



NEW VETERAN STUDENT INFORMATION



Welcome to Withlacoochee Technical College.

On this page you will find information that will help with your success as a student. We would like to thank you for your military service and the sacrifices that you have made for our freedom.

Below are a few tips for Veterans planning to further their education courtesy of the National Association of Veterans' Programs Administrator (NAVPA).

1. **Get your GI Bill benefits.** There are many different programs and a wide variety of education benefits offered by the VA. The Post-9/11 GI Bill (including Transfer of Benefits), Montgomery GI Bill, the Dependent Education Assistance, and Employment, to name a few. Whether you are a reservist, in the National Guard, or on active duty, you should check the VA website or discuss our benefits with the school's certifying official. You can find a wealth of information – as well as the application for benefits - at the GI Bill website www.gibill.va.gov.

Once you have enrolled for VA Educational benefits

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

1. Submit "Certificate of Eligibility" to the Financial Aid Office.
2. Complete New VA Student form
3. Sign the Veterans Attendance & Academic Policy
4. Submit Military Transcripts (not DD-214), unless receiving DEA, Ch. 35
 - a. Visit the following website to request transcripts:
 - i. ARMY - <https://aartstranscript.army.mil/>
 - ii. NAVY – <https://smart.navy.mil/smart/registration.do>
 - iii. AIR FORCE - <http://www.au.af.mil/au/ccaf/transcripts.asp>
 - iv. Coast Guard - http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp

NOTE: ONLY tuition can be deferred using VA Montgomery GI Bill. VA Students are required to pay all additional fees prior to any deadline in order to attend WTC. VA Students are required to pay their tuition upon receipt of their 1st payment from VA. If tuition is not paid, the student will be withdrawn from school.

VA Students Attendance & Academic Policy

All Veteran's receiving educational benefits while attending Withlacoochee Technical College 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:



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1. The Veteran 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. The Veteran Student must maintain satisfactory academic progress as defined in the Withlacoochee Technical College catalog. 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 Veteran Student being terminated from veteran's benefits. The veteran student will be recertified for educational benefits after maintaining satisfactory progress for two full months.
3. Veteran Students are required to attend all classes. **Veteran students who accumulate more than thirty-five (35) hours of absences during any quarter (9 weeks) will be terminated from educational benefits.** The veteran student will only be recertified for educational benefits after maintaining satisfactory attendance for a full quarter (9 weeks).

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 - REAP
- Veterans Retraining Assistance Program - VRAP



Click the logo to enter the Web Automated Verification of Enrollment (WAVE) to verify your enrollment online. You can also call **1-877 VA-ECERT** (1-877-823-2378) to verify by telephone.

Dependent Education Assistance (Ch. 35) – Call **888-442-4551** to certify your attendance at the end of the month.

NOTE: If you are receiving the Post-9/11 GI Bill you do not need to verify your attendance.

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 at www.ebenefits.va.gov. This website is a great resource for veterans, service members, and/or family members.

1. Apply for Veterans' Benefits Online
2. Access VA Payment History
3. Check Claim Status
4. VetSuccess Employment search
5. Manage Access to my Health Records