, and June 30, 1985
- Opened a contribution account before April 1, 1987
- Voluntarily contributed from \$25 to \$2700
- Completed your first period of service
- Were discharged or released from service under conditions other than dishonorable
- If you are currently on active duty and wish to receive VEAP benefits, you must have at least 3 months of contributions available.

Contributions may be withdrawn if you do not meet the basic eligibility requirements or if you formally request a refund of the contributions withheld.

Your application package should include the following:

- Form 22-1990 Application for Educational Benefits
Send it to the VA Regional Office with jurisdiction over the state where you will train.
- DD214 – Member 4 copy. These can be obtained through the Lee County Veterans' Services Office located at 2440 Thompson Street, Ft. Myers, FL 33901, (239) 533-8381.
- To withdraw contributions to VEAP complete VA form 22-5281, Application for Refund of Educational Contributions.
- FGCU Request for Veteran Benefits (each semester) – an FGCU form requesting certification of enrollment

Summary of Benefits

VEAP is available if you elected to make contributions from your military pay to participate in this education benefit program. Your contributions are matched on a \$2 for \$1 basis by the Government. You may use these benefits for degree, certificate, correspondence, apprenticeship/on-the-job training programs, and vocational flight training programs. In certain circumstances, remedial, deficiency, and refresher training may also be available.

Benefit entitlement is 1 to 36 months depending on the number of monthly contributions. You have 10 years from your release from active duty to use VEAP benefits. If there is entitlement not used after the 10-year period, your portion remaining in the fund will be automatically refunded.

How much does VA pay?

The total dollar amount of your benefits is the sum of:

- Your total contributions not exceeding \$2,700
- Matching funds from the VA equal to 2 times your contributions (Government Contributions)
- Any additional DoD contributions or “kickers”

The monthly amount you’ll receive is based on the total (above), the number of months you contributed, the type of training you are pursuing, and your training time.

See VEAP pamphlet for further information.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an executive order of the President or an emergency (such as a natural disaster or strike). For example, if your fall term ends on December 15th and your spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Form 22-1990 Application for Educational Benefits:

http://www.gibill.va.gov/documents/VA_22_1990.pdf

Veterans’ On-Line Application (VONAPP):

https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?nfpb=true&portlet.async=false&pageLabel=ebenefits_myeb_vonapp1

VEAP pamphlet

http://www.gibill.va.gov/documents/pamphlets/ch32_pamphlet.pdf

Chapter 31 – Vocational Rehabilitation

This benefit is designed to assist veterans with a service-connected disability in obtaining and maintaining employment. A service-connected disability rating is required as part of the eligibility requirements.

Eligibility:

Active duty service members are eligible if they:

- Expect to receive an honorable discharge upon separation from active duty.
- Obtain a memorandum rating of 20% or more from the VA.
- Apply for Vocational Rehabilitation and Employment (VR&E) VetSuccess services.

Veterans are eligible if they:

- Have received or will receive a discharge that is other than dishonorable.
- Have a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the VA.
- Apply for Vocational Rehabilitation and Employment (VR&E) VetSuccess services.

Services that may be provided by the VR&E VetSuccess Program include:

- Comprehensive rehabilitation evaluation to determine abilities, skills, and interests for employment.
- Vocational counseling and rehabilitation planning for employment services.
- Employment services such as job-training, job-seeking skills, resume development, and other work readiness assistance.
- Assistance finding and keeping a job, including the use of special employer incentives and job accommodations.
- On the Job Training (OJT), apprenticeships, and non-paid work experiences.

- Post-secondary training at a college, vocational, technical, or business school.
- Supportive rehabilitation services including case management, counseling, and medical referrals
- Independent living services for veterans unable to work due to the severity of their disabilities.

Veterans and service members should apply for Vocational Rehabilitation through the Vocational Rehabilitation Counselor Jane Buboltz, located in Ft. Myers Vet Center at 4110 Center Pointe Dr., Unit 204, Ft. Myers, FL 33916, or online through the VONAPP website.

Veterans' On-Line Application (VONAPP):

https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?nfpb=true&portlet.async=false&pageLabel=ebenefits_myeb_vonapp1

VR&E Home Page:

<http://www.vba.va.gov/bln/vre/index.htm#bk02>

VetSuccess Website:

<http://vetsuccess.gov/>

Chapter 33 – Post 9/11 GI Bill

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

Eligibility:

- Discharged from the active duty; *or*
- Released from active duty and placed on the retired list or temporary disability retired list; *or*
- Released from active duty and transferred to the Fleet Reserve/Fleet Marine Corps Reserve; *or*
- Released from the active duty for further service in a reserve component of the Armed Forces *or*
- Honorably discharged from active duty for a service-connected disability and served 30 continuous days after September 10, 2001.

Individuals serving an aggregate period of active duty after September 10, 2001, of:	Percentage of Maximum Benefit Payable
At least 36 months	100%
At least 30 continuous days and discharged due to service-connected disability	100%
At least 30 months < 36 months	90%
At least 24 months < 30 months	80%
At least 18 months < 24 months	70%
At least 12 months < 18 months	60%
At least 6 months < 12 months	50%
At least 90 days < 6 months	40%

Your application package should include the following:

- Form 22-1990 Application for VA Education Benefits
- DD214 – Member 4 copy. These can be obtained through the Lee County Veterans' Services Office located at 2440 Thompson Street, Ft. Myers, FL 33901, (239) 533-8381.
- FGCU Request for Veteran Benefits (each semester) – an FGCU form requesting certification of enrollment

Some of the benefits the Post-9/11 GI Bill will pay include:

- Your full **tuition & fees** directly to the school for all public school in-state students. For those attending private or foreign schools tuition & fees are capped at the national maximum rate. [Click here for more information.](#)
If you are attending a private institution of higher learning in AZ, MI, NH, NY, PA, SC or TX, you may be eligible for a higher tuition reimbursement rate. Click here for more information. For those attending a more expensive private school or a public school as a non-resident out-of-state student, a program exists which may help to reimburse the difference. This program is called the **[“Yellow Ribbon Program”](#)**. *(Click on the link for more information about the Yellow Ribbon Program, not everyone is eligible for the program).*
- [A monthly housing allowance \(MHA\)](#)
- [An annual books & supplies stipend](#)
- [A one-time rural benefit payment](#)

Monthly Housing Allowance:

Your Monthly Housing Allowance (MHA) is generally the same as the military Basic Allowance for Housing (BAH) for an E-5 with dependents. Your MHA is based on the ZIP code for your school. There are some exceptions to MHA (see table below)

MHA Rate Exceptions	
Type of School	MHA Rate
Foreign School	\$1,368.00
Schools in US Territories Public School Private or Foreign School	E-5 with dependents OHA Rate for school location All Tuition & Fee Payments for an in- state student Up to \$18,077.50 per academic yr. Nat'l Max
Exclusively Online Training	\$684.00
Attending classes ½ time or less	NOT PAYABLE
Active Duty Trainee (or spouse of service member)	NOT PAYABLE

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an executive order of the President or an emergency (such as a natural disaster or strike). For example, if your fall term ends on December 15th and your spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Post 9/11 GI Bill

http://www.gibill.va.gov/benefits/post_911_gibill/index.html

Post 9/11 GI Bill pamphlet

http://www.gibill.va.gov/documents/pamphlets/ch33_pamphlet.pdf

VA form 22-1990

http://gibill.va.gov/documents/VA_22_1990.pdf

Veterans' On-Line Application (VONAPP):

https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?_nfpb=true&_portlet.async=false&_pageLabel=ebenefits_myeb_vonapp1

BAH Calculator

<https://www.defensetravel.dod.mil/site/bahCalc.cfm>

Transfer of Post 9/11 GI Bill Benefits to Dependents (TEB):

The transferability option under the Post 9/11 GI Bill allows service members to transfer unused benefits to transfer unused benefits to their spouses or dependent children. The Department of Defense determines whether or not you can transfer benefits to your family members. To apply to transfer your benefits, please submit a Transfer Education Benefit (TEB) request for your Service Component Approval. Upon approval, family members may apply to use transferred benefits with VA by completing VA Form 22-1990e after DoD has approved the request for TEB.

TEB Eligibility:

Any member of the Armed Forces (active duty or Selected Reserve, officer or enlisted) on or after August 1, 2009, who is eligible for the Post-9/11 GI Bill, and:

- Has at least six years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of approval and agrees to serve four additional years in the Armed Forces from the date of election.
- Has at least ten years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of approval, is precluded by either standard policy (Service or DoD) or statute from committing to four additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute.
- Is or becomes retirement eligible during the period from August 1, 2009, through July 31, 2012, and agrees to serve an additional period of service in subparagraphs (a) through (d). A service member is considered to be retirement eligible if he or she has completed twenty years of active federal service or twenty qualifying years as computed pursuant to section 12732 of title 10 U.S.C. This will no longer be in effect on August 1, 2013, and on or after that date all members must comply with the above eligibility requirements.
 - a) For individuals eligible for retirement on August 1, 2009, no additional service is required.
 - b) For individuals eligible for retirement after August 1, 2009, and before August 1, 2010, one year of additional service is required.
 - c) For individuals eligible for retirement on or after August 1, 2010, and before August 1, 2011, two years of additional service is required.
 - d) For individuals eligible for retirement on or after August 1, 2011, and before August 1, 2012, three years of additional service is required.
- Such transfer must be requested and approved while the member is in the Armed Forces.

Eligible Dependents

- The individual's spouse
- One or more of the individual's children
- Any combination of spouse and child
- A family member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits, at the time of transfer to receive transferred education benefits.

A child's subsequent marriage will not affect his or her eligibility to receive the educational benefit; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify the transfer at any time.

A subsequent divorce will not affect the transferee's eligibility to receive educational benefits; however, after an individual has designated a spouse as a transferee under this section, the eligible individual retains the right to revoke or modify the transfer at any time.

Nature of Transfer

An eligible Service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, or the entire 36 months if the member has used none (unless DoD/DHS limits the number of months an individual may transfer).

Family member use of transferred educational benefits is subject to the following:

Spouse:

- May start to use the benefit immediately.
- May use the benefit while the member remains in the Armed Forces or after separation from active duty.
- Is not eligible for the monthly housing allowance while the member is serving on active duty.
- Can use the benefit for up to 15 years after the service member's last separation from active duty.

Child:

- May start to use the benefit only after the individual making the transfer has completed at least 10 years of service in the Armed Forces.
- May use the benefit while the eligible individual remains in the Armed Forces or after separation from active duty.
- May not use the benefit until he/she has attained a secondary school diploma (or equivalency certificate), or reached 18 years of age.
- Is entitled to the monthly housing allowance stipend even though the eligible individual is on active duty.
- Is not subject to the 15-year delimiting date, but may not use the benefit after reaching 26 years of age.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an executive order of the President or an emergency (such as a natural disaster or strike). For example, if your fall term ends on December 15th and your

spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Transfer of Post 9/11 GI Bill Benefits to Dependents (TEB)

http://www.gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.html

TEB Request:

https://www.dmdc.osd.mil/milconnect/faces/index.jspx?_afLoop=61036060960000&_afWindowMode=0&_adf.ctrl-state=8e8ipwtvz_4

VA Form 22-1990e Application for Family Member to use Transferred Benefits:

<http://www.vba.va.gov/pubs/forms/VBA-22-1990e-ARE.pdf>

Veterans' On-Line Application (VONAPP):

https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?nfpb=true&portlet.async=false&pageLabel=ebenefits_myeb_vonapp1

Current Payment Rates:

http://www.gibill.va.gov/resources/benefits_resources/rates/CH33/Ch33rates080112.html

BAH Calculator:

<https://www.defensetravel.dod.mil/site/bahCalc.cfm>

Chapter 35 – Survivors’ and Dependents’ Educational Assistance

This benefit is for surviving spouses and children of veterans who died in the line of duty while a service member, surviving spouses and children of veterans who died while totally and permanently service-connected disabled, or for surviving spouses and children of a veteran permanently and totally service-connected disabled. The spouse and children of POW's and MIA's may also be eligible.

Eligibility:

You must be the son, daughter, or spouse of:

- A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- A veteran who died from any cause while such permanent and total service-connected disability was in existence.
- A service member missing in action or captured in line of duty by a hostile force.
- A service member forcibly detained or interned in line of duty by a foreign government or power.
- A service member who is hospitalized or receiving outpatient treatment for a service-connected permanent and total disability and is likely to be discharged for that disability. This change is effective December 23, 2006.

Period of Eligibility:

If you are a son or daughter and wish to receive benefits for attending school or job training, you must be between the ages of 18 and 26. In certain instances, it is possible to begin before age 18 or after age 26. Marriage is not a bar to this benefit. If you are in the Armed Forces, you may not receive this benefit while on active duty. To pursue training after military service, your discharge must not be under dishonorable conditions. VA can extend your period of eligibility by the number of months and days equal to the time spent on active duty. This extension cannot generally go beyond your 31st birthday.

If you are a spouse, benefits end 10 years from the date VA finds you eligible or from the date of death of the veteran. If the VA rated the veteran permanently and totally disabled with an effective date of 3 years from discharge, a spouse will remain eligible for 20 years from the effective date of the rating. This change is effective October 10, 2008 and no benefits may be paid for any training taken prior to that date. If you are a surviving spouse, benefits end 20 years from the date of death.

Your application package should include the following:

- Form 22-5490 Application for Survivors' and Dependents' Educational Assistance
- Copy of 100% service connected disabled veteran's rating
- Dependent birth certificate
- Copy of marriage license of veteran parent if dependent is a step child
- FGCU Request for Veteran Benefits (each semester) - an FGCU form requesting certification of enrollment

How much does VA pay?

The amount VA pays is based on the type of training program, and training time. Benefits are paid in arrears and monthly. If attendance is less than a month or less than full-time, payments are reduced proportionally.

Direct deposit of education benefits is now available for Chapter 35 recipients. Sign up for direct deposit by using VA Form 24-0296, or by calling 1-888-GI-Bill-1 (1-888-442-4551).

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an executive order of the President or an emergency (such as a natural disaster or strike). For example, if your fall term ends on December 15th and your spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Survivors' and Dependents' Assistance (DEA)

http://www.gibill.va.gov/benefits/other_programs/dea.html

DEA application 22-5490

<http://www.vba.va.gov/pubs/forms/VBA-22-5490-ARE.pdf>

Veterans' On-Line Application (VONAPP):

https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?_nfpb=true&_portlet.async=false&_pageLabel=ebenefits_myeb_vonapp1

Ch. 35 Direct Deposit Form 24-0296:

<http://www.vba.va.gov/pubs/forms/VBA-24-0296-ARE.pdf>

Current Payment Rates:

http://www.gibill.va.gov/resources/benefits_resources/rate_tables.html#Ch35

Chapter 1606 – Reservist/Guard Benefit

This benefit is for those currently serving in the Selected Reserves.

Eligibility:

- Have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985. If you are an officer, you must have agreed to serve six years in addition to your original obligation. For some types of training, it is necessary to have a six-year commitment that begins after September 30, 1990.
- Complete your initial active duty for training (IADT)
- Meet the requirement to receive a high school diploma or equivalency certificate before completing IADT. You may not use 12 hours toward a college degree to meet this requirement.
- Remain in good standing while serving in an active Selected Reserve unit. You will also retain MGIB-SR eligibility if you were discharged from Selected Reserve service due to a disability that was not caused by misconduct. Your eligibility period may be extended if you are ordered to active duty.

Your unit will give you a Notice of Basic Eligibility (NOBE – DD-2384 or 2384-1) when you become eligible. Your eligibility generally ends when you leave the Selected Reserves. If you stay in the Selected Reserves, benefits generally end 10 years from the date you become eligible for the program. You may have longer if you couldn't train because of a service-related disability.

One exception to this rule exists if you are mobilized (or recalled to active duty from your reserve status), in this case your eligibility may be extended for the amount of time you are mobilized plus four months. For example, if you are mobilized for 12 months your eligibility period is extended for 16 months (12 months active duty plus 4 months.) So even if you leave the reserves after mobilization, you may have additional eligibility to Chapter 1606 benefits.

Your application package should include the following:

- Form 22-1990 Application for Educational Assistance
- DOD form 2384 – Notice of Basic Eligibility (NOBE). This form is issued through the Guard/Reserve Unit
- Copy of any “kicker” contract, also issued by the Guard/Reserve Unit
- FGCU Request for Veteran Benefits (each semester) - an FGCU form requesting certification of enrollment.
- VA Form 22-1999, Enrollment Certification, if you started training

Note: If you are an officer in the Selected Reserve, OR if you entered active duty from the Selected Reserve after 11/29/89, please call 1-888-442-4551 for more details.

The monthly benefit paid to you is based on the type of training you're in. If you're attending school, your payment is based on your training time.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Form 22-1990 Application for Educational Benefits:

http://www.gibill.va.gov/documents/VA_22_1990.pdf

Veterans' On-Line Application (VONAPP):

https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?_nfpb=true&_portlet.async=false&_pageLabel=ebenefits_myeb_vonapp1

Current Payment Rates:

http://www.gibill.va.gov/resources/benefits_resources/rate_tables.html#Ch1606

WAVE link to verify attendance:

<https://www.gibill.va.gov/wave/index.do>

Chapter 1607 – Reserve Educational Assistance Program (REAP)

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

Important: Eligibility will be determined by the Department of Defense (DoD) or Department of Homeland Security (DHS) as appropriate. The Department of Veteran Affairs (VA) does not make decisions about your basic eligibility, and the VA cannot pay benefits without eligibility information from DoD or DHS.

Eligibility:

- Served on active duty on or after September 11, 2001, in support of a contingency operation for 90 consecutive days or more
- OR performed full-time National Guard duty under section 502 (f) of title 32 for 90 consecutive days or more when authorized by the President or Secretary of Defense for the purpose of responding to a national emergency declared by the President and supported by federal funds
- A member called or ordered to active service while serving in the Selected Reserve remains entitled to benefits under REAP only by continuing to serve in the Selected Reserve. A member called or ordered to active service from the Individual Ready Reserve (IRR) remains entitled to benefits under REAP by continuing to serve in the Ready Reserve (either Selected Reserve or IRR).

Your application package should include the following:

- Form 22-1990 Application for Educational Assistance
- DOD form 2384 – Notice of Basic Eligibility (NOBE). This form is issued through the Guard/Reserve Unit if not already using Chapter 1606 benefits.
- Copy of orders to active duty
- DD214 – Member 4 copy
- Copy of any “kicker” contract, also issued by the Guard/Reserve Unit
- FGCU Request for Veteran Benefits (each semester) - an FGCU form requesting certification of enrollment.

You have 36 months of full time entitlement to use. Your benefits begin after the 90-day minimum service period is completed. There is no time limit for using benefits provided you remain within your component. Your eligibility to REAP will end once you leave your component or are discharged (except for disability).

All required VA application forms are available from the Office of the Registrar and *must* be completed in full. If a question is not applicable, please state so. Once the forms are completed, please return them

for further processing. Do not send any of the forms listed directly to the VA unless advised to do so by FGCU's VA Certifying Official or the DVA.

If you have received Veterans' Educational benefits in the past at another institution, request a Form 22-1995 Request for Change of Program or Place of Training. If you receive benefits under Chapter 35, request Form 22-5495 with the same title.

\$600 Buy-Up Program:

Some reservists may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an executive order of the President or an emergency (such as a natural disaster or strike). For example, if your fall term ends on December 15th and your spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

REAP pamphlet

http://www.gibill.va.gov/documents/pamphlets/ch1607_pamphlet.pdf

Form 22-1990 Application for Educational Benefits:

http://www.gibill.va.gov/documents/VA_22_1990.pdf

Veterans' On-Line Application (VONAPP):

https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?_nfpb=true&_portlet.async=false&_pageLabel=ebenefits_myeb_vonapp1

Current Payment Rates:

http://www.gibill.va.gov/resources/benefits_resources/rate_tables.html#Ch1607

\$600 Buy-Up Rates

http://www.gibill.va.gov/resources/benefits_resources/rates/600_buyup.html

WAVE link to verify attendance:

<https://www.gibill.va.gov/wave/index.do>

Licensing and Certification Test Reimbursement

You can receive reimbursement for licensing and certification tests you take on or after March 1, 2001. Effective January 6, 2006 Chapter 1606 & REAP participants became eligible for this program. These tests must be specifically approved for the G.I. Bill. VA can pay only for the cost of the tests and no other fees connected with obtaining a license or certification, up to \$2,000.00 per test.

Eligibility:

You may receive reimbursement for approved licensing and certification tests if you qualify for:

- Montgomery GI Bill
- Montgomery GI Bill Selected Reserves
- Reserve Education Assistance Program
- Veterans' Educational Assistance Program
- Dependents' Educational Assistance

Your application package should include:

- Form 22-0803 Application for Reimbursement of Licensing or Certification Test
- Request for payment of test or tests, with the following information:
 - Your full name
 - Your mailing address
 - Your home phone number with area code
 - Your Social Security Number
 - Your VA file number
 - Have you applied for VA benefits before?
 - Name of test
 - Date test taken
 - Cost of test
 - A copy of your test results and a copy of your license or certification
 - Name and address of organization issuing license
 - Statement: "I hereby authorize the release of my test information to the Department of Veterans' Affairs."
 - Your signature and date signed

How much will VA pay?

You can receive reimbursement of up to \$2,000 per test but not more than the VA approved cost of the test. You may receive benefits to retake a test you didn't pass. You may receive benefits to retake a test you passed if the test is required for recertification or to allow you to retain a license you already have. You must be eligible for benefits in order to receive test reimbursement. Your total number of months of benefits will be reduced each time you receive reimbursement for a licensing or certification test.

VA Licensing and Certification pamphlet

http://gibill.va.gov/documents/pamphlets/lc_brochure.pdf

Form 22-0803:

<http://www.vba.va.gov/pubs/forms/VBA-22-0803-ARE.pdf>

or

VONAPP

https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?_nfpb=true&_portlet.async=false&_pageLabel=ebenefits_myeb_vonapp1

Approved Licensing and Certification Search:

<http://inquiry.vba.va.gov/weamspub/buildSearchLCCriteria.do>

National Testing Program:

http://www.gibill.va.gov/resources/educaton_resources/programs/national_testing_program.html

Additional Financial Assistance

We suggest veterans seek additional financial assistance through the Office of Financial Aid & Scholarships. Scholarships, grants, loans, and work-study jobs are additional sources of financial aid that you may be eligible for to supplement your Veterans' Educational Benefits. The Office of Financial Aid & Scholarships is located in McTarnaghan Hall, 1st floor, or you can go to their website:

<http://www.fgcu.edu/AS/FinancialAid/>

To apply for Financial Aid please visit www.FAFSA.ed.gov

Direct Deposit

Direct deposit is available for the Post-9/11 GI Bill, MGIB-Active Duty, MGIB-Selected Reserve, and REAP benefits. To enroll in direct deposit, please do one of the following:

- Login to WAVE (or create an account if you are a new user). On the WAVE main page, click on the link that says "Direct Deposit Enrollment Form." This form can be submitted electronically, or you can print out a hard copy and mail it to your local Regional Processing Office.
- Call us at 1888- GI BILL 1 (1-888-442-4552).
- Complete a paper application for direct deposit and mail the form to your local Regional Processing Office.

WAVE Login Page:

<https://www.gibill.va.gov/wave/index.do>

Direct Deposit Paper Application:

<http://www.vba.va.gov/pubs/forms/VBA-24-0296-ARE.pdf>

Locate Your Local Regional Processing Office:

http://gibill.va.gov/contact/regional_offices/

VA Work-Study

Florida Gulf Coast University is an approved VA Work-Study site. The VA Work-Study program provides additional payments of VA educational assistance benefits in return for services performed. Students participating in the VA Work-Study program receive payments equal to the minimum wage for each hour of service performed. For further details, please stop and speak to the Certifying Official in the Office of the Registrar located in McTarnaghan Hall, 1st floor.

Eligibility:

The VA Work-Study allowance is available to persons training on a full-time or ¾ time basis under the following programs:

- Post-9/11 GI Bill – (38 U.S.C. Chapter 33) (Veterans and transfer-of-entitlement recipients)
- Montgomery GI Bill – Active Duty (38 U.S.C. Chapter 30)
- REAP Participants
- Montgomery GI Bill – Selected Reserve (10 U.S.C. Chapter 1606)
- Post-Vietnam Era Veterans' Educational Assistance Program (38 U.S.C. Chapter 32)
- Dependents' Educational Assistance Program (38 U.S.C. Chapter 35)
- Eligible dependents under 38 U.S.C. Chapter 35 may use work-study only while training in a state.
- National Call to Service Participants
- Vocational Rehabilitation & Employment Program – (38 U.S.C. Chapter 31)

VBA Form 22-8691 Application for Work-Study Allowance:

<http://www.vba.va.gov/pubs/forms/VBA-22-8691-ARE.pdf>

Veterans' On-Line Application (VONAPP):

https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?_nfpb=true&_portlet.async=false&_pageLabel=ebenefits_myeb_vonapp1

Initial Check for First Time Applicants

Generally, the FGCU Certifying Official cannot certify a new student at FGCU until they have registered for classes. The DVA requires a minimum six to eight weeks to process an award and begin payment.

The monthly amount of your VA educational award may be prorated, if necessary. For example, if the first term of your enrollment begins on the 15th of the month, the VA will divide your monthly rate by 30 (the number of days in a standard month). This will provide your daily rate. Your daily rate is then multiplied by the number of days you are attending class that month. This is the amount of your check for the first month of attendance. Payment is made at the end of each month after the semester has started. For example, you will be paid in February for attendance during January, in March for attendance in February, in April for attendance in March and so on.

Because there can be a delay of as much as four months in receiving payment, tuition deferments, also known as a Promissory Note, can be obtained from the FGCU Certifying Official in the Office of the Registrar located on the 2nd floor of McTarnaghan Hall or online at <http://www.fgcu.edu/Registrar/forms.html>. This must be done no later than the last day of add/drop period to avoid cancellation of enrollment. This is a privilege extended by the university. If you do not pay tuition by the payment deadline, your enrollment for the term will be cancelled and late fees will be applied. *Tuition deferments (Promissory Notes) must be applied for every semester regardless of enrollment certification.*

Certifying Enrollment

Certification is the process by which the college reports to the Muskogee VA Education Office a student's dates of attendance, degree program, and the number of semester hours taken. The VA will not pay any student without receiving this information. **It is the student/veteran's responsibility to notify the certifying official of enrollment each semester if you wish to utilize VA Education Benefits. Hours of enrollment ARE NOT REPORTED AUTOMATICALLY on your behalf.** Please feel free to stop by the Office of the Registrar in McTarnaghan Hall, 2nd floor and notify your Certifying Official or by email.

Certification Cycle

Certification at Florida Gulf Coast University is designed for fall/spring semesters with termination at the end of each spring term. It is never assumed you wish to have your summer enrollment certified as some students like to utilize their benefits for graduate work when tuition is more expensive. Changes *must* be reported.

Please confirm your enrollment status each term by emailing us at orr@fgcu.edu.

Training Time	Undergraduate Credit Hours	Graduate Credit Hours
Full Time	12 or more	9 or more
¾ Time	9 – 11	6 – 8
½ Time	6 – 8	4 – 5
LT ½; GT ¼	4 – 5	3
¼ Time	3	0

A full-time course load will be different for students enrolled in the summer term due to the various sessions. For this reason, we ask that you check with the FGCU Certifying Official(s) for clarification on the credit hour requirements for full time.

Changes

All changes made after your initial application or certification should be brought to the attention of the Certifying Official so the change can be reported.

The most common changes include:

- Changes in credit hours
- Withdrawal from school
- Change in major
- Change in address
- Change in status of dependents
- Change in place of training

Change in credit hours:

This occurs when you drop a class(es) or one of your classes has been cancelled due to lack of enrollment in the specific class. You should notify the Certifying Official immediately.

Withdrawal from school:

Should it be necessary for you to withdraw from all classes, you should contact the Certifying Official immediately. There are many concerns of which you should be aware before withdrawing completely. If you are called to active duty, there are options for you. For more information, contact the Certifying Official or you can refer to the University Catalog Military Call to Active Duty Policy:

<http://www.fgcu.edu/Catalog/regdetail.asp?FMID=Registration+and+Records&page=23>

Change in Major:

Should you decide to change your major (program), you should be aware there are school and VA forms to complete. After you have changed your major with your college advisor, your Certifying Official will ask you to fill out a VA Form 22-1995 (Ch. 30, 31, 32, 33, TEB, 1606, or 1607) or a VA Form 22-5495 (Ch. 35 only). Hardcopies of these forms are available through the Office of the Registrar.

Change in Address:

If you should move during your enrollment at FGCU, you will need to change your address with the university official and with the VA Regional Office through your FGCU VA Certifying Official.

Changes in status of dependents:

This applies to those students utilizing Vietnam Era GI Bill benefits and Vocational Rehabilitation. These groups of veterans receive an additional allowance for each dependent.

Changes can occur when:

- A dependent child reaches the age of 18. If the dependent child is still in high school or is enrolled in college, the veteran may continue to receive an allowance for that child. This requires the veteran to complete and submit a 21-674 Form available through the Certifying Official or <http://www.vba.va.gov/pubs/forms/VBA-21-674-ARE.pdf>
- A child is born. If this happens, you will need to submit a certified true copy of the child's birth certificate immediately.
- A divorce occurs. The veteran will need to submit a certified true copy of the divorce decree.
- A dependent dies. The veteran will need to submit a certified true copy of the death certificate.
- A veteran marries. You will need to submit as certified true copy of the marriage license.

Change in place of training:

Should you change your place of training, it is necessary to complete a VA Form 22-1995 (Ch. 30, 31, 32, 34, 1606, or 1607) or a VA Form 22-5495 (Ch. 35 only). Hardcopies of these forms are available through the Office of the Registrar.

Form 22-1995 Request for Change of Program or Place of Training:

<http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf>

Form 22-5495 Dependents' Request for Change or Program of Place of Training:

<http://www.vba.va.gov/pubs/forms/VBA-22-5495-ARE.pdf>

Failure to report changes constitutes fraud and is the primary cause for delays in the delivery of your educational checks and occurrences of overpayment. Changes may be reported to the Certifying Official in person, by telephone, or via email. Periodic audits are conducted and changes in schedule are caught, but it is ultimately the student's responsibility to report these changes before incurring an overpayment or possibly an underpayment.

Delimiting Date

Most educational benefits programs allow the veteran 10 years to use the benefits. The delimiting date, or the date late benefits may be used, is determined by adding 10 years to the day following the date of release or discharge.

Chapter 35 generally requires sons and daughters to be between the ages of 18 and 26 to use the entitlement, but this can be adjusted in certain instances.

Spouses are allowed 10 years from the date the veteran was found permanently disabled or from the date of the death of the spouse from whom eligibility is derived.

In all cases, the DVA determines the delimiting date. The veteran will be informed of this date in an award letter.

Transient Studies

A transient student is one whose primary school is an institution other than FGCU but who wishes to attend classes at FGCU with the intention of transferring the credit back to the primary school. Transient students seeking to be certified for VA benefits while attending FCU must present a letter from the primary school stating that the courses to be taken at FGCU are applicable and transferable to their intended degree program. The courses must be explicitly listed in the letter.

Advising

Florida Gulf Coast University faculty and staff want to assist you in gaining sufficient information to determine what classes would be taken for your individual degree program. In addition to the University Catalog and class schedules, your academic advisor is available to you. Class selection is your responsibility. Make use of the advising staff. Read your catalog and view course offerings by term through Gulfline. The final responsibility for course or degree selection is yours. We are here to help.

University Catalog:

<http://www.fgcu.edu/catalog/>

Advising Services:

<http://www.fgcu.edu/catalog/>

Mitigating Circumstances

The law requires that VA must collect all benefits paid to a veteran or dependent for a course or courses for which the grade assigned was not used in computing the requirements for graduation. This includes withdrawing from a course unless there are mitigating circumstances. The list is not all-inclusive:

- Serious accident or illness of the eligible veteran or dependent
- Serious illness or death in the eligible veteran's or dependent's family
- Immediate family or financial obligations, which require a change in terms, hours, or place of employment, which prevent pursuit of a course
- Cancellation of a course by the college
- Active duty military service, including active duty for training
- An unavoidable geographical transfer resulting from the student's employment
- An unavoidable change in the student's work house or condition of employment

The VA expects documentation to substantiate the student's claim for mitigating circumstances. The student must submit a description and the supporting evidence to the VA within one year of being notified of an overpayment.

Examples of unacceptable mitigating circumstances include withdrawal to avoid a failing grade, dislike of the instructor, or too many courses attempted. If the VA does not accept the claim, the student may appeal the decision in writing.

The Six-Credit Exclusion:

The VA waives the mitigating circumstances provision the first time a student using educational benefits withdraws from courses. This applies to a maximum of six weeks semester hours. In this case, a student is not required to show proof of mitigating circumstances. The six-hour exclusion only applies to the first instance of withdrawal. It does not apply across the board for the entire semester of a student's first withdrawal. In order for the full six hours to be accepted, the last date of attendance must be the same for all six hours. For Chapter 31, please seek the assistance of your VA counselor.

Payments

Monthly Benefit Checks

The monthly checks go directly to the veteran or dependent address as indicated on the application submitted to DVA. It is extremely important to keep the VA and FGCU informed of any address changes. The first check, after initially applying for benefits, will normally take 6-8 weeks to be received. Checks are paid retroactively back to the first day of classes.

Payment of Tuition and Fees

Except for Chapter 31, students must pay their tuition and fees from their own resources and be prepared to meet expenses until their first check arrives. All benefits are retroactive back to the first day of classes. Chapter 31 (Voc Rehab) students are required to submit or make sure the VA Form 28-1905 has been submitted to FGCU prior to the beginning of classes. Without this form, tuition, fees, books, and supplies will not be paid.

Break/Interval Pay

Break pay money is money to VA students between consecutive semesters during which the student is receiving benefits on at least a half-time basis. A common example occurs between the fall and spring semesters.

Break pay is not authorized for:

- Periods spanning more than one full calendar month
- Periods in excess of 30 days when transferring from one school to another and remaining in the same program
- Students transferring from one school to another and remaining in the same program
- Students who were less than half-time on the last day of the preceding term
- Students requesting in writing not to be paid break pay
- Students whose entitlement will be exhausted during the break and it is therefore advantageous to the student to conserve entitlements

Overpayments

There may be a time when a student receives an overpayment from the VA while attending FGCU. An overpayment can occur for any of the following reasons:

- Withdrawal from school
- Withdrawal from one or more classes which changes the training time
- Changes in dependency status
- Taking course not in the selected degree program

This list is not all-inclusive. Other reasons may also trigger an overpayment. The VA may allow the money to be kept, depending on mitigating circumstances. If you should experience any kind of change that may affect either your eligibility status or your training rate, you should contact the Certifying Official.

VA Actions Once an Overpayment is Created

- Add interest charges or collection fees to your debt
- Withhold future benefits and apply them to your debt
- Collect the debt from your federal income tax refund
- Turn your debt over to a private collection agency
- Withhold approval of your VA home loan guarantee
- File suit in federal court to collect your debt

WAVE

The Web Automated Verification of Enrollment (WAVE) application on the GI Bill website will allow you to verify your enrollment, change your address, or establish a direct deposit. Go to <https://www.gibill.va.gov/wave> or call the DVA toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378.

The earliest you can verify your enrollment is the last calendar day of each month. Some things you can do to speed up your payments are to verify your enrollment promptly at the end of each month and sign up for direct deposit, if you haven't already done so.

The WAVE and IVR systems are not operating in real time. Instead, they are batch systems and store data to be processed at a later time. Stored data is processed every workday to update the records and issue payments. After the records are updated, it will take another workday for the WAVE and IVR systems to be updated to reflect the successful verification.

WAVE contains information on veterans and servicepersons who are actively receiving benefits under the Montgomery GI Bill only.

The most common reasons for not having a WAVE record:

- Your application for benefits has not been processed by the VA Regional Office.
- You are receiving Tuition Assistance Top-Up.
- You do not need a monthly verification of enrollment for any reason.
- You are receiving benefits under REAP.

WAVE records will generally be removed about six months after your award.

The most common reason for not having a record in WAVE is that the VA Regional Office has not received your application for processing. You will normally have a WAVE record the day after the VA gets your application processed.

The WAVE site will be unavailable daily from 5:00 to 5:30 AM Eastern Time due to database updates. The WAVE site may also not be available very late Sunday evening through early Monday morning periodically due to maintenance.

WAVE Login Instructions

First and Last Name:

Please enter your first name in the field labeled First Name and last name in the field labeled Last Name. No other information is necessary.

If your legal name is "John Daniel Smith Jr.":

Enter "John" in the field labeled First Name.

Enter "Smith" in the field labeled Last Name.

If your legal name is "Joseph Robert Jones III":

Enter "Joseph" in the field labeled First Name.

Enter "Jones" in the field labeled Last Name.

If your legal name is "Mary Elizabeth Jones-Smith":

Enter "Mary" in the field labeled First Name.

Enter "Jones-Smith" in the field labeled Last Name.

File Number:

When entering your file number, please use your 9-digit SSN or your claim number. If your claim number is only 8 digits, please enter a space before the claim number.

Example: _99999999 (where the _ represents a space)

Password:

If this is your first time logging into WAVE, your password is the last six digits of your Social Security Number. You will immediately be forwarded to a change password screen to change your initial password to something that you can easily remember.

If you have previously used WAVE, use the personal password you chose to create for logging into WAVE.

If you do not remember your password, click on “Lost PIN/Password” link to request an e-mail with your PIN/Password or to request that your password be reset.

Where to Go for Additional Help:

For forms and information, one or more of the following offices or representatives can assist you:

- Any VA regional office
- Any VA office or Vet Center
- Local representatives of veterans organizations
- Education Services Officers at military posts or installations, for persons on active duty
- American embassies or consulates, if you reside in a foreign country (except the Republic of the Philippines)
- Consult a telephone directory under United States Government, Department of Veterans’ Affairs, for the telephone number of the office nearest you. Toll-free telephone service is available in all 50 states, Puerto Rico, and the U.S. Virgin Islands. Call 1-800-827-1000 or for the hearing impaired call 1-800-829-4833.

VA supervisory personnel occasionally monitor telephone calls. They do this to ensure that the public receives accurate information and courteous responses. The person monitoring a call does not keep a record of the caller’s name, address, file number, or telephone number.

To obtain information on other sources of assistance, contact your FGCU Certifying Official at (239) 590-7980 or email at orr@fgcu.edu.

Rights and Responsibilities of Student

It is the student’s responsibility to apply for VA Educational Benefits and submit copies of appropriate forms to the Office of the Registrar.

It is the student’s responsibility to inform the Office of the Registrar of his or her enrollment intent prior to the beginning of each semester.

It is the student’s responsibility to report changes in enrollment, major/program, dependency status, place of training, school, or mailing address to the Office of the Registrar to avoid overpayments and to ensure that the VA has the most up-to-date information.

It is the student’s responsibility to report dropped classes or withdrawal from school.

To be considered for full-time VA benefits, degree-seeking undergraduates must enroll for twelve or more semester hours, and degree-seeking graduate students must enroll for nine or more semester hours each academic semester.

VA regulations require that students take only courses that are applicable towards their degree program or other approved program and they must make satisfactory progress towards their degree.

Students receiving educational veterans’ benefits are allowed no more than two probationary/warning terms. If a veteran reaches this point, their benefits will be terminated for failure to achieve satisfactory progress.

VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons and can only be reinstated after academic counseling.

It is the student’s responsibility to remain in good standing with the VA and to respond to notification of changes in regulation.

The student has the right to appeal any decision by the VA within one year of the date he or she receives notice of the decision.

The United States Federal Government protects student records privacy and provides for review and disclosure rights.

Generally, schools must have written permission from the student in order to release any information from a student's educational record. However, FGCU maintains the right to disclose these records without consent to:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Frequently Asked Questions

Can you change programs?

If you change your educational, professional, or vocational objective and this change requires a change in the courses you are taking, VA considers this a change of program. The law permits one change of program without prior VA approval if your attendance, conduct, and progress in the last program were satisfactory. VA may approve additional changes if the proposed programs are suitable to your abilities, aptitudes, and interests. VA will not charge a change of program when you enroll in a new program provided you successfully completed your immediately preceding program.

Must you maintain satisfactory attendance, conduct, and progress?

Once you start receiving benefits, you must maintain satisfactory attendance, conduct, and progress. If you do not meet the standards set by your school, the certifying official must notify VA. VA will stop your benefits if the school reports unsatisfactory attendance, conduct, or progress. VA may resume benefits if:

- You reenter the same program at the same school, and your school approves your reentry and certifies it to VA.
- If you do not reenter the same program at the same school, VA may resume benefits if:
 - The cause of your unsatisfactory attendance, conduct, or progress has been removed
 - And the program which you intend to pursue is suitable to your abilities, aptitudes, and interests.

What should you do if you do not receive a check?

If you attend school, you must verify your enrollment for each month by using the WAVE system.

Remember that you cannot be paid for a month until the month is over and you verify that you were still in attendance for that month.

WAVE and the telephone Interactive Voice Response Systems require at least three workdays to process and update the system. Both systems process data every workday, but it sometimes takes some additional time before they are updated to reflect the new information.

May you attend part-time?

If you are unable to attend full-time, consider going part-time. Benefit rates for part-time training are less than the full-time rates. Likewise, the entitlement charge for part-time training is less than the charge for full-time training. For example, if you receive full-time benefits for twelve months, the charge is twelve months. If you receive half-time benefits for twelve months, the charge is six months.

Can you receive payments by Direct Deposit?

You can get your Chapter 30 payments sent directly to your savings or checking account. VA does this through Direct Deposit/Electronic Fund Transfer. For information about how to get your payments sent through direct deposit, contact your local VA office or your bank.

How can you prevent overpayments?

An overpayment is an incorrect benefit payment that is more than the amount to which you are entitled. If you promptly notify VA of changes affecting your benefits, you can prevent or reduce overpayments. In addition, you should use reasonable judgment when you accept and cash a check. Carefully read all letters from VA about the monthly rates and effective dates of your benefits. If you think the amount of a VA check is wrong, contact VA before cashing the check. Return any checks for the wrong amount to the VA. If you cash a check for the wrong amount, you will be liable for repayment of any resulting overpayment.

When you check WAVE, the current enrollment period is not shown. What does this mean?

WAVE is a reflection of the VA Regional Office's main computer record. WAVE is updated every workday so it is fairly current. If your WAVE record does not reflect your current enrollment status, it is because the DVA has not processed your current enrollment paperwork. This could be because the VA Regional Offices have not received your paperwork from your school or because they have not had enough time to process it. The VA Regional Offices are extremely busy at the start of each semester and it takes them several weeks to process everyone's enrollments and changes.

Student Code of Conduct

The Student Code of Conduct exists to define the behavioral rights and responsibilities of Florida Gulf Coast University students (1) to foster and enhance the academic mission of the University, (2) to protect the rights of all university students, faculty, and staff, (3) to protect University property, (4) to protect the University community from disruption and harm and (5) to encourage appropriate standards of individual and group behavior.

Authority

The University President has the final responsibility and authority for the discipline of University students. The Vice President for Student Affairs, as the President's designee, has the authority to enforce University regulations and policies, as well as state and federal law as they relate to Student Code of Conduct matters, and may take direct control of any case. Student organizations charged with violating the Student Code of Conduct fall under the authority of the University conduct system. The Student Conduct Committee has authority to make a finding of "responsible" and to recommend sanctioning to the President or designee. Failure to comply with duly established laws or University regulations may subject violator(s) to appropriate action by University authorities and/or appropriate civil and criminal authorities. Serious violations of established laws or University regulations may be recorded in the individual(s) and/or organization(s) disciplinary record in the Dean of Students' Office.

Prohibited Conduct

- Academic Dishonesty: Cheating, plagiarism, fabrication and falsification, forgery, misuse of any University document, record, or instrument of identification, multiple submissions, bribery, and/or theft of academic materials.
- Acts of Dishonesty (Non-academic): Cheating, forgery, bribery, theft, conversion (using as your own, the property of another), and/or misuse of property.
- Falsification/Fraud/False Testimony: Providing false or misleading information to a University official or hearing body, forgery, the withholding of required information or the misuse or alteration of University documents or the University's name or logos, impersonation or misrepresentation, acting on behalf of another person, group or the University without authorization or prior consent, and/or knowingly providing a worthless check in payment to the University or to a member of the University community.

- **Disruptive Conduct:** Disruptive, disorderly or reckless conduct including, but not limited to, indecent exposure, threats, harassment, fighting or physically assaulting another person, recklessly causing physical harm, obstructing or disrupting teaching, research, administrative and public service functions, which include falsely reporting a fire, explosion or an explosive device, breach of the peace, causing a disturbance or being unruly.
- **Personal Abuse:** Violence, threat of violence or disregard of potential harm to others or against oneself or actions which endanger any member or guest of the University community, including physical, verbal, or sexual assault and relationship/domestic violence.
- **Sexual Misconduct or Abuse:** Sexual misconduct or abuse includes, but is not limited to sexual assault, forcible sodomy, voyeurism, exposure of one's sexual organs, or any sexual act that occurs, regardless of personal relationship, without the consent of the other person. Consent is not presumed when circumstances imply force, fear, intoxication, drug use or other instances where cognitive abilities may have been affected. This provision also encompasses conduct of a sexual nature that creates an intimidating, hostile or offensive environment for another person such as unwanted, unwelcome, inappropriate or irrelevant sexual activities, comments or gestures.
- **Theft/Property Damage:** The attempted or actual theft of and/or damage to public or private property, as well as, possession or destruction of such property with disregard of possible harm to such property.
- **Hazing:** Acts pursuant to Section 1006.63, Florida Statutes, as well as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with, or as a condition of continued membership in, a group or organization operating under the sanction of the University. Express or implied consent of the victim will not be a defense.
- **Unauthorized Use of Keys and/or Entry:** Unauthorized possession, duplication or use of keys to any University premises, or unauthorized entry, or attempted entry to, or use of University premises.
- **Controlled Substances and Drug Paraphernalia:** Use, possession, sale, and/or distribution of any narcotic, controlled substances or drug paraphernalia, as defined in Chapter 893, Florida Statutes, or attempt to obtain such items, except as expressly permitted by law.
- **Alcohol:** Public intoxication and/or the use, possession, sale and/or distribution of alcoholic beverages except as expressly permitted by law, University regulations and the University Alcohol Policy.
- **Weapons/Firearms/Chemicals:** Illegal or unauthorized possession or use of firearms, fireworks, explosives, other weapons or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. Weapons include, but are not limited to ammunition, metallic knuckles, slingshots, bows and arrows, switch-blades, knives, Air soft guns, pellet guns, BB guns, and paintball guns.
- **Campus Disturbances and Demonstrations, Parades, or Picketing:** Unlawful interference with academic freedom and freedom of speech of any member of the University community, as well as intentional interference with the educational function of the University.
- **Computer Misuse and Telecommunications Resources** Includes, but is not limited to: unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; use of another individual's identification and/or password; use of computing facilities and resources to interfere with the work of another student, faculty member or University Official; use of computing facilities and resources to send obscene or abusive messages; use of computing facilities and resources to interfere with normal operation of the University computing system; use of computing facilities and resources in violation of copyright laws; and any violation of the FGCU Acceptable Computer and Network Policy.
- **University Designated Student Residence Violations:** Violations of any policy, rule or regulation governing University student residences, as well as the housing rental agreement.
- **Noncompliance with an Official Request:** Failure to comply with lawful directives of University officials or law enforcement officers acting in the performance of their duties.
- **Disregard for the Student Code of Conduct Process:** Action which interferes with or obstructs the Student Code of Conduct Process or acts which constitute violation of sanction(s), including

failure to complete sanctions imposed against the student, and/or violation of disciplinary probation.

- Public Law: Violation of any federal, state or local law, rule, regulation or ordinance.
- Complicity: To be associated with or present during the commission of any act by another that constitutes a violation of University policy and/or if the behavior is considered to constitute permission, is judged to contribute to, or condone a violation is prohibited.
- Responsibility for Guests: Students will be held accountable for any damage or violation of University rules and regulations by their guests on campus or in University Housing.

Interim Suspension

The President or designee has the authority to determine if a violation warrants an interim suspension of a student or a student organization's privileges at any time prior to the conclusion of the University's disciplinary process, including during the appeal process. The criteria used in making this determination are:

- Whether the student poses an ongoing threat of harm, disruption of, or interference with, the normal operations of the University; and
- Whether interim suspension is necessary to protect the health (physical and mental), safety or general welfare of the University community or to preserve University property.

An interim suspension means a student cannot be on University property, cannot attend classes (including online classes), and cannot use University facilities.

For more information about conduct regulations, student rights, and appeal procedures, the full Student Code of Conduct can be found at:

http://studentservices.fgc.edu/Files/FGCU_Student_Code_of_Conduct.pdf

VA Regional Processing Offices

Muskogee, OK

P.O. Box 8888
Muskogee, OK
74402-8888

Muskogee RPO Jurisdiction:

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Florida
- Hawaii
- Idaho
- Louisiana
- Mississippi
- New Mexico
- Nevada
- Oklahoma
- Oregon
- South Carolina
- Texas
- Utah
- Washington
- Philippines
- Trust Territories

Buffalo, NY

P.O. Box 4616

Buffalo, NY

14240-4616

Buffalo RPO Jurisdiction

- Connecticut
- Delaware
- District of Columbia
- Maine
- Maryland
- Massachusetts
- New Hampshire
- New Jersey
- New York
- Pennsylvania
- Rhode Island
- Vermont
- Virginia
- Foreign Schools

Atlanta, GA

P.O. Box 100022

Decatur, GA

30031-7022

Atlanta RPO Jurisdiction:

- Georgia
- North Carolina
- Puerto Rico

St. Louis, MO

P.O. Box 66830

St. Louis, MO

63166-6830

St. Louis RPO Jurisdiction:

- Colorado
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Michigan
- Minnesota
- Missouri
- Montana
- Nebraska
- North Dakota
- Ohio
- South Dakota
- Tennessee
- Wisconsin
- West Virginia
- Wyoming

Important Resources

FGCU Certifying Official:

(239) 590-7980

orr@fgcu.edu.

Verification of Enrollment:

Chapter 30, 1606, and 1607

1-877-823-2378

<https://www.gibill.va.gov/wave/index.do>

Direct Deposit or Address Change:

1-877-838-2778

<http://www.vba.va.gov/pubs/forms/VBA-24-0296-ARE.pdf>

G.I. Bill and Veteran Education:

www.gibill.va.gov

Web Automated Verification of Enrollment (WAVE):

<https://www.gibill.va.gov/wave>

Veterans' On-Line Application (VONAPP):

<http://vabenefits.vba.va.gov/vonapp/default.asp>

Current Payment Rates:

http://www.gibill.va.gov/resources/benefits_resources/rate_tables.html

VR&E Home Page:

<http://www.vba.va.gov/bln/vre/index.htm#bk02>

VetSuccess Website:

<http://vetsuccess.gov/>

Florida Veterans' Benefits Guide:

www.floridavets.org/pdf/fvbg.pdf

Florida Benefits for Veterans and Dependents

http://www.va.gov/opa/publications/benefits_book.asp

Florida Department of Military Affairs:

<http://www.dma.state.fl.us/govt>

Florida Government:

www.myflorida.com

Federal Government:

www.usa.gov

U.S. Department of Veterans' Affairs:

www.va.gov

Veterans' Benefits Information:

www.vba.va.gov

Veterans' Health Care Eligibility and Enrollment:

www.va.gov/elig

VA Regional Office, St. Petersburg, FL

www.vba.va.gov/ro/south/spete

Burial, Headstone, and Marker Information:

www.cem.va.gov

Returning OIF/OEF Veterans

www.seamlesstransition.va.gov

National Veteran Suicide Prevention

www.mentalhealth.va.gov

Florida Job Fairs

http://www.floridajobs.org/onestop/os_job_fairs.html

DOD Civilian Transitioning

www.turbotap.org

Form 22-1990 Application for Educational Benefits:

http://www.gibill.va.gov/documents/VA_22_1990.pdf

Form 22-1990e Application for Family Member to use Transferred Benefits:

<http://www.vba.va.gov/pubs/forms/VBA-22-1990e-ARE.pdf>

VBA Form 22-8691 Application for Work-Study Allowance:

<http://www.vba.va.gov/pubs/forms/VBA-22-8691-ARE.pdf>

Form 22-1995 Request for Change of Program or Place of Training:

<http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf>

Form 22-5495 Dependents' Request for Change or Program of Place of Training:

<http://www.vba.va.gov/pubs/forms/VBA-22-5495-ARE.pdf>

Form 24-0296:

<http://www.vba.va.gov/pubs/forms/VBA-24-0296-ARE.pdf>

Form 22-0803:

<http://www.vba.va.gov/pubs/forms/VBA-22-0803-ARE.pdf>