



Guide to Veterans Educational Benefits



**College of Southern Maryland
8730 Mitchell Rd.
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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 FOR ANY VA CHAPTERS UNLESS SPECIFICALLY NOTED AND ALL OF THE REQUIRED PAPERWORK HAS BEEN SUBMITTED TO OUR OFFICE.** 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 on CSM's web site. ([Admission's Office](#))

_____ Have prior training evaluated for credit. ([Official transcripts from all institutions attended must be sent to the Admission Office for evaluation](#))

_____ Take placement tests if needed. ([Student Success Center](#))

_____ Select a program of study. ([Advisement & Career Services Office](#))

_____ Complete appropriate VA forms. (See Registrar's Office, VA Coordinator, VA Advisor or go to CSM's web site—www.csmd.edu/current/Veterans for the appropriate Chapter-specific processes and forms).

_____ Register for courses that apply to your program of study. The VA will ONLY pay for courses that are specifically required for your program of study at CSM. ([My.CSMD](#))

_____ Pay semester bill. ([My.CSMD](#), Bursar's Office for [FACTS Tuition Payment Plan](#) and/or [Financial Assistance Office](#))

_____ Complete [CSM Veterans Educational Benefits Request form](#).
This MUST be completed each semester. (Registrar's Office, download/online form from www.csmd.edu/current/Veterans/)

_____ Notify Registrar's Office or the CSM Veterans Affairs Team of schedule changes/ program changes via email at veteransbenefits@csmd.edu.

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 the Admission's 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 or 22-5495 (if CH. 35)).

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. This is only available for veterans under Chapter 30, Chapter 35 and Chapter 1606. Students must be enrolled at a half-time rate or more to be eligible. Students would 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 UNLESS SPECIFICALLY NOTED.**

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.

Students receiving advance payment checks must personally come to the La Plata Campus to sign for and to pick up their checks.

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.

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.)

VRAP/WOW

Eligibility Requirements:

- Unemployed
 - At least 35 but no more than 60 years old
 - Have an other than dishonorable discharge
- Not eligible for any other VA education benefit programs (e.g., the Post-9/11 GI Bill, Montgomery GI Bill, Vocational Rehabilitation and Employment)
- Not in receipt of VA compensation due to Individual Unemployability (IU)
 - Not enrolled in a federal or state job training program

Programs must meet the following criteria to qualify for VRAP benefits: Be offered by a community college or technical school. Lead to an Associates Degree or Certificate and Train the Veteran for a high demand occupation.

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. The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. A book stipend is also available under this benefit. To view payment information, please visit the VA's web site www.gibill.va.gov.

Transfer of Post-9/11 GI-Bill Benefits to Dependents (TEB)

The transferability option under the Post-9/11 GI Bill allows Service members to transfer unused benefits to their spouses or dependent children. The Department of Defense determines whether or not you can transfer benefits to your family members. Please visit www.gibill.va.gov for more info.

Chapter 1606 – (Selected Reserve)

Eligibility Requirements:

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. You must have also 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.)

Chapter 1607

(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 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.

For more information benefits 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 October 1, 2012

Chapter 1606 & Chapter 35 Rates Effective October 1, 2012

Chapter 30 - Category I

	BASIC RATE 1 (less than 3 yrs)	BASIC RATE 2 (3 yrs +)
Full Time	\$1270.00	\$1564.00
3/4 Time	\$952.50	\$1173.00
1/2 Time	\$635.00	\$782.00
Less than 1/2 Time	Tuition & Fees up to \$635.00	Tuition & Fees up to \$782.00
1/4 Time	Tuition & Fees up to \$ 317.50	Tuition & Fees up to 391.00

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

	No Dependents	One Dependent	Two Dependents	Each Additional Dependent
Full Time	\$1752.00	\$1788.00	\$1819.00	\$16.00
3/4 Time	\$1341.50	\$1341.00	\$1364.50	\$12.00
1/2 Time	\$876.00	\$890.00	\$909.50	\$8.50
1/4 time	Tuition & Fees not to exceed \$876.00			
Less than 1/4 Time	Tuition & Fees not to exceed \$438.00			

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	\$356.00
3/4 Time	\$266.00
1/2 Time	\$176.00
1/4 Time	\$89.00

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

Full Time	\$987.00
3/4 Time	\$740.00
1/2 Time	\$491.00
Less than 1/2 Time	Tuition & Fees up to \$491.00
1/4 Time	Tuition & Fees up to \$246.75

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

Full Time	\$625.60	\$983.40	\$1251.20
3/4 Time	\$469.20	\$703.80	\$983.40
1/2 Time	\$312.80	\$469.20	\$625.60
Less than 1/2 Time	\$312.80**	\$469.20**	\$625.60**
1/4 Time or less	\$156.40**	\$234.60**	\$312.80**

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

Chapter 31 Subsistence Allowance Effective Date October 1, 2011

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

	No Dependents	One Dependent	Two Dependents	Each Additional Dependent
Full Time	\$566.97	\$703.28	\$828.76	\$60.41
3/4 Time	\$426.01	\$528.23	\$619.62	\$46.45
1/2 Time	\$285.05	\$353.17	\$415.14	\$31.00

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:

veteransbenefits@csmd.edu

Registrar's Office: 301-934-7588

Fax: 301-934-7698

www.csmd.edu/current/veterans

Military Transcript Information**Air Force:**

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

Email: registrar.ccaf@maxwell.af.mil

Navy/Marine Corps

<https://smart.navy.mil/smart/welcome.do>

Email: smart@ace.nche.edu

Army:

<http://aarts.army.mil>

Email: aarts@ace.nche.edu

Coast Guard

[http://www.uscg.mil/hq/cgi/active_duty/
go_to_college/official_transcript.asp](http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp)