

**VA Benefits Information Booklet for Butler Students**

**Purpose**

This booklet is intended to help you when enrolling and applying for your veterans educational benefits at Butler Community College. We urge you to read this brochure carefully. The VA Certifying Official is located in the Registrar’s Office at the El Dorado Campus. In support of the Department of Veterans Affairs, (VA) this office provides information about college services, referral information and enrollment certification. If you have questions regarding your veteran’s educational benefits or college services, call Amy Cyphers, Certifying Official, at 316-322-3102 or 733-3102 or by email at acyphers@butlercc.edu. Our office hours are Monday through Friday

8 a.m. to 5 p.m. Please call to set up an appointment if you would like to meet with the Certifying Official.

**VA Contact Information:**Department of Veterans Affairs

PO BOX 66830

St. Louis, MO 63166-6830

1-888-GIBILL1

GI Bill Website: http://www.gibill.va.gov

Education Inquiries: 1-888-442-4551

Enrollment Verification: 1-877-823-2378

Address/Direct Deposit Change 1-877-838-2778

Other Benefits: 1-800-827-1000

TTY: 1-800-829-4833

**Your VA Chapter**

Here are brief descriptions of current VA benefit programs, known as chapters. Please refer to the VA website at [www.gibill.va.gov](http://www.gibill.va.gov) for more information. Please note benefits are subject to change.

**Chapter 30: Montgomery GI Bill—Active Duty (MGIB)**

\* Must have entered active duty after June 30, 1985.

\* A contributory program--$1200 through payroll deduction.

\* Optional $600 “buy up” program or kicker

\* Up to 36 months of full-time entitlement; 10 years from date of discharge to use it.

\* Discharge must be Honorable.

\* You must have completed your initial contractual active duty obligation or separated early with

 a qualifying reason.

**Chapter 31: Vocational Rehabilitation for Disabled Veterans**

**\*** VA must determine whether you qualify. Apply with Vocational Rehabilitation and

 Employment Office located in Wichita, Kansas. Their phone number is 316-688-6842.

\* Once approved you will receive a 28-1905 which must be forwarded to BCC.

\* Eligible tuition, fees, books and supplies are billed to the Vocational Rehabilitation Office.

\* Pays an additional subsistence allowance for dependents.

\* You must be enrolled at least half-time to receive a subsistence allowance.

\* Up to 48 months of full-time entitlement to be used over a maximum of 12 years.

\* Deviations from your rehabilitation plan should be approved by your case manager prior to

 registration.

**Chapter 33: Post 911 GI Bill**

\* New GI Bill effective August 1, 2009

\* Up to 36 months of entitlement and 15 years to use from date of last discharge or separation.

\* Individuals with at least 90 days of aggregate service on or after September 11, 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.

\* The benefit level is determined based upon an individual’s aggregate qualifying active duty

 service.

**\*** Three part benefit: Tuition and fees at the school of the veteran's choice – limited to the in-

 state tuition for the highest priced undergraduate public Institution of Higher Learning (IHL).

 Up to 100% reimbursement.

\* Monthly housing allowance of up to the BAH payable for an E-5 with dependents located in

the zip code of the educational institution where the individual is enrolled. The BAH is not payable to individuals on active duty or those enrolled at half time or less. If you are enrolled entirely in an online or distance learning program the BAH payment is limited to 50% of your percentage benefit level as determined by VA.

\* Up to a $1,000 annual stipend for books and supplies

\* Optional kicker

 **Chapter 33- Transfer of Post 911 Benefits to Eligible Dependents**

**\*** Service members enrolled in the Post-9/11 GI Bill program are able to transfer unused

 educational benefits to their spouses or children starting Aug. 1, 2009

**\*** 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 educational

 benefits.

**\*** The veteran must go to the Department of Defense (DOD) transferability application website to

 determine if your dependents are eligible to receive the transferred benefits. This website is

 only available to military members.

\* Upon approval, family members may apply to use transferred benefits with VA by completing

 VA Form 22-1990e.  VA Form 22-1990e should only be completed and submitted to VA by

 the family member after DOD has approved the request for TEB.

 **Chapter 35: Dependents’ Educational Assistance Program**

\* For qualified dependents of veterans who are permanently and totally disabled or deceased

 because of a service-connected disability.

\*You may receive benefits until your eligibility period ends or you use all of your entitlement,

 whichever one comes first.

\* Requires a special file number or social security number of Veteran which you must record on

 on all VA paperwork.

**Chapter 1606: Montgomery GI Bill Selected Reserve**

\* This Program is for members of the reserve components of the Armed Forces who agreed to

 serve 6 years in the Selected Reserve beginning after June 30, 1985.

\* Reserve components determine eligibility for the program. The payments are processed by the

 VA.

\* Must complete your Initial Active Duty for Training (IADT) and maintain Selected Reserve

 Status.

\* Entitlement ends the date you separate from the Selected Reserve or 10 years from the date

 your eligibility began, whichever is earlier.

\* Optional kicker

**Chapter 1607: Reserve Educational Assistance Program (REAP)**

\* For members of the reserve components.

\* Selected Reserve and Individual Ready Reserve who are called or ordered to active duty on or

 after September 11, 2001, for at least 90 consecutive days under a contingency operation, in

 response to a war or national emergency, as declared by the President or Congress. Eligibility

 will be determined by the Department of Defense or the Department of Homeland Security as

 appropriate.

\* The allowance payable under REAP is a percentage of the MGIB Active Duty rate based on

 the number of continuous days served on active duty.

\* Members receive 36 months of entitlement after serving the minimum 90 days.

\* Selected Reserve and Ready Reserve members must remain eligible for this benefit by

 continuing to serve in the Selected Reserve.

\* Optional $600 “buy up” program and kicker

**Forms Needed**

1. Every semester all students must fill out an Enrollment Certification Request Form and return to Certifying Official at BCC.
2. See Chart Below for further forms and documentation needed. VA forms (6-digit numbered forms) will need to be completed online (28-1905 not available online) at [**http://vabenefits.vba.va.gov/vonapp**](http://vabenefits.vba.va.gov/vonapp). Copies must be given to Certifying Official at BCC.

**NOTE: If you contributed to the “Buy Up” Program through Chapter 30 or 1607 please provide documentation to BCC and the VA. If you are eligible for a “kicker” please provide copy of signed contract.**

**\*\*\*\*DD 214 – Discharge Paperwork (always submit member copy 4)**

**\*\*\*\*NOBE (Notice of Basis Eligibility) Ch. 1606/1607 - contact your unit to receive a copy.**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **CH. 30****Active Duty Discharged/Retired** | **CH. 31 Voc. Rehab** | **CH. 1606/ 1607****Nat’ Guard****Reservists** | **CH. 33 Post 911** | **CH. 33/ TEB Dependents Post 911 Transfer** | **CH 35****Dependent/ Disabled Deceased Vet.** |
| **New Student** | 22-1990, DD214 | 28-1905 | 22-1990, DD214, NOBE, call –up orders |  22-1990, DD214, Certificate of Eligibility | 22-1990e, proof of transfer | 22-5490 |
| **Transfer Student** | 22-1995, DD214 | 28-1905  | 22-1995, DD214, NOBE, call-up orders | 22-1995, DD214, Certificate of Eligibility | 22-1995, proof of transfer | 22-5495, Certificate of Eligibility |
| **Continuing Student** | Enrollment Certification Form (ECR) | ECR | ECR | ECR | ECR | ECR |
| **Guest Student**  | Approval Letter from Parent School | Approval Letter from Parent School | Approval Letter from Parent School | Approval Letter from parent school | Approval Letter from parent school | Approval Letter from parent school |

**When will the College Notify the VA of your Enrollment?**

At BCC, your enrollment certification will be forwarded to the VA 2 to 3 weeks after the Enrollment Certification Form is submitted with ALL supporting documentation.

**When will you get your money?**

Generally, first-time users will have to wait at least 8 weeks, while continuing and returning students may have to wait 6 weeks after the VA receives your enrollment certification from your school.

**Payment Contract and Paying Your Tuition at BCC**

[Billing and Payment Information](http://jadu.butlercc.edu/info/201084/billing--and--payment/149/billing--and--payment-information)

ALL STUDENTS (with the exception Chapter 31 Vocational Rehabilitation and Chapter 33 Post-911 GI Bill) applying for benefits through the VA must either pay in full or set up a payment contract through the Accounts Receivable Office by the published payment deadline. The phone number to Accounts Receivable is 316-218-6101. If you are filing under Chapter 33 please make sure to turn in the Enrollment Certification Request Form to Amy Cyphers by the priority deadline so Accounts Receivable can be notified that payment is being sent to the school directly from the VA.

Upon your request, and if you are first time applying for VA benefits, the college can defer your payment 30 days past the payment deadline. Also as a first time student applying for VA benefits the payment contract fee can be waived. If you are not first time receiving benefits at BCC, the additional charge for the payment contract will apply.

**How do you Receive Payments?**

VA education benefits follow a post-payment plan. In the best case scenario, you are paid approximately the first or second week of a given month for your period of enrollment for the **previous month.** In order for this to be able to happen it is important you to enroll and turn in all paperwork at the beginning of early enrollment period. Early enrollment for Summer and Fall begins in April and Spring begins in October. Please plan accordingly. To receive payment, Chapter 30, 1606 and 1607 recipients must verify enrollment monthly, on the **last day of each month,** by calling 1-888-823-2378 or to the “WAVE” link at [www.gibill.va.gov](http://www.gibill.va.gov). If you have signed up for direct deposit, payments are deposited in to your bank account **If you have changed your checking account for direct deposit you must notify the VA immediately at 1-877-838-2778.** Chapter 35 does not require monthly enrollment verification. Chapter 33 tuition and fees payments are paid electronically directly to the school. If qualified for housing and/or books, these payments are sent to the student.

**How Much Will You Receive?**

Active duty personnel and students enrolled less than half-time receive tuition and fees. Chapter 1606 will either receive a proportionate monthly rate for less than half-time or tuition and fees whichever is less of the two amounts. Veterans are paid according to their enrollment status—full time, ¾ time, halftime or less-than halftime. The amounts for each category vary considerably, according to your Chapter, number of dependents, applicable bonuses and kickers. Base payment rates for your chapter can be found at [www.gibill.va.gov](http://www.gibill.va.gov).

**Overpayment Status**

Overpayments occur whenever you receive a non-punitive grade (WD,WT) in a course claimed for payment of benefits. If VA has charged you with an overpayment of benefits at some point in the past, you will not be paid again until they have recovered that debt. Be aware that the VA allows one instance of withdrawal for up to six credits without creating an overpayment in your file.

**Degree Programs and Payment for Courses**

VA expects you to work toward a degree or certificate program approved by them. The college catalog is sent for approval upon the issuance of the updated college catalog. Currently, no additional non-credit classes have been approved for VA benefits. VA does not permit enrollment as a non-degree seeking student. Carefully select your degree program when you apply for admission. The degree program you select on your application will determine the courses you will need to register for in order to complete your degree program. Every course for which you register will be approved or denied for payment of VA benefits based on whether or not it is required by that degree program according to the catalog under which you were admitted. Electives are allowed, but only up to the number of elective credits allowed in the published degree program. If you wish to change your degree program, you must fill out a student update form for your degree program change to be reflected in the BCC computer system. The change of school VA form must be filled out online through the WAVE system

(Form 22-1995/veterans or 22-5495/dependents) As well as, notify the Certifying Official of the degree change by noting on the Enrollment Recertification (Change) Form(s).

**Academic Pursuit**

VA has some firm regulations governing college enrollment and how it will be counted for payment. These regulations place some limits on you which are unique to recipients of VA benefits. Following are descriptions of how VA treats some rather common experiences.

**Credit for Prior Training**

Butler Community College requires that you submit to us, official transcripts of all prior college work, as well as, your military transcripts, and DANTES/CLEP transcripts for evaluation. You must submit ALL transcripts before enrollment can be submitted to VA. Butler Community College must officially determine if credit will be awarded.

Community College of the Air Force

[**https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTROSCHOOL**](https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTROSCHOOL)

AARTS/Army/ACE Registry Transcript System [**https://jst.doded.mil/smart/welcome.do**](https://jst.doded.mil/smart/welcome.do)

SMARTSailor/Marine American Council on Education Registry Transcript [**https://jst.doded.mil/smart/welcome.do**](https://jst.doded.mil/smart/welcome.do)

U.S. Coast Guard [**www.uscg.mil/hq/cgi/ve/official\_transcript.asp**](http://www.uscg.mil/hq/cgi/ve/official_transcript.asp)

**Developmental Courses**

To be paid for developmental courses, you must test into these courses (such as English and Math courses). Test scores must be entered in the BCC computer system for verification of eligibility. These developmental courses can’t be paid for by VA if they are distance or online.

These courses must be taken as an “in-person” lecture course.

**Online Courses**

Online Courses are able to be submitted to the VA under Chapter 30, 31, 35, 1606, and 1607. Under Chapter 33 if you are enrolled entirely (all courses) in an online or distance learning program your BAH housing allowance is limited to 50% of your benefit level percentage as determined by the VA.

**Dropping a Course or Courses**

VA must be notified when you withdraw from a course or courses, so it is important that students report changes to their enrollment to the Certifying Official as soon as possible (Enrollment Recertification Change Form). Unless you can successfully prove that mitigating circumstances caused this action, you will be required to pay back to the VA, all money you received as a result of that course or courses.

Also please note: VA will allow one instance of withdrawal involving up to six credits without requiring proof of mitigating circumstances, your benefits are terminated for the course (s) dropped as of the date of withdrawal, rather than the date the course (s) began.

NOTE: VA considers auditing a course the same as a withdrawal—no benefits can be paid!

**Non-punitive Grades (Audit, WD, RD, WT)**

VA will charge you with an overpayment if you claim a course for benefits and then receive one of these non-punitive grades. The college is required to report such grades to the VA within 30 days of the time the grade is recorded. If you receive an administrative withdrawal for never attending (RD) the college reports to the VA that you never attended the course. If you receive an instructor withdrawal (WT Grade) your last date of attendance will be reported to the VA.

**Punitive Grade (F)**

If the instructor chooses to give you an “F” grade and you have stopped attending the course (s), then your last date of attendance will be reported for this punitive grade.

**Repeating a Course**

VA will pay for you to take the same course twice if:

a. You failed it the first time

b. You passed, but the school catalog states you need a higher grade in order to complete your program or to progress to a higher-level course.

While you personally may want to repeat a course you took many years ago or one in which you received a “D” grade, VA will not pay benefits for this choice, no matter how wise your decision may be academically.

**Required vs. Elective Courses**

After your Enrollment Certification Form and supporting documentation is submitted to the Certifying Official each semester, it is the college’s responsibility to submit to the VA, only the courses you are taking that will count toward the program you are following. You may take electives only to the extent they are allowed in your degree program. The college cannot submit enrollment for courses which might count toward an eventual 4-year degree (unless they are needed for your degree at BCC or you are admitted to a 4-year school and are degree seeking). We are also unable to certify (submit) courses you take for fun or personal enrichment unless they also count in your degree program. Use your catalog and our online Graduation Progress System (GPS) Degree Audit to help you identify required courses.

**Supplemental Certifications**

If you are a student at another school, where you have been using your VA benefits, and just want to take a few classes to transfer back to that institution for their degree, you must report the contact information for the VA Certifying Official at that school, as well as, including their email address. You must also give us written approval (letter of permission) from your primary school to take our courses before we can submit your enrollment to the VA.

**Tutorial Assistance**

The VA will provide money to help defray the cost of a tutor, with certain limitations. The maximum amount payable per month is $100 with a maximum total amount for any one student of $1200 per year.

**Summary**

The VA expects you to be serious about your pursuit of a degree objective. They expect consistent progress toward that objective, as defined by the college’s curriculum and its academic standards. So as long as you realize that your entitlement to benefits carries with it some restrictions and reporting obligations, both on your part and the college’s, then you should be able to successfully use your benefits for many semesters.

**Certifying Official, Butler Community College**

Amy Cyphers, Registrar’s Office

Butler Community College

901 S. Haverhill Road

El Dorado, KS 67042

acyphers@butlercc.edu

**316-322-3102 or 733-3102**

**Other Financial Resources**

Contact the financial aid office at 316-733-3121 for information on other financial aid available. Also Kansas Board of Regents offers a few military scholarships to qualifying servicemen or women and/or their dependents.

For information on these scholarships see website below: <http://www.kansasregents.org/financial_aid/awards.html>

**Military Family Assistance Scholarship-Air Force**

Deb Reynolds, Butler Service Center, 316-691-9456

**Active Duty Tuition Assistance**

This benefit tuition reimbursement is paid directly to the college through paperwork you submit at the time you register. There are no monthly benefits associated with this option. Your paperwork should be submitted to the Butler Accounts Receivable office and not the VA Certifying Official.

**National Guard and Reserve Tuition Assistance**

It is recommended that you see your unit Retention or Education officer early for advice on eligibility, unit processes, and timeframes for requesting tuition assistance so that after you enroll in courses you can be prepared to present all payment related documents i.e., tuition assistance form, GPS printout (degree audit signed by advisor) and school bill to the Accounts Receivable Office before the payment deadline.

**For more information regarding Tuition Assistance**

**Federal/Air Force Tuition Assistance**

Dee Mabe, Butler of McConnell, 316-681-3522

**Federal and State Tuition Assistance/All Other Branches of Service**

Carol Hull, Butler of Andover, 316-218-6201

**For information regarding MyCAA (Military Spouse Career Advancement Accounts)**

Carol Hull, Butler of Andover, 316-218-6201 MyCAA billing information

<http://www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx>

**Helpful Numbers at BCC**

(Please note that any 322 number can be replaced with a 733 prefix and will be toll-free from Wichita Area)

**Academic Advising**

**Butler Service Center (Deb Reynolds)** 316-691-9456

**dreynolds6@butlercc.edu**

**Butler of McConnell (Kendall Bernstorf**) 316-681-3522

**kbernstorf@butlercc.edu**

**Butler of Andover (Aaron Slemp)** 316-218-6162

**aslemp@butlercc.edu**

**Accounts Receivable**

316-322-3181 or 316-218-6101

ar@butlercc.edu

**Admissions**

316-322-3255

[admissions@butlercc.edu](file:///C%3A%5CDocuments%20and%20Settings%5Cacyphers%5CMy%20Documents%5Cadmissions%40butlercc.edu)

**Bookstore**

El Dorado316-322-3197

Andover 316-218-6232

[rsulliva@butlercc.edu](file:///C%3A%5CDocuments%20and%20Settings%5Cacyphers%5CMy%20Documents%5Crsulliva%40butlercc.edu)

**Financial Aid**

El Dorado 316-322-3121

Andover 316-218-6260

[finaid@butlercc.edu](file:///C%3A%5CDocuments%20and%20Settings%5Cacyphers%5CMy%20Documents%5Cfinaid%40butlercc.edu)

**General Information**

316-321-2222

**Registrar’s Office**

316-322-3123

[registrar@butlercc.edu](file:///C%3A%5CDocuments%20and%20Settings%5Cacyphers%5CMy%20Documents%5Cregistrar%40butlercc.edu)

**Security**

El Dorado 316-321-7657

Andover 316-218-6112

**Tuition Assistance/Air Force/Federal**

McConnell A.F.B, Dee Mabe, 316-681-3522

dmabe@butlercc.edu

**Tuition Assistance/All other Branches of Service/Federal and State**

Andover, Carol Hull, 218-6201

[chull@butlercc.edu](file:///C%3A%5CDocuments%20and%20Settings%5Cacyphers%5CMy%20Documents%5Cchull%40butlercc.edu)

**VA Benefits**

El Dorado, Amy Cyphers (316)322-3102

[acyphers@butlercc.edu](file:///C%3A%5CDocuments%20and%20Settings%5Cacyphers%5CMy%20Documents%5Cacyphers%40butlercc.edu)