

ROSE STATE
VETERAN STUDENT SERVICES
EDUCATIONAL PACKET



ROSE STATE COLLEGE

We Believe in You!

***Please read all information in this packet – It will save you money and frustration!!!!**

Rose State College Veteran Student Services Office Hours

| | |
|----------------------|--------------|
| Monday – Tuesday | 8 am to 8 pm |
| Wednesday & Thursday | 8 am to 6 pm |
| Friday | 8 am to 5 pm |

Rose State VSS Office Phone Numbers: (405) 733-7326

Lance Newbold, Veterans Coordinator: (405) 736-0281 or e-mail: lnewbold@rose.edu

John Carmack, Veterans Education Specialist: (405) 736-0257 or e-mail: jcarmack@rose.edu

RSC VSS Office FAX: (405) 733-7410

E-mail us at RoseStateVA@rose.edu

Revised 3/15/2013

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GENERAL INFORMATION

PTS/TBI and/or Any Disability (ADA):

If you have been diagnosed with Post Traumatic Stress (PTS), have suffered Traumatic Brain Injury (TBI), or have any other disability, the Rose State Veteran Student Services office **strongly** encourages you to visit the RSC Disability Services Office. Disability Services is located in the Learning Resources Center, Room 125. Based on the documentation you bring they can discuss with you the services available and the appropriate accommodations that will provide equal access to you in the classroom. This service is **FREE and CONFIDENTIAL**. **But you must initiate these services.** Disability Services Office is located in the LRC Room 125 or call 405.733.7407 or email jgriffith@rose.edu.

Rose State also provides **FREE and CONFIDENTIAL** counseling services by licensed professional counselors to students. If you need someone to talk with counselors are available on campus. Please call (405.733.7373) or visit SSB 101 to schedule an appointment.

VA CONTACT INFO:

Veterans Crisis Line: 1-800-273-8255 Press 1

Website: www.gibill.va.gov

VA Regional Office (Muskogee) EDUCATION benefits: 1-888-442-4551 (1-888-GI Bill 1)

VA Office ALL other benefits: 1-800-827-1000

Direct Deposit: To Start, Stop or Change your Direct Deposit: 1-877-838-2778

Self-Certification for chapters 30, 1606 and 1607: 1-877-823-2378

PARENT SCHOOL LETTERS:

Students seeking a degree at Rose State College but desiring to take courses at another institution must have approval from RSC to be certified at that institution. See the RSC Veteran Student Services office to secure your Parent School letter for the other institution.

Students seeking a degree at another institution but attending courses at Rose State College must have approval from the institution granting the degree prior to RSC certification of the RSC courses. The Parent School Letter must contain the following:

1. – Your social security number or your file number and the chapter under which you receive VA benefits
2. – Your declared major
3. – Courses approved by that institution to be taken at Rose State College
4. – Whether or not you are concurrently enrolled at your Parent School

CERTIFICATION:

After the enrollment period opens, you are strongly encouraged to pick up your “brown form” from the Rose State VSS office, have your advisor initial it and return it to the RSC VSS office. This is required prior to certification. Certification must be done each semester that you desire benefits and must be requested by the student. The RSC VSS office is NOT authorized to automatically certify your courses.

ROSE STATE EMAIL:

All Rose State Students have a stu.rose.edu email account provided by the college. You are encouraged to check that email account regularly (at least weekly) as that is the RSC VSS office’s preferred method of contacting you for questions pertaining to your certification.

Applying for benefits is not the same as having documentation of benefits (Certificate of Eligibility). If the VA determines that you are not eligible or, in the case of CH 33 Post 9/11 GI Bill, that you are eligible at a rate less than 100%, the student is responsible for paying any outstanding, unpaid tuition and fees.

All Veterans are encouraged to visit the Financial Aid Office (SSB 200) and submit a Free Application for Federal Student Aid (FAFSA) each spring. More information on Financial Aid can be found at <http://www.rose.edu/financial-aid>

CHAPTER 33 - POST 9/11 GI BILL

| X | REQUIREMENTS | LOCATION |
|---|---|---------------------------------|
| | <i>Apply @ Rose State College</i> | <i>Admissions Building</i> |
| | <i>Request ALL College Transcripts Including Military Transcripts</i> | <i>Internet/Mail</i> |
| | <i>Compass Test</i> | <i>Testing Center (SSB 210)</i> |
| | <i>Signed VA "Brown Form"</i> | <i>VA Office + Advisor</i> |
| | <i>Kicker Contract or Army/Navy College Fund</i> | <i>Veteran's Records</i> |
| | <i>DD Form 214 Member 4 Copy</i> | <i>Veteran's Records</i> |
| | <i>VA Form 22-1990 (APPLICATION FOR BENEFITS)</i> | <i>Internet/VA Office</i> |
| | <i>VA Form 22-1990e (APPLICATION FOR Transfer of Entitlement)</i> | <i>Internet/VA Office</i> |
| | <i>VA Form 22-1995 (Change of Program or Place of Training)</i> | <i>VA Office Form</i> |
| | <i>Certificate of Eligibility</i> | <i>Sent to Student by VA</i> |

You Can Only Be Certified And Paid VA Education benefits for:

1. Degree applicable courses.
2. Pre-requisites for degree applicable courses.
3. Courses for which you do not have previous college/military credit.
4. Remedial courses for which you have test scores indicating need for **zero level** courses – **NOT ONLINE!**
5. See Rounding Out in the Glossary of Terms (page 11 of this handout) for the only exception to 1, 2, & 3 above.
6. Courses needed to meet residency requirements for graduation if all degree requirements have been met.

Change Of Major: The number of major/program changes is unlimited but to be certified if you change programs, you must:

- 1) Request through admissions office a degree audit so prior credit can be evaluated toward your new major/program.
- 2) Bring your Brown Form to the RSC VSS office to request certification.

What Post 9/11 GI Bill pays:

Tuition: Post 9/11 GI Bill pays tuition at the in-state rate directly to the school for degree applicable courses with the exception of online remedial coursework.

Fees: Fees required of every student at the school and fees required of every student for the course. **Exceptions:** Enrollment Fee, Parking Fee, Late Registration Fee, and Return Check Penalty Fee are not included.

Books: VA will pay up to \$1,000 annually for required books based upon your course load.

BAH: BAH at the married E-5 rate is paid on a daily rate for days within the school term. You must be training at full-time status to receive full BAH allowance. For a 16 week semester that is a minimum of 7 credit hours. If you are enrolled in greater than half-time but less than full-time, your BAH will be pro-rated based on your eligibility level and rate of pursuit. Individuals only enrolled in Distance Learning but at more than half-time pursuit will be eligible for a monthly housing allowance equal to 50% of the national average of all BAH rates. If any student is enrolled in 50% or less of full time, you will receive only applicable tuition and fees. **No BAH!**

Kickers: Eligible individuals will receive payments for kicker payments on a monthly basis. Kickers will be paid regardless of rate of pursuit or eligibility for the Monthly Housing Allowance. The applicable full time kicker rate will be multiplied by the rate of pursuit rounded to the nearest multiple of 10. Percentage of eligibility is not factored into calculation for amount of kicker paid.

The Rose State VSS office strongly recommends that CH 33 students routinely check their accounts with the Business Office ensuring there are no outstanding balances that could lead to late fees. Students should report any discrepancies to the Rose State VSS office immediately. The student is responsible for any late fees.

Chapter 30 - Montgomery GI Bill

| X | REQUIREMENTS | LOCATION |
|---|---|---------------------------------|
| | <i>Apply @ Rose State College</i> | <i>Admissions Building</i> |
| | <i>Request ALL College Transcripts Including Military Transcripts</i> | <i>Internet/Mail</i> |
| | <i>Compass Test</i> | <i>Testing Center (SSB 210)</i> |
| | <i>Signed VA "Brown Form"</i> | <i>VA Office + Advisor</i> |
| | <i>Kicker Contract or Army/Navy College Fund</i> | <i>Veteran's Records</i> |
| | <i>DD Form 214 Member 4 Copy</i> | <i>Veteran's Records</i> |
| | <i>VA Form 22-1990 (APPLICATION FOR BENEFITS)</i> | <i>Internet/VA Office</i> |
| | <i>VA Form 22-1995 (Change of Program or Place of Training)</i> | <i>VA Office Form</i> |

ALL Ch 30 students must verify their enrollment (Self Cert) on the last day of the month. By phone: 1-877-823-2378 or On-line using "WAVE": <https://www.gibill.va.gov/wave/index.do>

You Can Only Be Certified And Paid VA Education benefits for:

1. Degree applicable courses.
2. Pre-requisites for degree applicable courses.
3. Courses for which you do not have previous college/military credit.
4. Remedial courses for which you have test scores indicating need for **zero level** courses – **NOT ONLINE!**
5. See Rounding Out in the Glossary of Terms (page 11 of this handout) for the only exception to 1, 2, & 3 above.
6. Courses needed to meet residency requirements for graduation if all degree requirements have been met.

Change Of Major: The number of major/program changes is unlimited but to be certified if you change programs, you must:

- 1) Request through admissions office a degree audit so prior credit can be evaluated toward your new major/program.
- 2) Bring your Brown Form to the RSC VSS office to request certification.

What CH 30 GI Bill pays: VA pays you directly a monthly amount based upon your time in service, how much you paid into the MGIB, and your course load. You are responsible for paying your tuition and fees to Rose State. If your course load is less than half time, you will only be paid an amount equal to tuition and fees.

Chapter 31 - Vocational Rehabilitation: Must apply through VA

| X | REQUIREMENTS | LOCATION |
|---|---|---------------------------------|
| | <i>Apply @ Rose State College</i> | <i>Admissions Building</i> |
| | <i>Request ALL College Transcripts Including Military Transcripts</i> | <i>Internet/Mail</i> |
| | <i>Compass Test</i> | <i>Testing Center (SSB 210)</i> |
| | <i>Signed VA "Brown Form"</i> | <i>VA Office + Advisor</i> |
| | <i>Kicker Contract or Army/Navy College Fund</i> | <i>Veteran's Records</i> |
| | <i>VA Form 22-1905 VA Counselor Approval</i> | <i>VA Voc. Rehab Counselor</i> |

You Can Only Be Certified And Paid VA Education benefits for:

1. Degree applicable courses.
2. Pre-requisites for degree applicable courses.
3. Courses for which you do not have previous college/military credit.
4. Remedial courses for which you have test scores indicating need for **zero level** courses – **NOT ONLINE!**
5. See Rounding Out in the Glossary of Terms (page 11 of this handout) for the only exception to 1, 2, & 3 above.
6. Courses needed to meet residency requirements for graduation if all degree requirements have been met.

Change Of Major: See your VA Rehab Counselor as you CANNOT change your major without their approval.

What VOC REHAB pays: VA pays your tuition, fees and books directly to the school along with a monthly stipend based upon your course load and the number of your dependants. If you are CH 33 Post 9/11 GI Bill eligible, see your VA Rehab Counselor about receiving CH 31 benefits at the CH 33 rate.

Chapter 35 - Survivors & Dependents Educational Benefits

| X | REQUIREMENTS | LOCATION |
|---|---|---------------------------------|
| | <i>Apply @ Rose State College</i> | <i>Admissions Building</i> |
| | <i>Request ALL College Transcripts Including Military Transcripts</i> | <i>Internet/Mail</i> |
| | <i>Compass Test</i> | <i>Testing Center (SSB 210)</i> |
| | <i>Signed VA "Brown Form"</i> | <i>VA Office + Advisor</i> |
| | <i>SPOUSES - Marriage Certificate</i> | <i>Personal Records</i> |
| | <i>CHILDREN - Birth Certificate</i> | <i>Personal Records</i> |
| | <i>VA Form 22-5490 (APPLICATION FOR BENEFITS)</i> | <i>Internet/VA Office</i> |
| | <i>VA Form 22-5495 (Change of Program or Place of Training)</i> | <i>VA Office Form</i> |

You Can Only Be Certified And Paid VA Education benefits for:

1. Degree applicable courses.
2. Pre-requisites for degree applicable courses.
3. Courses for which you do not have previous college/military credit.
4. Remedial courses for which you have test scores indicating need for **zero level** courses – **NOT ONLINE!**
5. See Rounding Out in the Glossary of Terms (page 11 of this handout) for the only exception to 1, 2, & 3 above.
6. Courses needed to meet residency requirements for graduation if all degree requirements have been met.

Change Of Major: The number of major/program changes is unlimited but to be certified if you change programs, you must:

- 1) Request through the admissions office a degree audit so prior credit can be evaluated toward your new major/program.
- 2) Bring your Brown Form to the RSC VSS office to request certification.

What CH 35 pays: VA pays to you directly a monthly amount based upon your course load. You are responsible for paying your tuition and fees to Rose State. If your course load is less than half time, you will only be paid an amount equal to tuition and fees.

Chapter 1606 - Montgomery G.I. Bill -- Selected Reserves

| X | REQUIREMENTS | LOCATION |
|---|---|---------------------------------|
| | <i>Apply @ Rose State College</i> | <i>Admissions Building</i> |
| | <i>Request ALL College Transcripts Including Military Transcripts</i> | <i>Internet/Mail</i> |
| | <i>Compass Test</i> | <i>Testing Center (SSB 210)</i> |
| | <i>Signed VA "Brown Form"</i> | <i>VA Office + Advisor</i> |
| | <i>DD Form 2384 (NOBE) Notice of Basic Eligibility</i> | <i>Unit</i> |
| | <i>Kicker Contract or Army/Navy College Fund</i> | <i>Veteran's Records</i> |
| | <i>VA Form 22-1990 (APPLICATION FOR BENEFITS)</i> | <i>Internet/VA Office</i> |
| | <i>VA Form 22-1995 (Change of Program or Place of Training)</i> | <i>VA Office Form</i> |

ALL Ch 1606 students must verify their enrollment (Self Cert) on the last day of the month. By phone: 1-877-823-2378 or On-line using "WAVE": <https://www.gibill.va.gov/wave/index.do>

You Can Only Be Certified And Paid VA Education benefits for:

1. Degree applicable courses.
2. Pre-requisites for degree applicable courses.
3. Courses for which you do not have previous college/military credit.
4. Remedial courses for which you have test scores indicating need for **zero level** courses – **NOT ONLINE!**
5. See Rounding Out in the Glossary of Terms (page 11 of this handout) for the only exception to 1, 2, & 3 above.
6. Courses needed to meet residency requirements for graduation if all degree requirements have been met.

Change Of Major: The number of major/program changes is unlimited but to be certified if you change programs, you must:

- 1) Request through admissions office a degree audit so prior credit can be evaluated toward your new major/program.
- 2) Bring your Brown Form to the RSC VSS office to request certification.

What CH 1606 GI Bill pays: VA pays to you directly a monthly amount based upon your course load. You are responsible for paying your tuition and fees to Rose State. If your course load is less than half time, you will only be paid an amount equal to tuition and fees.

Chapter 1607 - Montgomery G.I. Bill -- Selected Reserves (REAP)

| X | REQUIREMENTS | LOCATION |
|---|---|---------------------------------|
| | <i>Apply @ Rose State College</i> | <i>Admissions Building</i> |
| | <i>Request ALL College Transcripts Including Military Transcripts</i> | <i>Internet/Mail</i> |
| | <i>Compass Test</i> | <i>Testing Center (SSB 210)</i> |
| | <i>Signed VA "Brown Form"</i> | <i>VA Office + Advisor</i> |
| | <i>Kicker Contract or Army/Navy College Fund</i> | <i>Veteran's Records</i> |
| | <i>DD Form 214 Member 4 Copy (Latest Updated DD 214)</i> | <i>Veteran's Records</i> |
| | <i>VA Form 22-1990 (APPLICATION FOR BENEFITS)</i> | <i>Internet/VA Office</i> |
| | <i>VA Form 22-1995 (Change of Program or Place of Training)</i> | <i>VA Office Form</i> |

ALL Ch 1607 students must verify their enrollment (Self Cert) on the last day of the month. By phone: 1-877-823-2378 or On-line using "WAVE": <https://www.gibill.va.gov/wave/index.do>

You Can Only Be Certified And Paid VA Education benefits for:

1. Degree applicable courses.
2. Pre-requisites for degree applicable courses.
3. Courses for which you do not have previous college/military credit.
4. Remedial courses for which you have test scores indicating need for **zero level** courses – **NOT ONLINE!**
5. See Rounding Out in the Glossary of Terms (page 11 of this handout) for the only exception to 1, 2, & 3 above.
6. Courses needed to meet residency requirements for graduation if all degree requirements have been met.

Change Of Major: The number of major/program changes is unlimited but to be certified if you change programs, you must:

- 1) Request through admissions office a degree audit so prior credit can be evaluated toward your new major/program.
- 2) Bring your Brown Form to the RSC VSS office to request certification.

What CH 1607 GI Bill pays: VA pays to you directly a monthly amount based upon your time in service and your course load. You are responsible for paying your tuition and fees to Rose State. If your course load is less than half time, you will only be paid an amount equal to tuition and fees.

WARNING! HOW TO GET YOURSELF IN DEBT TO VA! WARNING!

1. Don't get your Degree Audit done in a timely manner. If you request certification with prior credit pending, we will certify your enrollment for one semester. A 2nd pending for two consecutive semesters may be allowed in the event of mitigating circumstances. However, if we certify you with prior credit pending and it is determined you have already fulfilled the requirement with prior credit, you will be in an overpayment situation.

EXAMPLE: Let's say you enroll in a History course the first semester you are at Rose State. The History course is applicable to your degree plan and we certify that course so you can receive your benefits for attending that class. When your prior credit is evaluated, RSC gives you credit for that history class or another history course that will satisfies the requirements for History on your degree plan, you will owe the money back to VA. This is an overpayment.

2. Changing classes after certification. It is your responsibility to report all enrollments and schedule changes to the RSC VSS Office. Degree applicability of all coursework is determined prior to certification through the Brown Form. If you change classes after submitting your Brown Form and getting certified, you run the risk of adding a class that is not approved for VA payment.

3. Never attending a class or ceasing to attend a class.

a. Rose State College policy: Students who enroll in classes will be responsible to pay all tuition and fees, whether they ever attend the class or not. **Exception:** If the student officially drops all classes by the last scheduled day to drop, they will not be charged for the class/es.

b. Non-punitive Grades: AW, U, I, and W are non-punitive grades. They do not affect your GPA but the VA will not pay for any class in which you receive an AW, U, I or W. All AW, U, I or W are reported to VA.

c. F Grades: If you receive an F grade AND do not attend the class through Final Exams, you will owe the VA money. Professors report to VSS the last date of attendance for any F grade and that is reported to the VA. VA will not pay for you if you are not attending class. **IF YOU STOP ATTENDING A COURSE, DROP OR WITHDRAW FROM IT!** You may still be in an overpayment with the VA and you may still owe Tuition and Fees to Rose State, but the sooner you drop the class the less your overpayment will be.

4. Involuntarily deployed or called to active duty during the semester.

a. Notify Rose State VSS office by submitting a copy of your orders to us so we can submit them to the VA on your behalf when we terminate your enrollment certification. This will prevent a VA overpayment for you and may allow you to keep any funds you have already received.

b. Contact Joe Anaotubby (405) 733-7404 or janaotubby@rose.edu Tell him your situation. He may be able to get your transcript and tuition and fees cleared for the term. He will need a copy of your orders.

3 Keys to Success in getting paid right and on time

- 1. Enroll early, certify with VSS soon after enrollment**
- 2. Don't change your classes**
- 3. Attend all classes (don't drop or withdraw)**

GLOSSARY OF TERMS

Administrative Withdrawal: If you do not attend class within the drop period, you could receive a grade of AW (Administrative Withdrawal). If you do not receive an AW at the end of the drop period due to non-attendance, at the end of the term your professor has the authority to give you a grade of AW. AW grades do not affect your GPA, but you will be responsible to for full payment of the charges, plus any late penalties incurred.

Certificate of Eligibility: When your application for benefits is approved, the VA will mail you a letter that tells you about your eligibility (i.e., how many months for which you are eligible).

Deficiency/Developmental/Remedial Courses: Zero level courses required to satisfy curricular deficiencies and/or performance proficiencies. **VA WILL NOT PAY for you to take these COURSES ONLINE!** You must take these courses in a classroom setting on campus.

Degree Applicable: Course/s apply toward your degree plan, including pre-requisite courses, required deficiency courses and/or courses required to meet residency requirements for receiving a degree at Rose State College)

Drop: Dropping classes within the designated drop period. 100% refund of tuition and fees.

“Grad Pad”: See Rounding Out below

Prerequisite: Course/s you must take prior to taking another course. Example: If your degree requires Calculus, you must take Algebra, and Trigonometry before you take Calculus.

Prior Credit: Courses taken at institutions prior to your attendance at RSC, as well as credit you received while in the military must be evaluated toward fulfillment of the requirements for your degree plan. If you have prior credit for coursework that will fulfill any of your course requirements, that **prior credit must be applied toward your degree plan** (including AARTS if Army, CCAF if Air Force, or SMARTS if Navy or Marine Corps).

Repeat Courses: You **may not be certified to repeat** a course for which you have already received credit.

Exceptions to this rule are:

1. Courses that you attended and failed or
2. Courses for which the grade does not meet minimum requirements for graduation may be certified.

Rounding Out (GRAD PAD): Rounding out is the term used by the VA to describe the policy of allowing you to maintain fulltime status during your last semester before graduating even if you only need one course to complete your degree. Therefore, as long as you need at least one hour under your degree plan to graduate, and you are enrolled in that one class, you may take additional courses, called “GRAD PAD” courses, to bring you up to full-time status. If you drop the one course you need to graduate, you will no longer be eligible to be paid for the other classes, and therefore you may be in an overpayment situation. **You may only be paid Grad Pad one time per degree!**

Withdrawal: Dropping classes after the drop period. You will owe Rose State 100% tuition and fees.