

ATTENTION, Active duty personnel and students who are taking less than half time:

You will only be paid the amount of tuition and fees broken into monthly payments.

Credit For Military Training (ACTION REQUIRED)

All veterans, reservists, and active duty members **must submit official military transcripts** to records to the CCBC Records Office so their training can be evaluated for possible college credit.

Previous College Credit (ACTION REQUIRED)

All applicants who have attended other institutions **must submit official college transcripts** to the CCBC Records Office. VA regulations require these transcripts so our Records Office can evaluate your record for possible transfer credits. You are responsible for ensuring that all transcripts are received and evaluated. You will receive a copy of the evaluation in the mail. You are also responsible for ensuring that you do not repeat prior training. When in doubt **do not** pursue the course until an evaluation has been completed. We can certify your first semester of benefits without these transcripts, but we cannot certify you for any additional semesters until all transcripts have been received and evaluated.

Course Eligibility

Audit Courses: VA will not pay for courses pursued on an audit basis.

Developmental Courses: VA will only pay for developmental courses if you are required to complete them before you can take a course that is required by your curriculum. Your placement test results must be on file before we can certify the course.

Repeated Courses: The VA will not pay for any repeat attempts of courses with a grade of "D." the VA policies considers a "D" as a passing grade unless the catalog states a "C" grade is required as passing.

Withdrawal Policy (ACTION REQUIRED)

If you withdraw from a course after the college's official add/drop period without a legitimate reason, and this withdraw alters your benefit amount, the VA will charge you with an overpayment dating from the first day of classes. The VA considers the following situations legitimate reasons: illness, new job, altered work hours, transfer to a new locality, call to active duty, etc. After you submit your withdrawal form to the Records Office, you must submit a copy of the **CCBC Add/ Drop** form to our office and must include documentation of any "legitimate reasons."

Degree Seeking

You must be enrolled in a degree or certificate program to receive benefits. You may only receive benefits for one program at a time, and you may only receive benefits for courses that are required for your degree or certificate program as outlined in the CCBC catalog.

Change of Program

The Department of Veteran Affairs allows each benefit recipient to change their academic program one-time with no questions asked. If you request additional program changes, the Department of Veteran Affairs may question the changes.

Processing Time

For new veteran students it usually takes 9 to 12 weeks to receive your first benefit check. Checks are sent 30 days after the first day of each semester. The VA works on a calendar month for payment purposes.

Payment to CCBC

You are responsible for the Payment of tuition per the Tuition Payment Schedule on the CCBC website, also noted on your Schedule /Bill. Additional Payment Plan information is also available on the CCBC website. Remember the VA Ed benefits are paid directly to students and can be used to help pay the costs of tuition and books.