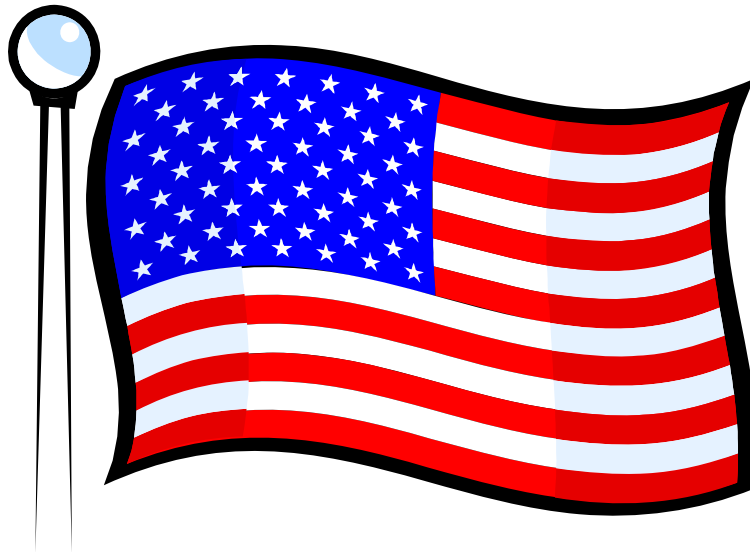




Guide to Veterans' Educational Benefits



**College of Southern Maryland
8730 Mitchell Rd.
P O Box 910
La Plata, MD 20646-0910**

Purpose – The purpose of this guide is to provide information about applying for Veterans Benefits at the College of Southern Maryland. We recommend that you review this information to ensure that your claim for Veterans Benefits is processed correctly. **CSM DOES NOT DEFER PAYMENT OF TUITION AND FEES.** Students should be prepared to pay for their registration, unless they enroll in the FACTS Tuition Payment Plan, which is an installment payment arrangement.

Tuition assistance – Veterans may not receive VA benefits for pursuit of the same courses for which employee tuition assistance is received from the federal government. If you plan to use VA benefits and tuition assistance, notify the Registrar’s office, and submit tuition assistance paperwork to the Bursar’s office.

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Applying for Veterans' Benefits Checklist

- _____ Apply for admission. (Online Express Services)
- _____ Have prior training evaluated for credit. (Official transcripts from all institutions attended must go to the Advisement & Career Services Office)
- _____ Take placement tests if needed. (Testing Center)
- _____ Select a program of study. (Advisement & Career Services Office)
- _____ Complete appropriate VA forms. (See Registrar's Office , VA Advisor or go to www.gibill.va.gov for correct forms)
- _____ Register for courses. (Online Express Services)
- _____ Pay semester bill. (Online Express Services/Bursar's Office)
- _____ Complete CSM Veterans Educational Benefits Request form. **This MUST be completed each semester.** (Registrar's Office, download/online form from <http://www.csmd.edu/current/Veterans/>)
- _____ Notify Registrar's Office or VA Advisor of schedule changes/program changes.

Credit Evaluation – REQUIRED

Credit evaluation must be completed within your first two semesters of enrollment. Official academic transcripts from prior institutions and military training must be submitted to either the Advisement Office for evaluation. (Please see last page for military transcript information.)

Applying for VA Benefits

ALL veterans requesting education benefits must complete the CSM Veteran's Education Benefits Request form **EACH SEMESTER** for which benefits are requested. Veterans who have not previously applied for benefits must contact the Registrar's Office to obtain the required applications. Veterans who have previously used benefits at another institution are required to complete a "Request for Change of Program/Place of Training" form (Form 22-1995).

Advance Payment

Advance Payment of educational assistance allowance is intended to help students meet school-related and other expenses which are concentrated at the beginning of a term. When a veteran, serviceperson, reservist, or other eligible person, enrolled at a half-time rate or more, initially enters training or reenters after an interval of 30 days or more, *and* the student is not eligible for an interval payment, he or she may elect in writing to be paid in advance for the first initial month or fraction thereof in which the term will begin plus the amount payable for the following month. Students should be aware that if they receive advance payments, for example, in September, they will not receive their November benefit checks until December 1. Application for advance payment for the upcoming semester must be received **at least 30 days** before the beginning of the semester, but no more than 120 days before. Veterans expecting advance payment must realize that CSM cannot assume responsibility for checks not received in time to register for classes. **CSM DOES NOT DEFER PAYMENT OF TUITION AND FEES.** Students should be prepared to pay for their registration, unless they enroll in the FACTS Tuition Payment Plan, which is an installment payment arrangement. Advance payment must be requested in writing by completing the advance payment request statement on the Veterans Education Benefits Request form.

Note: If an advance payment request was submitted, and the check is not received by the educational institution within the first ten class days, it is probable that payment will be made on the regular pay cycle basis instead. Inquiry should be made to the VA Regional Office to ensure there are no other problems needing resolution on the student's case.

Making Changes

Any changes you make may affect your eligibility for VA Benefits. It is imperative that you inform CSM's Registrar Office or the VA Advisor of any changes you make. These changes include changing program of study, adding/dropping, withdrawing, auditing or repeating a course. If you change your program of study, you must submit either VA form 22-1995 (Chapters 30, 1606 and 1607) or VA form 22-5495 (Chapter 35). Benefits will not be processed until this form is on file.

Chapter 31 Benefits

Veterans receiving Chapter 31 Vocational Rehabilitation benefits should confirm that an Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification or Status (Form 28-1905) is on file with the Registrar's Office prior to bill due date. If a 1905 is not on file, Ch. 31 students will be dropped from their classes for non-payment. If this happens, please contact your VA Case Manager and ask him/her to submit a current 1905. We can only certify enrollments for which approval has been given by the VA.

Benefits Payments & Verification of Enrollment

Students not participating in Advance Payment will receive their monthly benefits (including the first payment for each enrollment or re-enrollment) on or after the first of the month for which payment is due. Almost everyone receiving MGIB-Active Duty (Ch. 30) benefits, as well as those in the Selected Reserve (Ch. 1606), must verify their enrollment each month to receive payment for that month. Your enrollment can be verified on the **last calendar day of the month** by using the VA's **Web Automated Verification of Enrollment (WAVE)** at <https://www.gibill.va.gov/wave> or by calling our toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378.

Direct Deposit for 1606 Benefits

Recipients of 1606 benefits can sign up for direct deposit by phone or by mail. To sign up by phone, call toll-free 1-877-838-2778. To sign up by mail, write to VA Regional Office, 125 S. Mail St., Suite B, Muskogee, OK 74401-7004. In addition to a name and social security number, VA needs the following information to initiate direct deposit payments:

- 9-digit routing number of the financial institution
- Account number
- Type of account (checking or savings)

Truck Driver Training Courses

Veterans who wish to use education benefits for the truck driver training program should contact

Mary Beth McCollum, Transportation Course Manager, at 301-934-7870.

G.I. Bill Chapters

Chapter 30 – Montgomery GI Bill

Eligibility Requirements:

- Became a member of the U.S. Armed Forces after June 30, 1985.
- Contributed the full required amount (\$100/month for the first twelve months of service).
- Served a minimum of two years continuous active duty.
- Received an honorable discharge.
- Received a high school diploma, GED, or completed twelve semester hours leading to a college degree prior to completing the initial obligated period of active duty.
- Fully completed your initial obligated period of active duty.

(See Summary of Educational Benefits, DVA pamphlet #22-90-2 for more detailed requirements.)

Chapter 34

Generally, payments of education benefits under Chapter 34 ended on December 31, 1989. Chapter 34 benefits were provided to those persons who entered active duty between January 31, 1955 and December 31, 1976. Under certain conditions benefits formerly payable under Chapter 34 are now payable under Chapter 30.

Eligibility Requirements:

- Had basic Chapter 34 eligibility and served on active duty after July 1, 1985.
- Had eligibility for Chapter 34 benefits on December 31, 1989 and have remaining Chapter 34 entitlement.
- Had active duty service sometime during the period beginning on October 19, 1984 and ending on July 1, 1985 and continued active duty without a break.
- Served continuously on active duty for at least three years after July 1, 1985 or served two years of continuous active duty followed by four years in the Selected Reserve.
- Received an honorable discharge.
- Received a high school diploma or GED certificate prior to December 31, 1989.

(See Summary of Educational Benefits, DVA pamphlet #22-90-2 for more detailed requirements.)

Chapter 31 – Vocational Rehabilitation

Eligibility Requirements:

- Received a DVA service-connected disability rating of 20% or greater.
- Discharged under conditions other than dishonorable. (Contact DVA regional office for more detailed requirements.)

Chapter 32 – VEAP

Eligibility Requirements:

- Entered active duty after December 31, 1976 and before July 1, 1985.
- Contributed money to VEAP.
- Served on active duty for a continuous period of 181 days or more.
- Discharged or released from service under conditions other than dishonorable.

(See Summary of Educational Benefits, DVA pamphlet #22-79-1 for more detailed requirements.)

Chapter 35 – Survivors and Dependents Educational Assistance

Eligibility Requirements:

Spouses and dependent children (ages 18 to 26 years) of deceased or 100% disabled veterans are eligible for VA educational assistance provided the veteran's death or disability was service connected. (See Summary of Educational Benefits, DVA pamphlet #22-73-3 for more detailed requirements.)

Chapter 1606 – Montgomery GI Bill (Selected Reserve)

Eligibility Requirements:

To be eligible under Chapter 1606 you must have enlisted, re-enlisted, or extended an enlistment in the Selected Reserve or National Guard after July 1, 1985 so that you had an obligation to serve for a period of not less than 6 years following your enlistment. In addition, you must have completed the requirements for a high school diploma or GED

certificate prior to the enlistment establishing Chapter 1606 benefits. You must also complete your Initial Active Duty Training (IADT) and be participating in required training in your Reserve-Guard unit. (See Summary of Educational Benefits, DVA pamphlet #22-90-3 for more detailed requirements.)

days. National Guard members are also eligible if their active duty is under section 502 (f), title 32 U.S.C. and they serve for 90 consecutive days when authorized by the President or Secretary of Defense for a national emergency and is supported by federal funds.

Chapter 1607 – Montgomery GI Bill

(Reserve Education Assistance Program (REAP))

Eligibility Requirements:

Must be a member of reserve component who serves on active duty on or after September 11, 2001 under 10 U.S. Code for a contingency operation and who serves at least 90 or more consecutive

Post 9/11 GI Bill

The Post 9/11 GI Bill is a new benefit providing educational assistance to individuals who served on active duty on or after September 11, 2001. Benefits will be payable for training pursued on or after August 1, 2009. For more information visit

www.gibill.va.gov

Training Time

The credit loads below are for a standard semester. Summer sessions and short courses may have different load requirements.

- Full Time = 12 or more credits
- Three Quarter Time = 9 to 11 credits
- Half Time = 6 to 8 credits
- Less than Half Time, More than One Fourth Time = 4 to 5 credits

Basic Monthly Rates

Chapter 30 & Chapter 1607 Rates Effective August 1, 2008
Chapter 1606 & Chapter 35 Rates Effective October 1, 2007

Chapter 30 - Category I

	BASIC RATE 1 (less than 3 yrs)	BASIC RATE 2 (3 yrs +)
Full Time	\$1073.00	\$1321.00
3/4 Time	\$804.75	\$990.75
1/2 Time	\$536.50	\$660.50
Less than 1/2 Time	Tuition & Fees up to \$536.50	Tuition & Fees up to \$660.50
1/4 Time	Tuition & Fees up to \$ 268.25	Tuition & Fees up to 330.25

Chapter 30 - Category II (Remaining entitlement under Ch. 34)

	No Dependents	One Dependent	Two Dependents	Each Additional Dependent
Full Time	\$1509.00	\$1545.00	\$1576.00	\$16.00
3/4 Time	\$1132.25	\$1158.75	\$1182.25	\$12.00
1/2 Time	\$754.60	\$772.50	\$788.00	\$8.50
1/4 time	Tuition & Fees not to exceed \$754.60			
Less than 1/4 Time	Tuition & Fees not to exceed \$377.25			

Chapter 30 - Category III

Use the highest rate in the Category I rate table (Basic Rate 2)

Chapter 1606**TRAINING TIME****BASIC MONTHLY RATE**

Full Time	\$317.00
3/4 Time	\$237.00
1/2 Time	\$157.00
1/4 Time	\$79.25

Chapter 35**TRAINING TIME****BASIC MONTHLY RATE**

Full Time	\$881.00
3/4 Time	\$661.00
1/2 Time	\$439.00
Less than 1/2 Time	Tuition & Fees up to \$439.00
1/4 Time	Tuition & Fees up to \$220.25

Chapter 1607**TRAINING TIME****Service of 90 days
less than 1 year****Service of 1 year +****Service of 2 years +**

Full Time	\$528.40	\$792.60	\$1056.80
3/4 Time	\$396.30	\$594.45	\$792.60
1/2 Time	\$264.20	\$396.30	\$528.40
Less than 1/2 Time	\$264.20**	\$396.30**	\$528.40**
1/4 Time or less	\$132.10**	\$198.15**	\$264.20**

** Tuition and Fees ONLY. Payment cannot exceed the listed amount.

Chapter 31 Subsistence Allowance Effective Date October 1, 2007

(Living Allowance Paid in Addition to Tuition, Fees, and Books)

	No Dependents	One Dependent	Two Dependents	Each Additional Dependent
Full Time	\$520.74	\$645.94	\$761.18	\$55.49
3/4 Time	\$391.27	\$485.15	\$569.09	\$42.67
1/2 Time	\$261.81	\$324.38	\$381.30	\$27.7828.47

Important Contacts**Department of Veterans Affairs:**

1-888-GI BILL 1

www.gibill.va.gov

Web Automated Verification of Enrollment

(WAVE): www.gibill.va.gov/wave

E-mail: buffrpo@vba.va.gov

CSM School Certifying Officials:

Natalie Transue: natalien@csmd.edu

Carol Harrison: carolh@csmd.edu

Registrar's Office: 301-934-7588

Fax: 301-934-7698

www.csmd.edu/current/veterans

Military Transcript Information**Air Force:**

<http://www.maxwell.af.mil/au/ccaf/transcripts.asp>

Email: registrar.ccaf@maxwell.af.mil

Navy/Marine Corps

<https://www.navycollege.navy.mil/transcript.html>

Email: smart@ace.nche.edu

Army:

<http://aarts.army.mil>

Email: aarts@ace.nche.edu

Coast Guard

http://www.uscg.mil/hq/cgi/ve/official_transcript.asp