



Dear Student Veteran,

Welcome to Los Angeles City College! Our college provides a dynamic and innovative learning environment offering more than 100 vocational and professional programs including degrees, transfer programs, and certificates to more than 18,000 students.

Established in 1929, Los Angeles City College is the oldest of the Los Angeles Community Colleges. We are home to one of the most vibrant and diverse campuses in the country. We are honored that you have chosen LACC to pursue your academic goals. Our mission is to empower students from diverse communities it serves to achieve their educational and career goals by providing learner-centered pathways to success through transfer, career and technical education, and foundational skills programs.

We hope that this handbook helps you navigate through the program and services here at LACC, as well as to guide you through the educational benefit process.

#### *Veterans Resource Center [VRC]*

Our center is located at the Life Science Building, Room 101 [Northwest side of the campus]. We provide a place for students to find resources on VA educational benefits, LACC Student Services, and community organizations that are dedicated to assisting veterans. The center also provides a place for students to relax, study, and meet with friends.

At the VRC we have staff that is specially trained to assist students in identifying relevant programs and resources that are available on campus and in the community. Resources are available on a variety of issues, including employment, counseling, housing, and healthcare.

The VRC also houses the U.S. Vets Mental Health Counselor, and the VA VetSuccess On Campus (VSOC) Counselor.

The VRC staff is committed to helping you achieve your academic goals. If we can provide additional information, please visit our office or contact us:

Veterans Resource Center

Life Science Building, Room 101

(323) 953 – 4000 ext. 2125

[veteransaffairs@lacitycollege.edu](mailto:veteransaffairs@lacitycollege.edu)

Again, welcome to Los Angeles City College and thank you for your service!

*Student Veterans Handbook - Updated 02/2019*

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# GETTING STARTED

## QUICK STEPS TO ENROLLMENT AT LOS ANGELES CITY COLLEGE

1

### Step 1: Application for Admissions and Financial Aid

- Submit an online application for admission to Los Angeles City College at <https://www.lacitycollege.edu/Apply-Register/index>. Once received, it takes approximately 2-5 business days to process. You will be notified of your status via email.
- Apply for financial aid at [fafsa.ed.gov](https://fafsa.ed.gov). (RECOMMENDED!)

2

### Step 2: Complete the Orientation

- Complete a student online orientation through the Student Information System at <https://mycollege.laccd.edu>
- During your first semester at LACC you will also need to attend a New Student Veterans Orientation.

3

### Step 3: Meet with a Counselor

- Make an appointment at the Veterans Resource Center (VRC) to meet with a counselor who will guide you through class selections according to degree requirements. By the second semester you will need a complete Comprehensive Student Education Plan.
- Once you have your Abbreviated Student Education Plan or Comprehensive Student Education Plan you will be able to register for classes.

4

### Step 4: Apply for Support Services

- LACC offers its students additional assistance and support through unique Student Services departments. Check out which programs and services you could qualify for.
- Veterans with disabilities are encouraged to pursue services through the Office of Special Services (OSS). For more information, please contact OSS at 323.953.4000 ext.2270 or visit their office in the Student Services Building, 1<sup>st</sup> floor.

## STEPS FOR OBTAINING VETERANS EDUCATIONAL BENEFITS

### NEW STUDENTS:

1

**Complete** the application for Veterans Affairs (VA) Education Benefits at <https://www.vets.gov/education/apply/>. The VA will mail your *Certificate of Eligibility* (COE) to you in 30-45 days.

*Tip:* Need assistance completing your VA benefit application? We will be glad to assist you!

2

**Request** official transcripts from **all** prior colleges, universities, and training institutions. This includes military transcripts (JST, CCAF, etc.). Send transcripts directly to the Admissions & Records Office.

**All transcripts must be received before the end of the first semester or certification for subsequent semesters will be withheld until all transcripts are received and evaluated.** Once **all** official transcripts have been received, see a Counselor to request transcript evaluation. Transcript evaluations are not automatic. Failure to request an evaluation in a timely manner will delay the completion of your *Comprehensive Education Plan*, which will create a delay in receiving your benefits for future terms. You will be notified by email when the evaluation is complete.

*Tip:* Students must request their own transcripts. If the transcript is sent to your home address, it **must** remain in the original sealed envelope when delivered to Los Angeles City College to be considered official.

3

**Meet** with a Counselor to create an *Abbreviated Student Education Plan*. All students using VA benefits (including dependents) should seek advisement at the Veterans Resource Center, rather than at General/Transfer Counseling. To schedule an appointment, please call 323.953.4000 ext.2125 or visit our center at Life Science Building, Room 101. Unofficial transcripts can be used for your *Abbreviated Education Plan* only. Be sure your *Student Education Plan* is signed by a Counselor!

4

**Enroll** in classes PRIOR to requesting certification for VA educational benefits. Use the Los Angeles City College class schedule (available online) to determine class listings and availability. Courses must apply toward completion of a degree or approved Certificate of Achievement program. Refer to the *LACC College Catalog* for degree programs and required courses.

**Elective Courses:** Elective courses will **not** be certified until it is determined they are required for the stated major. Do not enroll in classes previously taken at another institution until transcript evaluation and a *Comprehensive Education Plan* have been completed. If you are certified for a repeated course prior to transcript evaluation and *Comprehensive Education Plan* development, the Veterans Resource Center will adjust your certification and you will be responsible for any subsequent debt to the VA.

5

**Visit** the Veterans Resource Center for approval of your enrollment. Submit all required forms to the Veterans Resource Office **after enrollment**:

- a. DD-214 or 1905 form.
- b. Documentation of VA benefit eligibility (one of following items):
  - i. *Certificate of Eligibility* (COE) **or** eBenefits Education Enrollment Status
- c. *Student Education Plan* with Counselor signature
- d. Copy of registration/enrollment or class schedule.
- e. Veterans Responsibility Contract signed by you.

**Once the required forms have been submitted and the Veterans Resource Office has verified your enrollment, we will certify you for your benefits**

## CONTINUING STUDENTS:

1

- Visit** the Veterans Resource Center for approval of your enrollment. Submit all required forms to the Veterans Resource Office after enrollment:
- a. Copy of your *Comprehensive Education Plan* with Counselor signature
  - b. Copy of registration/enrollment or class schedule.

It is your responsibility to submit a copy of your *Comprehensive Education Plan* to the Veterans Resource Center every semester.

**Note:** In order to receive VA educational benefits after your first semester, you **must** have a *Comprehensive Education Plan* on file that leads to an Associate Degree, a Certificate of Achievement, or transfer program approved by the state of California approving agency/VA.

**Tip:** Priority Registration for Active Duty Military & Veterans. If you are currently in the military or were discharged within the last fifteen years, you may be eligible for up to 4 years of priority registration.

**Once the required forms have been submitted and the Veterans Resource Office has verified your enrollment, we will certify you for your benefits**

**Post 9/11 and Residency:** Be advised that the VA does NOT pay nonresident tuition. If you are not initially classified as a California resident you should contact Admissions & Records and let them know that you are receiving benefits. The newly passed Section 702 of the VACA permits California Community Colleges to exempt nonresident students who are receiving benefits and who meet certain criteria from the nonresident tuition fee.

# STUDENT RESPONSIBILITIES

## Comprehensive Education Plan

- You must have a *Comprehensive Education Plan* on file (including official transcripts from all prior credit) by the end of your second semester or an interruption in VA educational benefits may occur.
- You are required to notify the Veterans Resource Center if you change your major. A new *Comprehensive Education Plan* must be developed by a Counselor and immediately submitted to the Veterans Resource Center.
- It is **your responsibility** to submit a copy of your *Comprehensive Education Plan* to the Veterans Resource Center!

## Course Selection

- All courses are subject to approval and must meet prerequisite or course requirements as listed on the current *Abbreviated Education Plan* or *Comprehensive Education Plan* on file.
- Courses not meeting these requirements will be denied by the VA and will not be included toward your rate of pursuit/training time calculated for awarding monthly education benefits.
- Failure to take the proper courses may result in an overpayment and reduction or termination of benefits. **You assume full liability for any overpayment of all VA educational benefits.**

## Overpayments and Underpayments

- All adds, drops, and withdrawals **must be reported** to the Veterans Resource Center. This may be done via email, or in person. Changes may result in an overpayment or underpayment of monthly benefit payment. Remember, you assume full liability for any overpayment of VA education benefits.
- You **MUST** attend class and participate (both on campus and online) or it may result in an instructor withdrawal and a subsequent adjustment to your original enrollment certification. The adjustment can result in a student debt to the VA, including any accruing interest until the debt has been resolved.
- Educational benefits will be discontinued if you cease to make satisfactory progress toward completion of your training objective. Lack of satisfactory progress occurs immediately after two consecutive semesters of probation, regardless of the number of units completed. Education benefits at LACC College will not resume until you are in 'Good Standing.'

## Prior Credit

- VA regulations require that all previous education be reported including: prior colleges/universities, CLEP, DANTES, AP and IB test scores, as well as all military coursework (JST, CCAF, etc.).
- If, at any time, it is determined a course(s) or course equivalent, taken at another institution, was successfully completed, the course(s) will not be paid for by the VA if repeated.
- It is your responsibility to ensure that all official transcripts are on file with the college no later than your first semester. You must request an evaluation of all transcripts during a drop-in appointment with a Counselor.

## Change of Program/Major

- You are required to notify your primary college Veterans Office when you make a change to your program or degree plan (change of major). A new Student Education Plan must be created by a counselor and submitted to our offices. *It is not advisable to change your education plan mid-semester because it may result in decertification or an overpayment.*

## Course Selection

*Only courses that apply toward completion of your major at Los Angeles City College can be certified and submitted to the VA to receive educational benefits.*

### Courses Approved for Payment by the VA

- Courses required for your major and general education requirements.
- Electives **as needed to meet the overall unit requirement for program completion.**
- Required** prerequisite courses (*recommended* courses are **not** the same as *required* courses).
- Remedial courses (English or math), if applicable per assessment results. These must be taken **on campus** to be certifiable.
- Some* repeat courses (courses in which a 'C' or better grade is required for graduation). There are college restrictions on allowable repeats. See the *LACC College Catalog* for further details.

### Courses Not Approved for Payment by the VA

- Courses outside of your major or general education requirements.
- Electives in excess of the overall unit requirement for program completion.
- Recommended courses (VA pays for *required* courses, not recommended courses).
- Courses that do not apply toward the completion of your major.
- Repeat courses (any class you have previously taken and received a passing grade).
- Online remedial courses (English or math).

### **Dropping or Adding Classes, Withdrawals**

The Veterans Resource Center must report unit changes immediately to the VA. **In order to avoid possible overpayment of benefits and subsequent billing from the VA, it is imperative to immediately report all course changes, withdrawals, etc. to the VRC.** This may be done via email, or in person.

## GUEST STUDENTS

If you are pursuing your degree at another college or university, but wish to take a course (or courses) at Los Angeles City College, you are considered a **Guest Student**. The school that will grant your degree is your primary or parent school. All other schools are considered secondary. VA can pay benefits for courses taken at secondary schools, as long as the course applies to your specified degree/certificate program at your primary school.

To request certification as a Guest Student:

Contact the Veterans Affairs Office at your primary school for their policies and procedures. Los Angeles City College must receive a *Parent School Letter* from your primary school prior to certification of any coursework.

Contact the Veterans Affairs Office of your primary school for further questions.

## PARENT SCHOOL LETTERS

If Los Angeles City College is your primary school and you wish to take a course at a secondary school, you'll need to request a *Parent School Letter*:

1. To request a *Parent School Letter (PSL)* please visit the Veterans Resource Center. You must provide us with:
  - a. Proof of enrollment (Ex. Enrollment Summary):
    - i. Course Information (subject and course number)
    - ii. Course Schedule (start and end dates)
  - b. Contact information for the secondary School Certifying Official
2. If the course is determined to be equivalent and applicable to your LACC degree/certificate program, a *Parent School Letter* will be sent to your secondary school.
3. Contact the Veterans Affairs Office at your secondary school for their policies and procedures. You may be required to submit additional documentation to their office.
4. Upon completion of approved course(s), you are required to submit official transcripts **no later than one month after the completion of the semester/session** to the Admissions Office at LACC.

### Helpful Hints

- If the start/end dates for your secondary school course differ from your primary school enrollment dates, rate of pursuit/training time may be affected.
- *Parent School Letters* are subject to approval. Courses offered by secondary schools must be approved by the Counseling or Evaluations Office to confirm course equivalency.
- You should follow-up with the secondary school's Veterans Affairs Office for certification processing times.

## Rate of Pursuit and Training Time

*Training time and rate of pursuit are provided for reference only. Variations in full-time equivalency may exist.*

### Training Time for Standard Semesters

#### Chapters 30, 31, 35, 1606, and 1607 Standard Semester

In a standard semester (Spring and Fall), training time is measured as follows:

12 units or more	=	Full-time
9-11.5 units	=	$\frac{3}{4}$ -time
6-8.5 units	=	$\frac{1}{2}$ -time
4-5.5 units	=	less than $\frac{1}{2}$ -time (< $\frac{1}{2}$ -time)*
1-3.5 units	=	$\frac{1}{4}$ -time or less (< $\frac{1}{4}$ -time)*

\*Payment equals tuition and fees only

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### Rate of Pursuit for Standard Semesters

#### Chapter 33 (Post 9/11 GI Bill) Standard Semester

In a standard semester (Spring and Fall), rate of pursuit is measured as follows:

VA calculates rate of pursuit by dividing the number of units being pursued by the number of units considered to be full-time by the school. The resulting percentage is your rate of pursuit.

Examples: If full-time is considered 12 units, then rate of pursuit for:

- 6 units is 50% ( $6 \div 12 = 50\%$ )
- 7 units is 60% ( $7 \div 12 = 58\%$ )

**The housing allowance is paid only if the student's rate of pursuit is more than 50%.**

Rate of pursuit determines whether a student receives or doesn't receive the housing allowance. If pursuit is more than 50% the student receives the housing allowance. If the rate of pursuit is 50% or less, then the student doesn't receive the housing allowance. Remember, the housing allowance is also prorated by the student's length of service percentage and rate of pursuit.

**Active duty personnel (including those on terminal leave) and their spouses utilizing transferred entitlements are not eligible for the housing allowance.**

## Training Time for Summer Semesters

### Chapters 30, 31, 35, 1606 and 1607 Summer

Summer training time is different from Spring and Fall. Training time is based on the number of weeks the class meets, as well as the number of units required for the course. Most (not all) summer classes are either six or eight weeks in length.

#### 6 Week Class

4 units	=	Full-time
3 units	=	¾-time
2 units	=	½-time
1 unit	=	less than ½ time (tuition and fees only for Chapters 30 & 35)

#### 8 Week Class

6 units	=	Full-time
5 units	=	¾-time
4 units	=	¾-time
3 units	=	½-time
2 units	=	less than ½ time (tuition and fees only for Chapters 30 & 35)

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## Rate of Pursuit for Summer Semesters

### Chapter 33 (Post 9/11 GI Bill) Summer

#### 6 Week Class

4 units	=	Full-time
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#### 8 Week Class

6 units	=	Full-time
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Please see the Veterans Resource Center for information on training time for sessions shorter than six weeks or longer than eight weeks.

#### NOTE ON TERM DATES

Different beginning and ending dates are considered to be separate terms. Los Angeles City College reports actual beginning dates, ending dates, and number of credits. The VA makes the conversion, not the school.

## EDUCATION BENEFIT CHAPTERS

For details on each benefit chapter, please see the following section in the *Student Veterans Handbook*.

Chapter	Title
30	Montgomery GI Bill – Active Duty (MGIB-AD)
31	Vocational Rehabilitation
33	Post 9/11 GI Bill
35	Dependents Educational Assistance Program (DEA)
1606	Montgomery GI Bill – Selected Reserve (MGIB-SR)

## VETERANS AFFAIRS EDUCATION BENEFIT PROGRAMS

### MONTGOMERY GI BILL - ACTIVE DUTY (MGIB) - CHAPTER 30

#### Eligibility

- Active duty members who enroll and pay \$100 per month for 12 months are then entitled to receive a monthly education benefit once they have completed a minimum service obligation.
- Veteran has received an honorable discharge.
- For detailed information on eligibility requirements, please visit: <http://www.benefits.va.gov/gibill>

#### Benefits

- Provides up to 36 months of education benefits.
- Benefits expire 10 years from the date of discharge/separation (MGIB delimiting date).
- Students are paid a monthly stipend (based on approved units) at the beginning of the month for the previous month's enrollment certification.
- For current payment rates, visit:  
[http://www.benefits.va.gov/gibill/resources/benefits\\_resources/rate\\_tables.asp](http://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp)

#### \$600 Buy-Up Program

- Service members may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. View the current payments rates (link provided above) to determine the increased rate.

#### Monthly Enrollment Certification - Last day of each month

- All veterans receiving MGIB-Active Duty (Chapter 30) must verify their enrollment with the VA on the last day of each month in order to receive payment for that month. Your enrollment can be verified by using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling the VA toll-free Interactive Voice Response (IVR) at 1.888.442.4551.

#### Application Process

1. Go to <http://www.vets.gov> and click on "Apply for Education Benefits."
2. Submit *VA Form 22-1990*.

# VOCATIONAL REHABILITATION & EMPLOYMENT (VocRehab) - CHAPTER 31

## Eligibility

- Have received, or will receive, a discharge that is other than dishonorable.
- Have a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the Department of Veterans Affairs.

## Benefits

- Services may include: vocational counseling and rehabilitation, education and training, assistance finding and keeping a job, and supportive rehabilitation services including case management, counseling, and medical referrals.

## Application Process

- You can apply online through <https://www.ebenefits.va.gov/>

## Did You Know?

- You may be entitled to Vocational Rehabilitation (VR&E) services if you are rated 10% disabled; however, it must be determined that you have a serious employment handicap.
- Regardless of your service-connected disabilities rating percentage, you may have longer than 12 years to use your VR benefit if certain conditions prevented you from participating in a VR&E program or it is determined that you have a serious employment handicap.

## Getting Started

- VA Form 22-1905 must be sent from your assigned Case Manager to the college prior to processing your semester enrollment for VR&E benefits. If not on file, you will need to contact your VR Case Manager.

## Books

- All paperwork from your Case Manager must be submitted to the Veterans Resource Center before the book authorization will be released to the college bookstore.
- You must pick up the book authorization form from our center.

## Supplies for Vocational Rehabilitation Students

In general, the Department of Veterans Affairs Vocational Rehabilitation & Employment Division (VR&E) will authorize Chapter 31 students to charge *only* those books and supplies that are **required by all other students in the same program**. Your local VA Case Manager will audit each invoice and disallow items not authorized for payment.

- **Text Books and Supplies (as listed on syllabus)**

The VA will approve payment for books and supplies that are required for the course and listed on the instructor's syllabus. The VA will not pay for "Optional" or "Suggested" books or supplies.

- **Additional Supplies**

The VA Vocational Rehabilitation program will cover the following:

**Each standard term** the following items can be charged, **not to exceed \$55 per term (\$100 per term if purchasing ink):**

- |  |                                  |
|--|----------------------------------|
| ✓ Ream of Computer Paper                             | ✓ Spiral Notebooks or Note Paper |
| ✓ Folders  | ✓ CD-RW Disks                    |
| ✓ Pencils/Highlighters/Pens (not to exceed \$3 each) | ✓ Scantron & Blue Books          |
| ✓ Package of Post-its                                | ✓ Black Ink                      |
| ✓ Report Covers                                      | ✓ Paperclips & Index Cards       |
|  | ✓ Non-electric Pencil Sharpeners |

**One-time purchase** during the course of vocational training:

- ✓ Dictionary and Thesaurus
- ✓ Calculator - not to exceed requirements of program (usually less than \$25)
  - Note:* A more expensive calculator will be covered if specifically required for a course and the syllabus is provided
- ✓ Book Bag/Backpack (not to exceed \$50)
- ✓ Flash Drive

Color ink cartridges are only reimbursable if listed as a requirement on your class syllabus.

**ALL OTHER ITEMS REQUIRE WRITTEN PRE-APPROVAL BY YOUR CASE MANAGER PRIOR TO PURCHASE.**

## POST 9/11 GI BILL - CHAPTER 33

### Eligibility

- Service member must have completed at least 90 days of aggregate days on active duty on or after September 11, 2001 or be honorably discharged with a service-connected disability after 30 days.
- Veteran has received an honorable discharge.
- Benefits expire 15 years from the date of discharge/separation. **If your service ended on or after January 1, 2013** there's no time limit ("delimiting date") to use your education benefits.
- For detailed information on eligibility requirements, please visit: <https://www.vets.gov/education/eligibility/>

### Transfer of Entitlement (TOE)

The Post 9/11 GI Bill allows service members (officer or enlisted, active duty or Selected Reserve), on or after August 1, 2009, to transfer unused education benefits to immediate family members (spouse and/or children). The service member must have at least 6 years of service, and commit to an additional 4 years of service in order to transfer benefits to a spouse or child. Because of the potential impact of this benefit on recruiting and retention, transfer policy is determined by the Department of Defense (DoD) and the military services.

### Benefits

- Post 9/11 GI Bill benefits may include in-state tuition and required fees, a monthly housing allowance, a stipend for books and supplies, and a possible "kicker" college fund payment (if eligible):
  - Effective August 1, 2010, the Post 9/11 GI Bill will no longer pay for nonresident tuition. If you are not initially classified as a California state resident you should contact Admissions & Records and let them know that you are receiving benefits. The newly passed Section 702 of the VACA permits California Community Colleges to exempt non-resident students who are receiving benefits and who meet certain criteria from the non-resident tuition fee.
  - Students will only be certified for approved courses as identified on the *Education Plan* on file.
- For current payment rates, please visit: [http://www.benefits.va.gov/gibill/resources/benefits\\_resources/rate\\_tables.asp](http://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp)

### Basic Allowance for Housing (BAH)

- A monthly housing allowance is paid directly to the student at the beginning of each month for the previous month's enrollment. The housing allowance is prorated by the student's length of service and rate of pursuit.
- Active duty members and their spouses are not eligible for the housing allowance.
- To be eligible for the monthly housing allowance, rate of pursuit must be greater than 50%.
- The monthly housing allowance is equal to the Department of Defense Basic Allowance for Housing (BAH) for an "E-5 with dependents" at the campus where you attend greater than 50% of your classes. To view the current BAH rate, please visit [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

### Distance Learning and BAH

Students enrolled exclusively in distance learning (online courses) are eligible for monthly housing allowance equal to 50% of the national BAH average and your rate of pursuit. If a student's enrollment is a combination of distance learning and on-campus courses, and the rate of pursuit is greater than 50%, you may be eligible to receive the BAH rate of the campus where you attend greater than 50% of your classes.

### Application Process

1. Go to <https://www.vets.gov/education/apply/>
2. Complete the appropriate application:
  - o Are you a veteran? Submit *VA Form 22-1990*.
  - o Are you a dependent using transferred Post 9/11 GI Bill benefits? Submit *VA Form 22-1990E*.

## POST 9/11 GI BILL: MARINE GUNNERY SERGEANT JOHN DAVID FRY SCHOLARSHIP

### Eligibility

- Children of an active duty member of the Armed Forces who has died in the line of duty on or after September 11, 2001. The child may be married or over the age of 23 and still be eligible.
- Beginning November 3, 2014, the VA began accepting applications under the newly expanded eligibility criteria to include surviving spouses of service members who died in the line of duty after September 10, 2001.

### Benefits

- Full tuition and fees paid directly to the school for all public school in-state students. For those attending private or foreign schools, tuition and fees are capped at a statutory maximum amount per academic year. As of August 1, 2018, recipients of the Fry Scholarship are eligible to receive Yellow Ribbon at participating schools.
- A monthly housing allowance.
- A books and supplies stipend.
- Students are entitled to up to 36 months of benefits at the 100% level.
- Students who are eligible for the Fry Scholarship may also be eligible for Dependents' Educational Assistance (DEA). Although the benefits cannot be used at the same time, a student may be eligible for up to 48 months of benefits between the two programs.

### Application Process

1. Go to <http://www.vets.gov> and click on "Apply for Education Benefits."
2. Submit *VA Form 22-5490*. Paper versions of the form may also be printed.

## DEPENDENTS' EDUCATIONAL ASSISTANCE PROGRAM - CHAPTER 35

### Eligibility

- You must be the son, daughter, or spouse of:
  - o A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the armed forces.
  - o A veteran who died from any cause while such permanent and total service-connected disability was in existence.
  - o A service member missing in action or captured in line of duty by hostile force.
  - o A service member forcibly detained or interned in the line of duty by a foreign government or power.

- A service member who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability (change effective 23 Dec 2006).
- If you are the son or daughter and wish to receive benefits, you must be between the ages of 18 and 26, with some exceptions. Marriage does not preclude you from this benefit.

#### **Benefits**

- Up to 45 months of educational benefits if the student began using the program before August 1, 2018. Those who began using the program after August 1, 2018 are eligible for up to 36 months of educational benefits.
- Students are paid a monthly stipend (based on approved units) at the beginning of the month for the previous month's enrollment certification.
- Current payment rates can be viewed online at [http://www.benefits.va.gov/gibill/resources/benefits\\_resources/rate\\_tables.asp](http://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp)

#### **Application Process**

1. Go to <http://www.benefits.va.gov/gibill> and click on "Apply for Benefits."
2. Submit VA Form 22-5490.

## **MONTGOMERY GI BILL - SELECTED RESERVE (MGIB-SR) – Chapters 1606**

#### **Eligibility**

- Any Select Reserve member who meets the eligibility requirements
- Montgomery GI Bill – Selected Reserve (MGIB-SR) – Chapter 1606
  - For Reservists with a six-year obligation in the Selected Reserve who are actively drilling.

#### **Benefits**

- Students are paid a monthly stipend (based on approved units) at the beginning of the month for the previous month's enrollment certification.
- Current payment rates can be viewed online at [http://www.benefits.va.gov/gibill/resources/benefits\\_resources/rate\\_tables.asp](http://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp)

#### **\$600 Buy-Up Program**

- Service members may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. View the current payments rates (link provided above) to determine the increased rate.

#### **Monthly Enrollment Certification-Last day of each month**

- All veterans receiving MGIB-Select Reserve (Chapter 1606) must verify their enrollment with the VA on the last day of each month in order to receive payment for that month. Your enrollment can be verified using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave>

#### **Application Process**

1. Go to <http://www.vets.gov> and click on "Apply for Education Benefits."
2. Submit VA Form 22-1990.

## VA WORK-STUDY

### Eligibility

- Must be receiving VA education benefits.
- Must be attending college  $\frac{3}{4}$  time or more.
- Be in good academic standing with a 2.0 or higher GPA.
- Must be eligible to work a minimum of 10 hours per week.

### Benefits

- Pay is based on the higher of the federal minimum wage or the state minimum wage.
- VA work-study pay is non-taxable.

### Application Process

- Complete the *Application for Work-Study Allowance (VA Form 22-8691)*.
- Obtain an Enrollment Certification (VA form – 1999) from the college VA office.
- Your application and enrollment certification will be submitted to the VA Regional Processing Office by the college. If approved, a letter will be sent to the college Veterans Resource Center who will notify you. If denied, a letter will be sent to you.

## CAL-VET TUITION FEE WAIVER FOR VETERAN DEPENDENTS

### Benefits

- Waiver of mandatory tuition and fees at any State of California Community College, California State University, or University of California campus.
- All students must meet California residency requirements.
- To ensure ongoing benefits, students are required to reapply each year.

### PLAN A

The spouse, child, unmarried surviving spouse, or California certified registered domestic partner of a veteran who is totally service-connected disabled or who has died of service-related causes, may qualify. A dependent of any veteran who has been declared missing in action, captured in the line of duty by hostile forces, or forcibly detained or interned in the line of duty by a foreign government or power is also eligible. The veteran must have served during a period of war declared by Congress, or been awarded a campaign or expeditionary Medal. This program does not have an income limit. A child must be under 27 years of age to receive the fee waiver benefit. The age limit is extended to 30 years of age if the child is also a veteran. There is no age limit for a spouse, surviving spouse or California certified registered domestic partner. A dependent cannot receive this benefit (Plan A) if they are already receiving VA Chapter 35 benefits.

### PLAN B

The child of a veteran who has a service-connected disability, or had a service-connected disability at the time of death, or died of service-related causes is eligible. The child's annual income, which includes the child's adjusted gross income, plus the value of support provided by a parent, may not exceed the annual income limit. The current academic year entitlement is based upon the previous calendar year's annual income. Under Plan B, wartime service is not required and there are no specific age requirements. Children are the only dependents eligible under this plan. There is no prohibition against receiving concurrent VA Chapter 35 benefits.

### PLAN C

Any dependent of any member of the California National Guard, who in the line of duty while on active service to the state, was killed, died of a disability resulting from an event that occurred while in active service to the state, or is permanently disabled as a result of an event that occurred while in the service to the state is eligible. Surviving spouses or RDPs who have not remarried are also eligible.

"Active service to the state," for the purpose of this benefit, means a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code. A copy of those orders pursuant to Section 146, not Section 143, must be furnished to establish eligibility.

## **PLAN D**

Medal of Honor recipients and children of Medal of Honor recipients under the age of 27 may qualify. Benefits under Plan D are limited to undergraduate studies only, and applicants are subject to both income and age restrictions. There is no prohibition against receiving concurrent VA Chapter 35 benefits.

## **Cal-Vet Application Process**

- Contact your local County Veterans Service Office or go to [www.cacvso.org](http://www.cacvso.org) to obtain an application. Certain dependency documents may be required to establish your relationship with the veteran.
- Once complete, submit your application to your local County Veterans Service Office (CVSO) for processing.

This information is provided for reference only. For more detailed and up-to-date information, refer to the Cal-Vet website: <https://www.calvet.ca.gov/VetServices/Pages/College-Fee-Waiver.aspx>

*Note:* This information is only for general reference. For more detailed and up-to-date information, refer to the Cal-Vet website: [www.calvet.ca.gov](http://www.calvet.ca.gov)

## **Resources on Campus**

### ***Office of Special Services (OSS)***

Los Angeles City College is committed to providing educational opportunities to diverse populations. It is the goal of the college to offer mainstream education whenever possible. Since independence is encouraged, no student is obligated to accept supportive assistance; however, the college is committed to providing support services when and if such support is needed and requested. Students needing assistance, even on a temporary basis, are urged to make use of the Office of Special Services.

Location: Student Services Building, 1<sup>st</sup> Floor  
Phone: 323.953.4000 ext. 2270  
Office Hours: Monday – Thursday 8am – 4:30pm Friday 8am-2:30pm

### ***VetSuccess on Campus (VSOC)***

David Fierro is the VetSuccess Counselor at Los Angeles City College. VetSuccess on Campus provides additional support and resources to the increased number of veterans accessing benefits to attend school and to assist in facilitating their educational success.

David is at our VRC on Wednesdays 9am-4:30pm

For more information about VetSuccess on Campus, email [david.fierro@va.gov](mailto:david.fierro@va.gov)

## FREQUENTLY ASKED QUESTIONS

### When will I receive payment?

Upon completing your initial application for VA educational benefits, processing can take up to eight weeks. Once the VA establishes your file, subsequent processing usually takes 30 to 45 days. During peak periods, such as the start of the semester, VA educational benefit paperwork may take longer for the school and VA to process.

### How will I be paid?

Once the VA processes your paperwork, you will receive monthly payments based upon your satisfactory attendance in classes. Monthly payments are distributed at the beginning of each month, for the preceding month.

If using Chapter 30, 1606, or 1607, you MUST verify your enrollment the last day of each month, or after, to receive payment. This verification can be done either by using the Web Automated Verification of Enrollment (WAVE) application at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave).

### Is it possible to receive payment in a lump sum?

With the exception of the Chapter 33 books and supplies stipend, all entitlements are paid monthly.

### I have the College Fund. Will I receive that payment as well?

Yes, the VA should add the college fund into your monthly benefit payment.

### How do I establish direct deposit?

You may request direct deposit when you apply for benefits by either: 1) attaching a voided check to your application or 2) providing your financial information on the application. You may also establish direct deposit by calling the VA at 1.888.442.4551. Those using Chapter 30, 1606, or 1607 may complete this action using the Web Automated Verification of Enrollment (WAVE) at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave).

### Should I notify the VA if I move?

Yes! If you change your mailing address, telephone number, or e-mail address, you must notify LACC's Veterans Resource Center (VRC), Admissions & Records, and the VA at 1.888.442.4551. Those using Chapter 30, 1606, or 1607 may notify the VA of their address change via WAVE at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave).

### Why do I have to declare a major?

The VA requires you to declare an objective (major) or goal. At Los Angeles City College, options include an Associate's Degree (A.A or A.S.), Transfer Degree, or approved Certificate of Achievement as listed in the catalog.

### Why must I have a comprehensive *Education Plan*?

The VA requires all benefit recipients to have a comprehensive *Education Plan* designating which courses are approved toward their program. If you change your major, you MUST see a Counselor to formulate a new comprehensive *Education Plan*. Submit the new plan to the Veterans Resource Center upon completion.

### Can I get a certificate instead of an AA or AS?

Yes, as long as it is an approved certificate program. Certificates of Achievement are the only approved certificate programs at Los Angeles City College. Certificates of Proficiency are not approved for VA benefits.

### Why do I have to provide transcripts from the military and/or previous institutions?

All prior credit must be reported to the VA. If you have completed coursework at any other college or institution, including military training, you have one semester in which to have official transcripts sent to Los Angeles City

College for evaluation. The arrangements for obtaining official transcripts are your responsibility, not the responsibility of Veterans Services.

### **My Joint Services Transcript (JST) is incomplete or doesn't exist. What do I do?**

Data can go back as far as 1976 but data older than 1994 may be missing or incomplete. If your transcript is missing any information or has not yet been completed, please visit the following website for directions on how to correct: <https://jst.doded.mil/correction.html>.

### **What courses am I paid for under a major at Los Angeles City College?**

You are paid for general education classes, major classes, and electives (**if needed**) for your major. You are not paid for classes you have already completed with a passing grade, or those not required for your declared major.

### **Why am I not getting paid for all of my current classes?**

Only major classes, general education requirements, or electives (as needed), are payable classes. An exception to this would be required prerequisite classes and remedial level English or math classes, which are shown to be needed through assessment testing. Remember, remedial courses (anything below MATH 125 and/or ENGL 101) must be taken on campus to be certifiable. Repeat classes (any class you have previously taken with a passing grade) or a class outside of your major are not payable.

### **Why did I receive approximately half the amount of money I normally get?**

Have you dropped classes? Are you in a short session class which ended before the end of the rest of the semester? Could an instructor have dropped you for non-attendance? These are a few reasons that could impact pay. First, check your enrollment. You may also contact our office to request a file review.

### **I dropped a class. What should I do?**

Email, or stop by the Veterans Resource Center to let us know. We will adjust your units as appropriate and submit any changes to the VA. If you are using Chapter 30, 1606, or 1607, you also need to notify the VA during your monthly self-verification via the Web Automated Verification of Enrollment (WAVE).

### **Are online classes payable?**

Yes, if they are required for your major, with one major exception: remedial courses must be taken on campus (anything below MATH 125 and/or ENGL 101) to be certifiable. **The VA does not pay for online or hybrid remedial coursework.**

If you are a Post 9/11 GI Bill (Chapter 33) recipient, your rate of pursuit must be greater than 50% to receive your monthly housing allowance. To receive the local housing rate, at least one course must be on campus. For those enrolled solely in distance learning, the housing allowance payable is equal to half the national average BAH for an E-5 with dependents. **Remember, most hybrid courses (courses taught partially on campus and partially online) are considered as 'Distance Learning' (online) according to VA guidelines.**

### **It's been six weeks; what steps should I take to inquire about the status of my payment?**

Depending on the backlog at the VA Regional Office in Muskogee OK, six weeks may be a reasonable amount of time for processing. Check with our office to initiate a file review or contact the VA directly at 1.888.442.4551.

### **Do I have to pay taxes on my GI Bill?**

No, all GI Bill benefits are tax-free.

### Can I apply for financial aid?

Yes, we encourage you to do so. VA educational benefits do not count as income when determining your eligibility for federal financial aid. For more information, please contact the Financial Aid Office at the Student Services Building, 1<sup>st</sup> floor.

### I'm not a veteran. Do I still have to meet with a Counselor for development of my Education Plan?

Yes, all students receiving VA benefits should develop their comprehensive Education Plan with a Counselor. Identify yourself as a military affiliated student. Remember to provide the Veterans Resource Center, with a copy of your completed Education Plan if you plan to use VA benefits.

### I'm using the Post 9/11 GI Bill. What costs might I be accountable for?

Based on your eligibility percentage, the VA will pay for required courses. For example, if you are 100% eligible and taking all required courses, the VA should cover 100% of your tuition and mandatory fees (health fee, student center fee, and certain class fees) as long as you still have benefits remaining and have not reached your delimiting date. However, if you're only 70% eligible, then the VA will only pay 70% of those costs, leaving you to pay the remaining 30%. Regardless of your eligibility percentage, the VA will never pay for courses that are not required; **any course that is not required will be the financial responsibility of the student.** Nonresident fees are also the responsibility of the student. If you are not initially classified as a California state resident you should contact the Admissions and Records Office and let them know that you are receiving benefits. The newly passed Section 702 of the VACA permits California Community Colleges to exempt non-resident students who are receiving benefits and who meet certain criteria from the non-resident tuition fee. You are also responsible for certain optional fees, such as the cost of your parking pass and Student I.D. card.

### What is Round Out?

In your last term, you can round out your schedule with non-required courses to bring your course load up to a full-time schedule. This allows you to continue receiving benefits at the full-time rate in the last term of enrollment, even though fewer credits are required to complete your program. This procedure can only be done once per program. In rounding out a full-time schedule, you may use any credit hour subject, including a subject that has previously been successfully completed (received a passing grade). See a Counselor to request Round Out. Upon approval, please submit the *Round Out Request* form to the Veterans Resource Center.

## PAYMENT AND BENEFIT STATUS

### eBenefits

You may research, access, and manage your benefits and personal information using the Veterans Benefit Administration's eBenefit website at: <https://www.ebenefits.va.gov>.

Click "Register Now" and select a free Premium account for unlimited access to:

- Download a DD-214
- View benefit status
- Check Post-9/11 GI Bill entitlement
- Check enrollment status

### PAYMENTS

#### Direct Deposit

To establish or change your direct deposit, please complete one of the following:

1. Call 1.888.442.4551
2. Login to WAVE ([www.gibill.va.gov/wave](http://www.gibill.va.gov/wave)) and select "Direct Deposit Enrollment Form" (Note: This option is applicable only to those using the Montgomery GI Bill or REAP)

#### Pay Status

The Veterans Education Office does not have access to individual payment information regarding education benefits. Please contact the VA directly at 1.888.442.4551 for all pay status inquiries.

## CONTACT INFORMATION

#### Department of Veteran Affairs

Located in Muskogee, Oklahoma (Central Standard Time)

Education Benefits: 1.888.442.4551

All other benefits: 1.800.827.1000

Online VA Education Benefits: [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

Online VA Home website: [www.va.gov](http://www.va.gov)

Online VA (Other) Benefits: [www.benefits.va.gov](http://www.benefits.va.gov)

Web Automated Verification of Enrollment (WAVE): [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) or 1.877.823.2378

For all mail correspondence:  
Veterans Affairs Regional Office  
P.O. Box 8888  
Muskogee, Oklahoma 74402-8888

#### Los Angeles Regional Office

11000 Wilshire Blvd Los Angeles, CA 90024

Phone: 1.800.827.1000

Website: [www.benefits.va.gov/losangeles](http://www.benefits.va.gov/losangeles)

#### Los Angeles City College – Veterans Resource Center (VRC)

Life Science Building, Room 101  
855 N. Vermont Ave Los Angeles, CA 90029  
(323) 953-4000 ext.2125  
Email: [veteransaffairs@lacitycollege.edu](mailto:veteransaffairs@lacitycollege.edu)