

## Establishing Benefits (First-Time)

Follow these steps to establish your files with both the VA Regional Office and Butler:

### 1) Complete an Application for Educational Benefits.

[http://www.gibill.va.gov/GI\\_Bill\\_Info/How\\_to\\_Apply.htm](http://www.gibill.va.gov/GI_Bill_Info/How_to_Apply.htm)

- Ch. 35 - Application for Survivors' and Dependent Educational Assistance (Application form # 22-5490).
- Ch. 34/30 - (Application form # 22-1990) and complete Declaration of Dependents if applicable (form # 21-686c).
- Ch. 30 - (Application form # 22-1990) on Active Duty - Be sure to obtain signatures on Part II of the application.
- Ch. 1606 - (Application form # 22-1990) and attach your Notice of Basic Eligibility.
- Ch. 1607- (Application form # 22-1990) and attach your Notice of Basic Eligibility and copy of active duty paper orders.

### 2) Request appropriate military training records, and official transcripts from previous schools to be sent directly to Butler. **If transcripts are not received within two semesters, a hold will be placed on student records.**

### 3) Enroll in courses. Please see section entitled "Visiting with an Academic Advisor."

### 4) Submit Intent to Enroll with advisor signature and acknowledgement of student responsibilities to Butler VA Benefits Coordinator

## Re-Establishing Benefits (Transfer Student Who Has Used Benefits at Another Institution)

To change your parent institution to Butler:

### • Complete a Change of Program or Place of Training form (form # 22-1995).

[www.gibill.va.gov/GI\\_Bill\\_Info/education\\_forms.htm](http://www.gibill.va.gov/GI_Bill_Info/education_forms.htm)

### • Complete steps 2-4 as listed above.

## Continuation of Benefits (Returning Butler Students)

Every semester you plan to use benefits you will need to:

- Enroll as early as possible.
- Submit Intent to Enroll with advisor signature and Acknowledgement of Personal Responsibilities to Butler VA Benefits Coordinator.
- Notify us if you drop or add any classes throughout the semester.

## Visiting with an Academic Advisor

- 1) Inform advisor you intend to use VA benefits.
- 2) If this is your first time using benefits or you are changing your major, advisor must complete a program of study from Butler course catalog. This program of study must include prior hours. Intent to Enroll must be signed by both the academic advisor and student each semester.
- 3) For proper benefits payment, academic advisor must advise for Butler classes only, unless an articulation agreement is in place between Butler and another institution.
- 4) Students with evaluated or prior credit may be limited to number of hours eligible for payment when selecting a liberal arts major.
- 5) No dual majors will be accepted. Classes that do not meet program requirements will not be paid for by VA.
- 6) Please be aware of start and end dates of courses because this will affect your monthly payment rates.

## Enrollment Certification/Pay Rate Status

To be eligible for benefits, you must be pursuing an approved program of study. This generally means you must be seeking a certificate or following a degree plan as listed in the Butler catalog.

When you submit an Intent to Enroll form, we complete a Enrollment Certification and transmit it to the VA Regional Office. Course start/end dates and credit hours are reported on this certification.

The VA bases pay rate status (full-time, 3/4 time, 1/2 time, etc...) on the course load you are carrying at each point in the semester.

For courses that are less than sixteen weeks long, the VA converts the credit hours to what they call "equivalent" credit hours before determining pay rate status.

Example: Our telecourses generally begin after our full-term courses and end several weeks before the semester ends. A student taking three full semester courses and a telecourse, would be considered 3/4 time before the telecourse begins and after it ends and full-time during the middle of the semester.

Students in our nursing program are often affected by the VA's method of determining training time. Please be aware of this situation so you can plan accordingly. Please contact our office or the VA with any questions regarding enrollment status/pay rate.

## Processing Timeline & Payment Information

Enrollment certifications are processed in the order the Intent to Enroll forms are received. **Please allow 2-3 weeks for processing at Butler and up to 14 weeks for processing at the Veterans Administration Regional Office. You will be expected to pay your tuition or set up a payment plan with the Accounts Receivable Office by the publicized "last day to pay."** VA educational benefits are paid on a "post-payment" system which means that, once your enrollment certification has been processed, you will receive your benefit check after the first of the month following the month for which payment is due. For Chapter 30 and 1606 student verification must be either by phone at 1-877-823-2378 or at [www.gibill.va.gov/wave/default.cfm](http://www.gibill.va.gov/wave/default.cfm). Benefits will not be paid unless this verification is completed.

## Transfer of Military Credits

Send documents listed below for an evaluation of your military training. All transcripts request forms are available through Butler's Veterans Office.

**Air Force** - Send an official Community College of the Air Force Transcript directly to Butler.

**Army** - If you entered active duty on or after October 1, 1981, request an AARTS (Army/Ace Registry Transcript System) Transcript. If you entered service before October 1, 1981, submit a DD 214.

**Marines** - If you separated/retired on or after October 1, 1999, request an SMART (Sailor/Marine American Council on Education Registry) Transcript. If you separated/retired before October 1, 1999, submit a DD 214.

**Navy** - If you separated/retired on or after October 1, 1999, request an SMART (Sailor/Marine American Council on Education Registry) Transcript. If you separated/retired before October 1, 1999, submit a DD 2586 (Verification of Military Experience & Training).

Military credits transfer as a block of elective hours. You will receive 4 hours of PE credit for your basic training. Since only 1 hour of PE is needed for Core Requirements the remainder of credit hours for military training will transfer as General Electives. A maximum of 30 credit hours may be granted for military training and experience.

## Change of Name or Address

To report a change of address/name, complete a Butler student update form where you are attending. Contact the VA Regional Office at 1-888-442-4551 to update your VA records. It is the student's responsibility to report name or address changes.

## Financial Aid

Other sources of financial aid in addition to your VA Educational Benefits may be available to you. Contact the Financial Aid Office at 322-3121 (733-3121 Wichita Metro Area) for more information. Be sure to let them know you will be receiving VA benefits.

## Important numbers & addresses

Butler Veterans Office/Amy Cyphers  
322-3102 (use 733-3102 Wichita Metro Area)  
or e-mail [acyphers@butlercc.edu](mailto:acyphers@butlercc.edu)  
fax: 218-6891

VA Regional Office - 1-888-442-4551  
or VA website [www.gibill.va.gov](http://www.gibill.va.gov)

Butler Accounts Receivable Office - (316)218-6101

**Send all correspondence to:**  
**Butler Community College**  
**c/o Amy Cyphers**  
**901 S. Haverhill Rd.**  
**El Dorado, KS 67042**  
**Email: [acyphers@butlercc.edu](mailto:acyphers@butlercc.edu)**



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[www.butlercc.edu](http://www.butlercc.edu)

# A Student Guide to Veterans Educational Benefits at Butler Community College

## Cash for Class...

Services are provided to students under the following benefit chapters:

- Ch. 1606 - Reservists and National Guard persons.
- Ch. 1607 - Reservists and National Guard persons activated after 9/11/01.
- Ch. 30 - Active duty and veterans.
- Ch. 31 - Veterans who are declared disabled by the VA.
- Ch. 35 - Dependent of a Veteran who had a service related death/disability.