



The Veterans Resource Center at Southern Union State Community College (VRC SU) assists veterans, reservists, guardsmen, and dependents of disabled or deceased veterans. It also serves as a liaison between the student and local and federal agencies, including the State Department of Education and the Department of Veterans Affairs. While the VRC SU does not determine eligibility for assistance, we do ensure that proper paperwork is completed, certified, and filed with the VA so that payment of benefits can begin. It normally takes 30 to 60 days for the Veterans Administration's Regional Office (VARO) to complete the processing of your claim. Please take a moment to review the different Veterans Education Benefits that are offered and other important information.



Dear SUCC student

Southern Union State Community College and I would like to take this opportunity to thank you and your family for the service and sacrifice made to protect our freedom. A few highlights are addressed in this letter, specifically related to Veteran's Education Benefits.

On January 5, 2021, the President signed the Johnny Isakson and David P. Roe, MD, Veterans Health Care and Benefits Improvement Act of 2020 into law (Public Law 116-315). The new law requires schools and training providers to be financially responsible, instead of the student, for benefits paid directly to an educational institution. This applies to tuition and fee payments and Yellow Ribbon program payments under the Post-9/11 GI Bill (including under the Edith Nourse Rogers STEM Scholarship), and to advance payment of benefits under the various GI Bill programs.

Currently, VA payment systems for the Post-9/11 GI Bill automatically establish debts against students or schools, and an overpayment letter is generated and sent. School debt is established when a student terminates enrollment on or before the first day of the term and VA has paid the institution tuition and fees. Student debt is established when the student reduces or terminates enrollment after the first day of the term. When a debt is established, either the student or the school is notified and provided the next steps to address the overpayment.

Southern Union does not participate in the advance payment procedure for Veterans using Federal Education Benefits. **Any tuition and fees not paid by the VA are the student's responsibility on the day of registration.** Once the student registers for classes, his/her enrollment certification is submitted to the VA Regional Office in Muskogee, Oklahoma. It normally takes about six weeks before the Veteran receives his/her first monthly housing allowance. After that initial delay, future checks should be received on the first of every month. To receive full-time benefits, a student must take a minimum of twelve (12) hours per semester. Less than full-time will result in a reduction in the monthly benefits. If a student drops in credit hours, he/she is responsible for notifying the School Certifying Official (SCO) at SUSCC. It will be the student's responsibility to repay the tuition that is owed once they have withdrawn from classes to Southern Union State Community College for any overpayments that may occur, because of the reduction in hours.

It is the student's responsibility to keep the SCO informed of the enrollment status for each semester. You must report any change of hours, curriculum, address, or ending date of enrollment at SUSCC when you plan to transfer and/or drop out of school for any period.

All students must have a copy of their academic and military transcripts mailed to the Records Office of SUSCC as soon as possible. Certification will be granted only for those courses which apply to the declared program of study (major). Any deviation must be approved by the VA SCO.

The toll-free number of the VA Regional Office (Federal Education Benefits) is 1-888-442-4551. You can speak with an education case manager Monday through Friday during normal business hours, or you can visit the VA website at www.va.gov.

Best Regards,

Rosario Thomas, SCO/Veterans Specialist

Table of Contents

STATE PROGRAMS	1
Alabama GI Dependents Scholarship Program.....	1
Disability Requirements	1
Student Entitlement	2
Book Purchases.....	3
Purple Heart Waiver.....	4
Alabama National Guard Assistance Program (ANGEAP).....	4
Benefits	5
Eligibility	5
Application Procedure	5
Tuition Assistance (ArmyIgnitED)	7
FEDERAL PROGRAMS	8
Chapter 31 Veteran Readiness and Employment (Disabled Veterans).....	8
Chapter 30 Montgomery GI Bill® Active Duty	9
Chapter 33 Post-9/11	9
Out-Of-State Tuition.....	10
Eligible Dependents.....	10
Chapter 1606 Montgomery GI Bill® Reserves.....	12
Chapter 35 Survivors and Dependents (DEA)	12
Military Spouse Career Advancement Accounts (MyCAA).....	13
Additional Benefits	13
Requesting Reimbursement.....	13
VA POLICY AND PROCEDURES.....	14
Acceptance	14
College Financing Plan	14
Financial Aid.....	17
Applying for Additional Assistance	17
Student Loans	17
Transient Students	17

Drops and Withdrawals	17
First Day of Term	18
During Drop Period	18
After Drop Period	18
Mitigating Circumstances	19
Rate of Pursuit and Training Time	20
Rate of Pursuit (Chapter 33)	20
Training Time (Chapters 30, 35, AND 1606)	20
Non-College Degree Programs	20
Rate of Pursuit (Chapter 33)	20
Training Time (Chapters 30, 35, AND 1606)	20
Credit Hour Equivalency Table	21
Reduction in Credit Hours	21
Repeat Courses	22
Standards of Academic Progress for Financial Aid	22
Direct Deposit	25
Work Study	25
VA Scholarship Information	25
Tutorial Assistance	26
Chapters 30, 33, 35, and 1606	26
Overview	26
Eligibility	26
Reminders	27
VA Forms	27
Required SUSCC Veterans Resource Center Form	28
Important Numbers	28

STATE PROGRAMS

Alabama GI Dependents Scholarship Program

This nationally renowned program was created by Act 633 and approved in October 1947 by the Alabama Legislature. It is administered by the Alabama Department of Veterans Affairs (ADVA) and is governed by the Code of Alabama 1975, Section 31-6-1. The veteran must meet the qualifications listed below to establish the eligibility of his/her dependents. A dependent is defined as a child, stepchild, spouse, or the un-remarried widow(er) of the veteran.

Military Service: An honorable discharge or other proof of honorable termination of service from the armed forces for a period of at least 90 consecutive days of active duty service or service less than 90 consecutive days of active duty service if the veteran or serviceman was discharged or released by reason of qualifying service-connected disability.

The ADVA will recognize the following periods of wartime service:

- April 6, 1917 - November 11, 1918 (World War I)
- December 7, 1941 - December 31, 1946 (World War II)
- June 27, 1950 - January 31, 1955 (Korean War)
- February 28, 1961 - May 7, 1975 (Vietnam War)
- August 2, 1990 - Present (Operation Desert Shield/Desert Storm/Iraqi Freedom/Enduring Freedom-Afghanistan)

Disability Requirements: Beginning July 31, 2017 veterans must be rated 40% or more due to service-connected disabilities or have held the qualifying rating at the time of death, be a former prisoner of war (POW), declared missing in action (MIA), died as the result of a service-connected disability rating or died while on active military service in the line of duty.

Veteran Residency Requirements: (Veterans must qualify under at least one of the following two requirements).

1. Permanent civilian resident of the state of Alabama for at least one year immediately before initial entry into federal active military service or any subsequent entry into federal active military service where a 12-month break in service occurred.

AND one of the following:

- Current resident for at least two years immediately before the date of this application or date of veteran's death; or
- Current resident who was discharged within the last 12 months; or
- Filed a resident Alabama income tax return for the past 10 consecutive years.

2. Bona fide permanent resident of the state of Alabama for at least five years immediately before the date of this application or the date of the veteran's death. Applies to 100% permanent and total ratings only.

Student Entitlement: All other scholarships and grants must be applied to required education expenses first (unless otherwise prescribed by state or federal law). After these are utilized, textbooks and applicable fees will be billed to the program up to a combined maximum total of \$1,000 per student and tuition will be billed to the program **up to** \$400 per credit hour.

Children and stepchildren of qualified veterans may receive five standard academic years (10 semesters) at any Alabama qualifying school for undergraduate courses of study. Students have 8 years from the date the application is received at the Alabama Department of Veteran Affairs headquarters office to use their 10 semesters. Benefits cannot be granted retroactively.

Children and stepchildren of qualified veterans are also eligible to attend comprehensive transition and postsecondary programs for students with intellectual disabilities at state four-year colleges or universities where applicable.

The entitlement applies to the following:

Spouses or the un-remarried widow(er)s of a veteran rated as 100% permanently and totally disabled may also receive five standard academic years (10 semesters) at any Alabama qualifying school for undergraduate courses of study. Students have 8 years from the date the application is received at the Alabama Department of Veteran Affairs headquarters office to use their 10 semesters. Benefits cannot be granted retroactively.

Spouses or the un-remarried widow(er)s of a veteran rated 40-90% disabled are entitled to three standard academic years (6 semesters) at any Alabama qualifying school for undergraduate courses of study. Students receive 6 years from the date that the application is received at the Alabama Department of Veterans Affairs headquarters office to use their 6 semesters. Benefits cannot be granted retroactively.

Beginning with applications received at the Alabama Department Headquarters office with a postmark dated on or after July 31, 2017, tuition will be limited to the Department of Defense

Tuition Assistance Cap (currently \$250 per semester hour), and required textbooks and applicable fees will be limited to a combined \$1,000 total per student for each semester. Schools may waive any overages of these charges at their discretion. All scholarships and grants must be applied to education expenses first (unless otherwise proscribed by state law) and the Alabama G.I. Dependent Scholarship Program will be applied for any applicable remaining charges under current state law.

Note: Students who made applications before Fall 2009 received a lower number of awarded semesters and students whose application was submitted before Fall 2014 were not required to utilize benefits for undergraduate courses of study.

Age Deadline: The child or stepchild must initiate training before their 26th birthday. The age 30 deadline may apply in certain situations. There is no age deadline for submission of the application by the spouse or un-remarried widow(er).

Unauthorized Courses: The Alabama G.I. Dependent Scholarship Program does not pay for noncredit or remedial courses, placement testing, GED preparation, continuing educational courses, pre-technical courses, or state board examinations.

Book Purchases: The Alabama G.I. Dependents' Scholarship Program will pay for only those books that are mandatory for the courses in which you are officially enrolled. The program does not pay for the purchase of reference manuals, suggested reading materials, study guides, or recommended workbooks.

Supplies: The Alabama G.I. Dependent Scholarship Program does not pay for supplies such as pens, paper, notebooks, tools, art supplies, uniforms, computer software products, etc.

Application Assistance: The Veterans Affairs Department maintains an office in each county of the State which can furnish information and assist in filing your application. To locate the nearest VA office in your area, visit <https://va.alabama.gov/serviceofficer/>. Out-of-state applicants may receive additional information by visiting www.va.state.al.us/scholarship.htm or by contacting:

Department of Veterans Affairs
Alabama G.I. Dependents' Scholarship Program
P.O. Box 1509
Montgomery, AL 36102-1509

School Transfer Requirements: Approval is required before transferring or enrolling in another Alabama state-supported school. A "Request for Supplemental Certificate (ADVA 5s) must be completed by the student and the VRC will then forward the request to the Alabama Department of Veterans Affairs.

Purple Heart Waiver

The Purple Heart Waiver is a waiver of undergraduate tuition and fees for Purple Heart recipients.

A public institution of higher education may waive undergraduate tuition and fees for each veteran who is the recipient of the Purple Heart and who satisfies all of the following:

- Is enrolled as a full-time, part-time, or summer school student in an undergraduate program that culminates in a degree or certificate.
- Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart, a resident of this state.
- Submits to the public institution of higher education the DD-214 form issued at the time of separation from service as documentation that he or she has received the Purple Heart.

The waiver provided to the recipient of a Purple Heart may be applicable for up to 125 percent of the number of required credit hours of the degree or certificate program for which the veteran is enrolled. Nothing in this section shall be construed to lower, or make an exception to, the admission and retention standards or requirements of a public institution of higher education affected by this section. Any veteran, to obtain and retain the educational benefits of this section, shall satisfy all scholastic and other requirements for entrance into and continuing enrollment in the applicable public institution of higher education.

The benefits provided by this section shall be in addition to all other benefits provided by law and shall only be available to an eligible veteran after he or she has utilized all other educational benefits, excluding any benefit that is partially funded by the veteran, such as those benefits provided in the federal Montgomery GI Bill, also known as Chapter 30.

Alabama National Guard Assistance Program (ANGEAP)

ANGEAP is a program established by the legislature of the State of Alabama and is designed to provide financial assistance to active Alabama National Guard members who are enrolled in degree programs at accredited postsecondary institutions of higher learning located within the State of Alabama. Students must complete the Free Application for Federal Student Aid online at www.studentaid.gov to be considered for the ANGEAP program.

- The award amount for each year will be determined by Alabama Commission on Higher Education (ACHE) based on institutional tuition increases and the annual program appropriation each year.
- The award amount per semester (Fall, Spring, Summer) is not to exceed the average cost of tuition per semester of a state-supported Alabama four-year public institution. The annual application and award amount per semester will be determined by July 31st of each year.

Benefits:

ANGEAP is the Payer of Last Resort and will cover only the remaining balance of tuition and instructional fees that are not otherwise covered by other aid received by the student. **Grants, scholarships, and federal and state VA benefits paid directly to the institution for tuition purposes are to be used first.**

Eligibility:

- Must be at least 17 years of age
- Be an Alabama resident
- Be an active member in good standing with the Alabama National Guard
- Be a member of a federally recognized unit of the Alabama National Guard
- Completed basic training and advanced individual training, be enrolled in a degree program
- Maintain **Satisfactory Academic Progress (2.0 GPA or higher)** toward a degree

Application Procedure: Obtain an ANGEAP form from your guard unit for certification. Complete section one and submit the ANGEAP form to the Veterans Resource Center at Southern Union State Community College. ACHE will send the payment to the school's Financial Aid/VA Officer.

ANGEAP Students

Due to limited ANGEAP funding, beginning in Spring 2022 Southern Union State Community College will be requiring that all students using ANGEAP pay their tuition and fees upfront. Applying for FAFSA and being approved is one way that your tuition can be paid, or you can pay out of pocket for expenses.

Please understand that reimbursement is dependent upon receipt of ANGEAP funds released to the school and it is not guaranteed that reimbursement will be issued.

I, _____, have read the statement above and understand the guidelines provided.

Signature: _____

Student Number: _____

Date: _____

Tuition Assistance (ArmyIgnitED)

Tuition Assistance (TA) is a Department of Defense (DOD) program. VA does not administer TA. TA rules vary by branch of service and can even vary between units depending on whether the unit is active, or reserve status, or National Guard.

If a student receives education benefits from VA and receives TA benefits from the military, duplication of benefits may be an issue. The issue might involve VA regulations, DOD regulations, or both since VA and DOD both have regulations about receiving VA benefits and TA at the same time. Potential duplication issues are outlined below.

The Tuition Assistance (TA) program provides financial assistance for voluntary off-duty education programs in support of a soldier's professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning. The courses must be offered by schools that are registered in ArmyIgnitED and are accredited by accrediting agencies that are recognized by the U.S. Department of Education.

In addition to degree programs, TA is available to soldiers to complete a high school diploma and to complete certificate programs. However, TA will not be approved to complete credentials at the same or a lower educational level. TA is not authorized for programs beyond a master's degree. All eligible Soldiers will request TA through ArmyIgnitED. Non-Army servicemembers must obtain TA through their branch of service.

TA PROCEDURES

- Soldiers must request TA through armyignited.com before the course start date and no later than 14 days after the 1st day of the semester.
- TA is requested on a course-by-course basis every semester and the TA approval must be submitted to the VA Coordinator.
- ArmyIgnitED will notify the soldier whether the TA is approved or not. If the TA request is not approved, ArmyIgnitED will advise the soldier of the reason and next steps.
- All drops/withdrawals must be handled through ArmyIgnitED. Soldiers who do not complete a class will be required to repay the TA. Soldiers who are unable to successfully pass due to military reasons must request a Withdrawal for Military Reasons through ArmyIgnitED and complete all required steps to ensure that they will not be charged.
- Soldiers must submit a signed TA Statement of Understanding (TA SOU) each year. Soldiers in the rank of E7 or above do not need their commander's signature. However, by signing this document they agree to the terms of this TA SOU. Soldiers in the rank of E6 or below must have their commander's signature. ArmyIgnitED will send a notice to students 90 days before the due date.

FEDERAL PROGRAMS

Chapter 31 Veteran Readiness and Employment (Disabled Veterans)

If you have a service-connected disability that limits your ability to work or prevents you from working, Veteran Readiness and Employment (formerly called Vocational Rehabilitation and Employment) can help. This program—also known as Chapter 31 or VR&E—helps you explore employment options and address education or training needs. In some cases, your family members may also qualify for certain benefits.

You're eligible to apply for VR&E benefits and services if you meet both of these requirements:

All of these must be true:

- You didn't receive a dishonorable discharge, and
- You have a service-connected disability rating of at least 10% from the VA
- When you have submitted your VR&E application, the VA will schedule your initial evaluation with a Vocational Rehabilitation Counselor (VRC). The VRC will determine if you're entitled to receive VR&E benefits and services.

If you were discharged from active duty before January 1, 2013, your basic period of eligibility ends 12 years from one of these dates, whichever comes later:

- The date you received notice of your date of separation from active duty, or
- The date you received your first VA service-connected disability rating
- The basic period of eligibility may be extended if a VRC finds that you have a serious employment handicap (SEH). Having an SEH means your service-connected disability significantly limits your ability to prepare for, obtain, and maintain suitable employment (a job that doesn't make your disability worse, is stable, and matches your abilities, aptitudes, and interests).

If you were discharged from active duty on or after January 1, 2013, the 12-year basic period of eligibility doesn't apply to you. There's no time limit on your eligibility.

How to apply:

<https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply>

Chapter 30 Montgomery GI Bill® Active Duty

The Montgomery GI Bill (Active Duty), also known as Chapter 30, is a program of education benefits generally for individuals who enter active duty for the first time after June 30, 1985, and have contributed to the College Fund. Active Duty for benefits purposes includes full-time National Guard duty from November 29, 1989. The participant generally must serve continuously on active duty for three years of a three-year or greater initial enlistment or, for a lesser benefit, two years of an initial active-duty obligation fewer less than three years. An individual also may qualify for the full benefits by initially serving two continuous years on active duty, followed by four years of Selected Reserve service. In the latter case, the participant must enter the Selected Reserve within one year of the release from active duty. Individuals, who initially serve a continuous period of at least three years of active duty, even though they were initially obligated to serve less, will be paid at the higher basic rate.

Students applying for Chapter 30 benefits will need to pay out-of-pocket on the day of registration or use financial aid for tuition and fees. Any additional expenses, including books and supplies are the student's responsibility. The VA will issue a Monthly Housing Allowance (MHA) based on the number of credit hours enrolled per semester.

Chapter 33 Post-9/11

The Post-9/11 GI Bill is a program for individuals who served on active duty on or after September 11, 2001. The benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.

You may receive up to 36 months of entitlement under the Post-9/11 GI Bill®. You will be eligible for benefits for 15 years from your last period of active duty. The benefit rating is the percentage of in-state tuition being covered under the Post-9/11 GI Bill®. The actual net cost for in-state tuition and fees after the application of any waiver, scholarship, aid, or assistance other than loans and funds provided directly to the institution and specifically designated for the sole purpose of tuition and fees.

Tuition: Tuition is the established charges the student is required to pay. Tuition is listed as tuition on the school's billing statement or invoice.

Out-Of-State Tuition: The VA will ONLY pay the amount of tuition at the in-state rate. The remaining balance of tuition becomes the responsibility of the student and must be paid on the day of registration.

Fees: Fees are mandatory charges (other than tuition, room, and board) applied by the school for the pursuit of an approved program of education. Fees are defined in the school's catalog or supplement and listed on the school's billing statement or invoice. Examples of fees that are not allowed include:

- Penalty fees (*e.g.*, late registration, late course changes, returned checks)
- Parking Decal/tickets
- Fees for any food or lodging expenses
- Transportation/transit
- Graduation fees

You may also be eligible if you were honorably discharged from active duty, for a service-connected disability and you served 30 continuous days after September 10, 2001. Note: Once you elect to receive benefits under the Post-9/11 GI Bill[®], you will no longer be eligible to receive benefits under the program from which you elected the Post-9/11 GI Bill[®]. A monthly housing allowance (MHA) based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school (for BAH rates please visit www.gibill.va.gov). For those enrolled solely in distance learning the housing allowance payable is equal to ½ the national average BAH for an E-5 with dependents (active duty students and their spouses cannot receive the MHA). An annual book and supplies stipend of \$1,000 is paid proportionately based on enrollment.

Transfer of Entitlement

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[®], may be eligible to transfer entitlement.

Eligible Dependents

An individual approved to transfer an entitlement to educational assistance under this section may transfer the individual's entitlement to:

- 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 educational 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.
- If the service member is active duty, the spouse is not eligible for the monthly stipend.
- 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 stipend and books and supplies 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.

Chapter 1606 Montgomery GI Bill® Reserves

This program provides benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985. Please provide a copy of your Notice of Basic Eligibility (NOBE) to the Veterans Affairs Coordinator at Southern Union State Community College.

Students applying for Chapter 1606 benefits will need to pay out-of-pocket (or use Tuition Assistance) for tuition and fees at the time of registration. Any additional expenses, including books and supplies are the student's responsibility. The VA will issue a Monthly Housing Allowance (MHA) based on the number of credit hours enrolled per semester.

Apply

Follow these steps to become eligible and apply:

1. Get the DD Form 2384-1, Notice of Basic Eligibility, when you become eligible for the program from your unit. Your unit will also code your eligibility into the Department of Defense personnel system so VA may verify your eligibility.
2. Then make sure your selected program is approved for VA training. If you are unsure, VA will inform you and the school or company about the requirements.
3. Obtain and complete [VA Form 22-1990](#) (Application for Education Benefits). Send it to [the VA regional office](#) with jurisdiction over the state where you will train.
4. If you started training, take your application and your Notice of Basic Eligibility to your school or employer. Ask them to complete VA Form 22-1999, not available online, Enrollment Certification, and send all the forms to VA.

Chapter 35 Survivors and Dependents (DEA)

Sons, daughters, and spouses of veterans may be eligible for educational assistance if the veteran died while in service, died as a result of a service-connected disability, became permanently disabled as a result of a service-connected disability, or died while disability was in existence. Benefits are paid at a single rate.

Students applying for Chapter 35 benefits will need to pay out-of-pocket (or use the Alabama GI Dependent Scholarship Program) for tuition and institutional fees at the time of registration. Any additional expenses including books and supplies are the student's responsibility. The VA will issue a Monthly Housing Allowance (MHA) based on the number of credit hours enrolled per semester.

Military Spouse Career Advancement Accounts (MyCAA)

MyCAA is a Department of Defense program that provides up to \$6,000 of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

Spouses of Active Duty members of the Department of Defense and activated members of the National Guard and Reserve Components are eligible. Currently, the period of eligibility for spouses of Guard and Reserve members is from the date of the Alert or Warning Order for Military Recall or Mobilization, through activation and deployment until 180 days following De-Mobilization. Please Note: For military members who have transferred their Post-9/11 GI Bill® (CH33) to their spouse, federal regulation prohibits spouses from using both MyCAA and CH33 tuition funds to pay for the same course(s).

MyCAA benefits must be considered when calculating Financial Aid Title IV eligibility.

The following link leads to a MyCAA Fact Sheet that provides current information on eligibility and application procedures: <https://aiportal.acc.af.mil/mycaa/Default.aspx>

Additional Benefits

Any additional benefits are subject to review by the Veterans Affairs Office, Financial Aid Office, and Business Office before using benefits at Southern Union State Community College.

Requesting Reimbursement

If benefits are not set up before enrolling in classes, the student is required to request a reimbursement in writing. Reimbursement requests are submitted during the billing period. If the billing period has ended, the request will not be submitted until the following semester.

If the student needs to be certified for Education Benefits after the beginning of the term, a request must be submitted in writing specifying the time that the certification should cover. The Department of Veterans Affairs processes in the order a certification is received. The Department of Veterans Affairs will back-pay a student for funds due; however, the process can take longer than normal.

Please be aware that requesting reimbursement or being certified after the initial enrollment period can delay funding.

VA POLICY AND PROCEDURES

Acceptance

Once accepted to Southern Union State Community College (SUSCC), contact the Veterans Resource Center (VRC) for assistance in applying for the benefits. The Chapter under which you are filing will determine the documentation (DD-214, NOBE, etc.) required by the VA to certify your benefits.

If you have previously received benefits at another institution, you must submit a “Change of Place of Training” Form (VA Form 22-1995 or 22-5495).

College Financing Plan

Southern Union State Community College has agreed to comply with the principles of Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), of their commitment to using the SUSCC Undergrad College Financing Plan (formerly, the Shopping Sheet) to provide each of their prospective veteran and service member students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid.

A Financing Plan has been provided, with various information about general financial aid availability. Based on the specific Federal educational benefits and financial aid for each student, additional funding may be calculated into the Financing Plan.

Undergraduate College Financing Plan

Estimated Cost of Attendance 2026-2027

	On Campus Residence	Off Campus Residence
Tuition and Fees	\$5,626	
Housing and Food		\$8,200
Books and Supplies	\$1,500	
Transportation	\$6,000	
Other Education Costs	\$2,900	
Estimated Cost of Attendance		\$24,226 / yr

Student Aid Index

Based on the FAFSA	-\$1,500 / yr
As calculated by the the Department of Education and/or the institution using a formula prescribed by law.	
Based on Institutional Methodology	/ yr
Used by many private institutions in addition to the FAFSA.	

Grants, Scholarships, and Other Gift Aid

Scholarships and Grants are considered "Gift" aid - no repayment is needed.

Scholarships

Merit-Based Scholarships	
Scholarships From Your School	\$0
Scholarships From Your State	\$0
Other Scholarships	\$0
Employer Paid Tuition Benefits	N/A
Total Scholarships	\$0 / yr

Grants

Need-Based Grant Aid	
Federal Pell Grants	\$7,395
Institutional Grants	\$0
State Grants	\$0
Other Forms of Grant Aid	\$0
Total Grants	\$7,395 / yr

VA Education Benefits

VA Education Benefits	\$0 / yr
------------------------------	-----------------

Estimated College Costs You Will Be Required to Pay

Net Price To You	\$16,831 / yr
Total cost of attendance minus total grants and total scholarships	

Loan and Work Options to Pay the Net Price

You must repay loans, plus interest and fees.

Loan Options*

Federal Direct Subsidized Loan	\$3,500 / yr
(N/A interest rate) (N/A origination fee)	
Federal Direct Unsubsidized Loan	\$2,000 / yr
(N/A interest rate) (N/A origination fee)	
Total Loan Options	\$5,500 / yr

* For federal student loans, origination fees are deducted from loan proceeds.

Other Options

You may have other options to repay the remaining costs. These include:

- Tuition payment plan offered by the institution
- Parent PLUS loans, which your parent can apply for
- Non-Federal Private education loan, which you or your parent can apply for after passing a credit check
- Other Military or National Service Benefits

Customized Information from SUSCC

Next steps

Work Options

Work-Study	\$0 / yr
Hours Per Week (estimated)	0 / wk
Other Campus Job	N/A
Total Work	\$0 / yr

For More Information

SUSCC

Telephone:

E-mail:

* Loan Amounts

Note that the amounts listed are the maximum available to you. To learn about loan repayment choices and calculate your Federal Loan monthly payment, go to: <https://studentaid.gov/manage-loans/repayment/plans>.

Glossary

Cost of Attendance (COA): The total amount (not including grants and scholarships) that it will cost you to go to school during the 2026-27 school year. COA includes tuition and fees; housing and food; and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, such as an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs.

Direct Subsidized Loan: Loans that the U.S. Department of Education pays the interest on while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period*), and during a period of deferment (a postponement of loan payments).

Direct Unsubsidized Loan: Loans that the borrower is responsible for paying the interest on during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Student Aid Index: A number used by your school to calculate the amount of federal student aid you are eligible to receive. It is based on the financial information provided in your Free Application for Federal student Aid (the FAFSA). This is not the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive.

Federal Work-Study: A federal student aid program that provides part-time employment while the student is enrolled in school to help pay his or her education expenses. The student must seek out and apply for work-study jobs at his or her school. The student will be paid directly for the hours he or she works may not automatically be credited to pay for institutional tuition or fees. The amount you earn cannot exceed the total amount awarded by the school for the award year. The availability of work-study jobs varies by school. Please note that Federal Work-Study earnings may be taxed in certain scenarios; however the income you earn will not be counted against you when calculating your Student Aid Index on the FAFSA.

Grants and Scholarships: Student aid funds that do not have to be repaid. Grants are often need-based, while scholarships are usually merit-based. Occasionally you might have to pay back part or all of a grant if, for example, you withdraw from school before finishing a semester. If you use a grant or scholarship to cover your living expenses, the amount of your scholarship may be counted as taxable income on your tax return.

Loans: Borrowed money that must be repaid with interest. Loans from the federal government typically have a lower interest rate than loans from private lenders. Federal loans, listed from most advantageous to least advantageous, are called Direct Subsidized Loans, Direct Unsubsidized Loans, and Parent PLUS Loans. You can find more information about federal loans at [StudentAid.gov](https://studentaid.gov).

Net Price: An estimate of the actual cost that a student and his or her family need to pay in a given year to cover education expenses for the student to attend a particular school. Net price is determined by taking the institution's cost of attendance and subtracting any grants and scholarships for which the student may be eligible.

Non-Federal Private Education Loan: A private education loan is a loan issued expressly for postsecondary education expenses to a borrower (either through the educational institution or directly to the borrower) from a private educational lender, rather than as a Title IV, HEA loan offered by the Department of Education.

Origination Fees: An upfront fee charged by a lender for processing a new loan application. It is compensation for putting the loan in place. Origination fees are quoted as a percentage of the total loan.

Parent Plus Loan: A loan available to the parents of dependent undergraduate students for which the borrower is fully responsible for paying the interest regardless of the loan status.

Teach Grant Program: Provides grants of up to \$4,000 a year to students who are completing or plan to complete course work needed to begin a career in teaching. If you do not meet the requirements of your service obligation, all TEACH Grants you received will be converted to Direct Unsubsidized Loans. You must repay these loans in full, with interest charged from the date of each TEACH Grant disbursement. Service obligation information can be found at <https://studentaid.gov/understand-aid/types/grants/teach>.

Tuition Payment Plan: A tuition payment plan offered by an institution may allow students to spread out their payments. It includes an extension of credit of 90 days or less in which the educational institution is the lender, or of one year or less where an interest rate will not be applied to the credit payment.

VA Education Benefits: Benefits that help Veterans, service members, and their qualified family members with needs like paying college tuition, finding the right school or training program, and getting career counseling. You can find more information here: <https://www.va.gov/education/>.

For more information visit <https://studentaid.gov>.

Financial Aid

Students receiving VA benefits are encouraged to apply for financial aid, including Pell Grants and student loans. Financial aid awarded can pay for any cost not covered by the VA, including tuition, fees, books, and supplies.

Applying for Additional Assistance

FAFSA (FREE APPLICATION for FEDERAL STUDENT AID)

studentaid.gov

STEP #1 Create an FSA I.D. at studentaid.gov

Apply for aid at studentaid.gov (the application is FREE to complete)

School Code for Southern Union State Community College **001040**

STEP #2 The Admissions Office must have a completed application and all official transcripts for the financial aid application to be processed. Additional documents for processing may be required once the application is received by the financial aid office.

STEP #3 Please check back about a week after completing the FAFSA application. You may check your status online or email any questions to financial aid's email, financialaid@suscc.edu.

Student Loans

Students must complete FAFSA. A loan offer will be sent through the student MYSUSCC portal with the amounts of Eligibility.

Transient Students

Transient students must provide a letter from the primary institution stating the student's name, program, approved courses that may be taken at the secondary institution, and the semester of intended enrollment. The letter needs to be signed by the school certifying official (SCO) at the primary institution and submitted to the Veterans Resource Center (VRC) at SUSCC.

Drops and Withdrawals

All withdrawals will be reported to the VA Regional Office. If there is a change in your enrolled credit hours, the Veterans Affairs Regional Office (VARO) will be notified. Please note that changes in your enrolled credit hours during a semester may cause an overpayment and you, the student, are responsible for any recoupment to the VA.

First Day of Term

If a student withdraws from a course(s) on the first day of the term, the adjustment will be reported to the VA Regional Office.

- If a student **terminates the first day** of the semester after attending class, the student should be paid for that first day.
- If the student **did not** attend class and withdraws on the first day, the student should not be paid for the first day.
- If a new student is certified for the first time before the term begins and the student does not start the semester, the student should not be paid.

During Drop Period

The drop period is the period at the beginning of the semester when a student can withdraw and the withdrawal is not recorded on the student's transcript.

All VA students will be put on a VA hold every semester in order to certify correctly with the VA. Please notify the SCO at SUSCC of any changes in your enrollment status at the beginning of the semester.

After Drop Period

If the student should drop after the "Drop Period" (Non-Punitive Grades Assigned) or after the Drop Period (Punitive Grades Assigned) as appropriate, the student should notify the VA Office immediately.

- Non-Punitive Grade: a grade that does not count as earned credit that is not calculated into the student's grade point average (*i.e.*, W)
- Punitive Grade: a grade that is calculated into the student's grade point average (*i.e.*, A, B, C, D, F)

Mitigating Circumstances

If a student drops a course or withdraws from school after the drop period and receives a non-punitive grade, VA will reduce benefits effective the first day of the term unless mitigating circumstances are identified. Circumstances will only be considered if they are beyond the student's control and prevent the student from continuing in school or cause the student to reduce credits.

Examples are:

- An illness or injury afflicting the student during the enrollment period.
- An illness or death in the student's immediate family.
- An unavoidable change in the student's conditions of employment.
- Immediate family or financial obligations beyond the control of the claimant, which require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending class.

When a student terminates or reduces after the drop period and non-punitive grades are assigned, mitigating circumstances become an issue. If mitigating circumstances are needed and adequate evidence of mitigating circumstances is not received with the Notice of change in student status, VA will not pay for the course(s) in question. If the student has already been paid for the course(s), VA will create an overpayment from the beginning of the semester. Submitting the reason for the reduction or withdrawal at the time the change is reported will help the student avoid or reduce an overpayment if the change is for an acceptable reason.

Documentation of a mitigating circumstance claim must be turned in to the SCO at SUSCC before the reduction so that VA can be notified. Additional documentation may be requested by the VA for processing.

Rate of Pursuit and Training Time

Rate of Pursuit (Chapter 33)

VA calculates the rate of pursuit by dividing the credit hours (or credit hour equivalents) being pursued by the number of credits considered to be full-time by the school. The resulting percentage is the student's rate of pursuit.

The Chapter 33 housing allowance is paid if the rate of pursuit is more than 50%.

Training Time (Chapters 30, 35, AND 1606)

VA benefits are paid based on training time. In a standard semester, VA measures training time as follows:

12 credits or more	full-time
9-11 credit hours	$\frac{3}{4}$ time
6-8 credit hours	$\frac{1}{2}$ time
4-5 credit hours	less than $\frac{1}{2}$ time ($< \frac{1}{2}$ time)
1-3 credit hours	$\frac{1}{4}$ time or less ($< \frac{1}{4}$ time)

Non-College Degree Programs

If a program is measured in clock hours, benefits are paid based on clock hours of attendance per week. Full-time measurement is 18 clock hours of classroom instruction predominates and 22 clock hours if shop practice predominates.

Rate of Pursuit (Chapter 33)

VA will convert clock hours to credit and then calculate the rate of pursuit. The monthly housing allowance is paid if the rate of pursuit is more than 50%.

Training Time (Chapters 30, 35, AND 1606)

Clock hour training time is measured as follows:

18 Hours: Theory Predominates	22 Hours: Shop/Practice Predominates
18 hours or more full-time	22 hours or more full-time
13-17 hours is $\frac{3}{4}$ time	16-21 hours is $\frac{3}{4}$ time
9-12 hours is $\frac{1}{2}$ time	11-15 hours is $\frac{1}{2}$ time
5-8 hours are less than $\frac{1}{2}$ time	6-10 hours are less than $\frac{1}{2}$ time
1-4 hours are $\frac{1}{4}$ time or less	1-5 hours are $\frac{1}{4}$ time or less

Credit Hour Equivalency Table

The training time credit hour equivalency table for Chapters 30, 35, and 1606 shows undergraduate training time for nonstandard length semesters at schools where 12 credits are full-time.

Calculate the number of weeks by counting the number of days in the enrollment period (first day through the last day) and dividing by 7. Disregard a remainder of 3 days or less and consider a remainder of 4 days or more a full week.

Weeks → Credit ↓	15 to 19 Fall /Spring	14	13	12	11	10 Summer
12 or more	FT	FT	FT	FT	FT	FT
11	$\frac{3}{4}$	FT	FT	FT	FT	FT
10	$\frac{3}{4}$	FT	FT	FT	FT	FT
9	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT	FT
8	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT
7	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	FT
6	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$
5	$<\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$
4	$<\frac{1}{2}$	$<\frac{1}{2}$	$<\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
3	$\frac{1}{4}$	$\frac{1}{4}$	$<\frac{1}{2}$	$<\frac{1}{2}$	$<\frac{1}{2}$	$<\frac{1}{2}$
2	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
1	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$

Reduction in Credit Hours

A reduction in credit hours during a semester will cause a reduction in benefits. If a student adjusts their schedule during the semester, please notify the SCO at SUSCC. The school certifying official (SCO) will notify the VA through Enrollment Manager and the remaining semester of benefits will be pro-rated.

Any reduction in benefits may cause an overpayment and the student is responsible for any overpayment due to the VA.

Repeat Courses

Courses that may need to be repeated for various reasons must be approved by the SCO at SUSCC. VA educational benefits will not cover repeat course(s) if a previous course has been taken and passed with a passing grade. Please refer to the SUSCC catalog to determine the grade requirements for passing classes.

Courses that can be repeated must meet one of the following criteria:

- Course is required under declared major
- Course grade for the previous class was a failing grade based on the SUSCC catalog
- Course grade for previous class was a “W” for withdrawal

If there is a special circumstance not listed above, please contact the VRC at SUSCC for review.

Standards of Academic Progress for Financial Aid

All students receiving federal financial aid (Pell Grant, College Work Study, Supplemental Grant, or William D. Ford Direct Loan) must make satisfactory academic progress (SAP). Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. By federal guidelines, students receiving federal financial aid at Southern Union State Community College must meet the following requirements:

1. Status Review: Academic progress will be assessed at the time a student is awarded and at the end of each semester after grades have been posted to academic history by the Registrar’s Office. You will receive one of the following status notifications:
 - Pass: Your status was reviewed and you are eligible to receive aid for the following term.
 - Warning: Your status was reviewed and you are not meeting the minimum SAP guidelines. You will be put on a “Warning” status and allowed to keep aid for one term. Your continued eligibility will be determined after the next term checkpoint.
 - Failure: Your status was reviewed after the checkpoint of a “Warning” classification and it was found that you do not qualify for financial aid for the following term.
 - Close to Max: Your status was reviewed and you are close to reaching your maximum timeframe in credit hour limit. You will continue to be monitored until you have exhausted your eligibility. Your continued eligibility will be determined after the next term checkpoint.
 - Max: Your status was reviewed after the checkpoint of a “Close to Max” classification and it has been determined you have exceeded the maximum timeframe in credit hours. You no longer qualify for federal financial aid assistance.

**There is no warning semester for Maximum Timeframe.*

2. Maximum Time frame: Students may receive financial aid for a period not to exceed 1 ½ times the normal length of their specific program of study. For example, students with an Associate in Science Degree requiring 64 credit hours will have a maximum of 96 hours to complete the program. Students who transfer from other colleges will have all credit hours accepted by Southern Union included in the 96-hour total. The length of programs may vary.

*All attempted courses, including transfer credits accepted by the institution, incompletes, periods where academic bankruptcy or course forgiveness was applied, and developmental courses, must be factored into the calculation of the Maximum Timeframe.

3. Grade Point Average Standard: Each student will be expected to meet or exceed the following GPA at the indicated points in his/her program of study: Long-Term Certificates and Degree or Short-Term Certificates.

<u>Credit Hours</u>	<u>Minimum Cumulative GPA</u>	<u>Credit Hours</u>
<u>Minimum Cumulative GPA</u>		
1-21 semester hours 1.50	1.50	1-12 semester hours
22-32 semester hours 2.00	1.75	13+ semester hours
33+ semester hours	2.00	

*Transfer credits (if applicable) are not included in GPA calculation. Academic bankruptcy and course forgiveness courses must be factored into the GPA calculation. Incompletes are not averaged into the GPA calculation until the grade has been updated to reflect the student's actual grade for the course.

4. Pace Standard: Each student will be expected to meet or exceed the following Pace of Progression at the indicated points in his/her program of study: Long-Term Certificates and Degrees, Short-Term Certificates.

<u>Credit Hours</u>	<u>Minimum Completion Rate</u>	<u>Credit Hours</u>
<u>Minimum Completion Rate</u>		
1-21 semester hours 58%	58%	1-12 semester hours
22-32 semester hours 67%	62%	13+ semester hours
33+ semester hours	67%	

*If a student repeats a course that was previously completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion. Withdrawals count as hours attempted but not earned. Academic bankruptcy and course forgiveness courses must

be factored into the completion rate. Incomplete grades are calculated in attempted but not passed for Pace.

5. Developmental courses: A student may not enroll in the same developmental course more than three times and continue to receive financial assistance. A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental work. In addition, effective beginning Fall Semester 2011, developmental hours taken will be included when determining a student's grade point average and Pace standards progress for financial aid, including the maximum time frame allotment.
6. Academic suspension: When a student is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. To regain eligibility, the student must attain the minimum cumulative GPA required for the number of credit hours attempted, or make a 2.0 GPA for the term.
7. Change of program: A student may change his/her program of study; however, this may cause the student to exceed the maximum time frame for financial aid. All hours attempted in all programs are counted in the maximum time frame allowed for the student's current program of study.
8. Regaining eligibility: To regain eligibility, a student must attend Southern Union at his/her own expense until the standards outlined in this policy are met.
9. Appeal Process: A student who loses his/her eligibility for financial aid because of a failure to meet the academic progress requirements may appeal if there are extenuating circumstances. The student must submit a completed Financial Aid Appeal Form and supporting documentation of the extenuating circumstances. The student will be allowed to appeal one time. The Financial Aid Committee will review all appeals and the decision of the committee is final. Each student will be notified by an email message to check their MYSUSCC portal. An approved appeal is void after three (3) consecutive semesters of non-enrollment.
10. Beginning with the 2012-2013 academic year, the Pell Grant duration of eligibility will be 600%, which is the equivalent of 12 full-time semesters. The new Pell Lifetime Eligibility Used (LEU) limit of 600% will apply to all Pell recipients regardless of when they first began receiving Pell Grant funds.

Effects on VA Educational Benefits

If a student using VA Educational Benefits is put on suspension, the VA Educational Benefits are stopped immediately based on the date of suspension and will not resume until the student is re-admitted to the college.

The Veterans Affairs Office at Southern Union State Community College certifies your enrollment status, programs, and academic progress.

All questions concerning payment status are to be referred to the Department of Veterans Affairs at 1 (800) 442-4551 or by sending an electronic inquiry through <https://ask.va.gov>.

Verifying Attendance

If you receive the Montgomery GI Bill Chapter 30, Chapter 33, or Chapter 1606, you must verify your attendance before payment is processed. You will not receive payment until VA receives your verification. You will have to verify your attendance on the last day of each month. You may do so via the automated telephone system at 1-888-442-4551 or via the Web Automated Verification of Enrollment (WAVE) at <https://ask.va.gov>.

Direct Deposit

EFT (Electronic Funds Transfer) processing, also known as "Direct Deposit," is now available to recipients of several of the VA education benefit programs. To find out if you can use Direct Deposit, to stop or change your Direct Deposit, call 1 (877) 838-2778.

Work Study

The Work-Study program allows a VA student to earn the Federal or state minimum wage (whichever is higher) for up to 1,300 hours per year. The benefit is tax-free and allows each VA student to "earn while he/she learns" The student must be pursuing an approved post-secondary program of education on at least a three-quarter time basis.

The VA Work-Study student may only perform VA-related work. This work might include preparing and processing VA enrollment certifications, checking VA student attendance records, or checking for course changes.

VA Scholarship Information

Auburn Veterans Association Scholarship

The Auburn Veterans Scholarship Foundation of Lee County is awarding one Auburn Veterans

Annual Scholarship. An application can be picked up in the Veterans Resource Center at SUSCC.

Military Officers Association of America (MOAA)

MOAA is a website that offers scholarships, grants, and loan programs for students seeking undergraduate degrees with military service or families with military service. The MOAA website is <http://www.moaa.org/education/>.

Tutorial Assistance

Chapters 30, 33, 35, and 1606

Tutorial assistance may be paid to students under Chapters 30, 33, 35, and 1606. Tutorial assistance is not authorized at this time. Tutorial assistance helps the student pay for necessary tutoring and is a supplement to the student's regular education benefit.

Overview

VA may pay tutorial assistance to a student receiving education benefits.

The monthly rate may not exceed the cost of tutoring or \$100. The maximum amount payable is \$1200. There is no entitlement charge for the first \$600 under Chapters 30 and 1606. There is no entitlement charge under Chapters 33 and 35.

Eligibility

All of the following criteria must be met for a student to be eligible for tutorial assistance.

- The student must be in a post-secondary program for ½ time or more. For Chapter 33, the rate of pursuit must be “at least 50%.”
- The student must have a deficiency in a course that is part of his or her approved program.
- The student must be enrolled in the course during the semester in which the tutoring is received for the course. Tutoring may not occur between semesters.

Southern Union State Community College offers tutoring services on campus free of charge. Please contact the VRC at SUSCC for additional assistance.

Reminders

- Southern Union does not participate in the advance payment procedure for Veterans. Any tuition and fees not paid by the VA are the student's responsibility on the day of registration.
- Once the student registers for classes, his/her enrollment certification is submitted to the VA Regional Office in Muskogee, OK. It normally takes about six weeks before the Veteran receives his/her first monthly housing allowance. After that initial delay, future checks should be received on the first of every month.
- To receive full-time benefits, a student must take a minimum of twelve (12) hours per semester. Less than full-time will result in a reduction in the monthly benefits. If a student drops in hours, he/she is responsible for notifying the VAO at SUSCC and repaying the VA of any overpayments that may occur because of the reduction in credit hours.
- It is the Veteran's responsibility to keep the college certifying official informed of the enrollment status for each semester. You must report any change of hours, curriculum, address, or ending date of enrollment at SUSCC when you plan to transfer and/or drop out of school for any period.
- All transfer students must have a copy of their academic and military transcripts mailed to the Records Office:

Southern Union State Community College
Admissions/Records
P.O. Box 1000
Wadley, Alabama 36276

- Certification will be granted only for those courses which apply to the declared program of study (major). Any deviation must be approved by the school certifying official (SCO).
- The toll-free number of the VA Regional Office is 1-888-442-4551. You can speak with an education case manager Monday through Friday during normal business hours, or you can visit the VA website at www.gibill.va.gov.

VA Forms

VA Form 28-1905 Disabled Veterans' (Chapter 31 Veteran Readiness and Employment)

VA Form 22-1990 Application for VA Benefits (Chapters 30,33, and 1606)

VA Form 22-1990e	Application for Transfer of Entitlement
VA Form 22-1995	Change of Program or Place of Training (Chapters 30,33, and 1606)
VA Form 22-5490	Application for Survivors and Dependents (Chapter 35)
VA Form 22-5495	Change of Program or Place of Training (Chapter 35)
VA Form 22-1999b	Change of Status

Required SUSCC Veterans Resource Center Form

Statement of Understanding, which is completed annually

Enrollment Certification Request Form, which is completed every semester

Important Numbers

SUSCC Veterans Affairs Office	334-745-6437 ext. 5312 or 5332, Opelika campus 334-745-6437 ext. 5193, Wadley campus
Veterans Affairs Regional Office	888-442-4551
Monthly Verification	877-823-2378
Alabama GI Dependent Scholarship	334-242-5077

[illegible]