



LEWIS-CLARK STATE COLLEGE
Enrollment Policy for Students Receiving VA Education Benefits

The programs at Lewis-Clark State College are approved by the Idaho *State Approving Agency* (SAA) for eligible students to receive veterans' education benefits. Students who enroll to receive these benefits are not only required to abide by the policies and rules of this school, but also by the rules and regulations of the Department of Veterans Affairs (DVA) and the SAA. Students are also required to maintain all standards of conduct and satisfactory progress as stated in the official school listing.

Certification

Each semester you are certified for the courses in which you are enrolled. This process requires that you inform the Veterans Services Coordinator of your class schedule as soon as you register for classes each semester. A delay in the Veterans Services Coordinator receiving this information will result in a delay in your check. It typically takes 6-8 weeks for certifications to be entered into the DVA computer, so inform the Veteran Services Coordinator as soon as you register.

Acceptable Programs for Payment

Programs of education must be approved under DVA regulations. Your Veterans Services Coordinator will be able to tell you which programs are approved for payment. Within these programs, the DVA will pay educational benefits *only* for courses needed to complete a specific degree or diploma. Likewise, benefits cannot be paid for courses leading to other degrees or courses taken for personal interest. Summer School and Cooperative Training may be measured differently and you should check with your Veterans Services Coordinator to determine how taking these alternative courses may affect your benefits.

Enrollment Status

In order to receive full-time benefits through the DVA, you must maintain a class schedule of at least 12 credits each semester (summer is an exception and must be handled on an individual basis with the Veterans Services Coordinator). If your enrollment changes at any time during the semester, *it is your responsibility to inform your Veterans Services Coordinator of this change*. If you do not wish to take 12 credits, you may be paid three-quarter time (9-11 credits) or half-time (6-8 credits) amounts. If you take less than six credits, the DVA will reimburse you for fee expenses only. Technical students taking irregular class dates must keep in mind that these dates may affect your payment status for benefits. For example: Let's say that you attend a semester from 01/14/03 through 5/14/03. If you have one of your classes for 3 credits beginning 01/14/03 and ending on 03/07/03 there may be a change in your status when your class ends on that date. The DVA will adjust your payment because the class ended on 03/07/03 and not on 5/14/03, which is the end of the semester.

Advanced Payment

Students applying for benefits under Chapters 30, 32, 35, and 1606 may request an advance payment of the first partial month and second full month of benefits. In order to receive advance pay, students must be registered for classes and have an Advance Pay Request Form signed and on file with the Veterans Coordinator at Lewis-Clark State College. This arrangement must be made with the Veterans Coordinator at least 65 days before the semester begins. The advance payment check is delivered to the college and is released after the student registers for at least half-time status. If the student owes money to the college, the check will be applied to the student's account once the check is signed for. Subsequent checks are mailed to the student's home address or direct deposit. Students can expect to see their next check at the beginning of the fourth month of the semester, since the advanced payment includes the first partial and second full month of the semester. Access the Advance Pay Form via the Veterans' Benefits link at www.lcsc.edu/financialaid or stop by the Financial Aid Office in Reid Hall, Room 208.

Verification of Attendance

Chapter 30, 1606 and 1607 veterans must verify their enrollment each month. You can verify your monthly enrollment by calling 1-877-823-2378 and following the instructions given. Students can also verify using the WAVE system. Access the WAVE under the Information for Benefit Recipients link at www.gibill.va.gov.

Problems

If your check is late or if you have concerns related to your payment, ***call the DVA Toll-Free 1-888-442-4551, press 1 then 0 to get to a case manager.*** This number will reach the DVA Office for Education Benefits.

Grades, Incompletes, and Withdrawals

Benefits are not payable for retaking courses already taken and passed (unless a higher grade is required for graduation). If a failing (F) grade is received in a course, the DVA will only be notified if the cause of the failing grade is lack of class attendance or lack of completing assignments (reported by the instructor). If an incomplete (I) is received, the student will have one semester to turn the incomplete into a passing grade. If the incomplete is turned into an F, the DVA could be notified and an overpayment may exist. If a student withdraws from courses, benefits will be reduced the effective date of withdrawal. The DVA will create an overpayment in this situation unless it can be proven that there are mitigating circumstances involved. *Keep in mind that these rules only apply if certified status is affected* (e.g. if you are certified for 12 credits and withdraw from a three-credit course without mitigating circumstances, an overpayment will be charged). On the other hand, if you are certified for 15 credits and withdraw from a three-credit course, status is still full-time and the DVA is not notified.

WHEN YOU CAN EXPECT TO GET PAID: Recipients receive education benefits during the periods of school attendance. Some students need to verify their college enrollment *each month* in order to receive their benefits.

- **Chapter 30, 1606 and 1607** veterans should call 1-877-823-2378 or log on to the WAVE option at www.gibill.va.gov *on the last day of each month* in order to verify their enrollment status, and can choose to obtain their money through direct deposit or a mailed check. These students should expect to get paid within one to two weeks *after* verifying their enrollment status, and are paid a monthly stipend for each month that they are enrolled.
- **Chapter 35** beneficiaries *do not* verify their monthly enrollment. They will automatically receive their monthly allotment in the form of a mailed check. Chapter 35 beneficiaries do not have the direct deposit option. Chapter 35 recipients are paid a monthly stipend for each month that they are enrolled.
- **Chapter 33-The Post 9-11 GI Bill** is the newest benefit signed into law in 2008. Eligible veterans receive a tuition payment made directly to the school, a monthly housing stipend (aprox \$935), and a \$1,000/year book stipend. The housing stipend and book stipend are sent directly to the student while the tuition payment goes to the school. For more information on Chapter 33 visit www.gibill.va.gov.

Important Phone Numbers

LCSC Veteran Services.....	208-792-2473 veterans@lcsc.edu
LCSC Veteran Services Toll Free number.....	800-933-5272 (Financial Aid)
VA Education Benefits, Muskogee, Oklahoma.....	888-442-4551
To Verify Monthly Enrollment (Ch.30 & Ch.1606).....	877-823-2378
Rocky Davis & Bob Cooper (State Veteran Service Officers).....	208-799-3422
Idaho County Veteran Service Officer	208-983-0239
Latah County Veteran Service Officer.....	208-882-8580
Nez Perce County Veteran Service Officer.....	208-799-3083
VA Non-Education Benefits.....	800-827-1000

Commerce and Labor Veteran Representatives

Lewiston.....Jim Ziegenfuss jziegenf@jobservice.us	208-799-5000 ext. 3529
Coeur d' Alene...Robert Shoeman rshoeman@jobservice.us	208-769-1558 ext. 310
Brandia Young.....	208-769-1558

Web Sites

LCSC Veteran Services.....	www.lcsc.edu/admissions/veterans/home.htm
VA Education Homepage.....	www.gibill.va.gov
Disabled American Veterans Homepage.....	www.dav.org
Veterans Affairs Homepage.....	www.va.gov
Washington Veteran Affairs.....	www.wa.gov/dva