



## Submission Guidelines for VA Education Benefits

### INCOMPLETE DOCUMENTS WILL BE DECLINED

SAC students using VA Education benefits should follow the guidelines below:

- Request COE from VA by applying here: <https://www.va.gov/education/how-to-apply/>
- Register for classes required for your degree
  - (developmental classes taken online(canvas) cannot be certified for VA education benefits)
- Submit Request for Certification via the link provided
  - Complete all forms that are required per the table found below.
  - Attach all required documents
- **Pay Your Balance BEFORE THE PAYMENT DEADLINE if your benefit does not cover 100%**
  - Use deferment form if you are unable to pay your outstanding balance
  - Use this link for instructions to view and pay your account.

<https://www.alamo.edu/academics/academic-resources/academic-calendar/>

**\*\*Please note: Unpaid tuition and fee balance may result in all courses being dropped.  
Making partial payments will not secure your classes.  
You must pay in full, sign up for a payment or submit deferment.**

- Being Billed for Out of State tuition and using VA benefits
  - Submit Military Verification Form with supporting documents
  - Must reside in state to get full tuition waiver

Post 9/11 GI Bill (CH 33) Instructions for Submission	
Required Forms	Required Supporting Documents
<ol style="list-style-type: none"><li>1. Request for Certification</li><li>2. Student Responsibilities</li><li>3. Deferment (If needed for 3peat etc)</li></ol>	<ol style="list-style-type: none"><li>1. Copy of DD-214 -Member 4 copy or other full page – (not required for TOE)</li><li>2. Certificate of Eligibility – dated within 12 months (<i>va.gov print-out will suffice</i>)</li><li>3. Copy of Photo ID</li></ol>



The proponent department is the College Veterans Affairs Office

<b>AUTHORITY:</b>	San Antonio College Catalog
<b>PRINCIPAL PURPOSE:</b>	Request by a student to receive certification enrollment for veteran benefits.
<b>ROUTINE USES:</b>	Used to evaluate and determine certification for Federal and State veteran benefits.
<b>DISCLOSURE:</b>	Voluntary. Failure to furnish information may result in denial of certification.

1. STUDENT ID	2. HOME COLLEGE <input type="checkbox"/> PARENT LETTER <input type="checkbox"/> NLC <input type="checkbox"/> NVC <input type="checkbox"/> PAC <input type="checkbox"/> SPC <input type="checkbox"/> SAC		3. DATE OF REQUEST
4. STUDENT NAME (LAST, FIRST, MI)	5. ACES EMAIL  @student.alamo.edu		6. DATE OF BIRTH
7. PRIMARY STREET ADDRESS	8. CITY	9. STATE	10. ZIP
11. PRIMARY PHONE	12. EMERGENCY CONTACT PHONE		13. CHANGE OF ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO
14. SOCIAL SECURITY NUMBER	15. DEGREE <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input type="checkbox"/> AAT <input type="checkbox"/> CERTIFICATE		16. DEGREE/AREA OF STUDY

**\*\* IMPORTANT NOTE\*\* Students must enroll for the certification process to begin. Courses listed for payment must be part of your current degree program. Students must notify the College Veterans Affairs (VA) office of any changes to enrollment status (Add/Drop/Withdraw), failure to do so may result in over-payments and/or debts to the college or Federal VA, which the student assumes FULL responsibility. Internet Developmental Courses and 3-Peat fees do not qualify for certification for payment of VA education benefits. Certification may take up to 6 weeks to process. \*\*\***

17. MILITARY STATUS (PLEASE SELECT ONE)

☐ VETERAN    ☐ FAMILY MEMBER-SPOUSE    ☐ FAMILY MEMBER-CHILD    ☐ Active Duty

18. LIST EVERY UNIVERSITY/COLLEGE YOU HAVE ATTENDED AS A STUDENT (MUST SUBMIT ALL OFFICIAL TRANSCRIPTS)  
(ONLY COMPLETE WHEN THIS IS YOUR FIRST TIME BEING CERTIFIED AT THIS COLLEGE)

19. YEAR REQUESTED	20. SEMESTER REQUESTED <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER
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21. LIST THE COURSE(S) REQUESTED TO BE CERTIFIED FOR VA BENEFITS AND HAZLEWOOD EXEMPTIONS

CREDIT HOURS	COURSE NAME(S) & COURSE NUMBER(S) i.e. HIST-1301, ENGL-2332...	SEMESTER TYPE i.e. 16 Week, Flex 1...	COLLEGE i.e. NLC, NVC ...	LOCATION OF CLASS (OFFICIAL USE ONLY)
	Total Hours			

# VA ENROLLMENT CERTIFICATION REQUEST

The proponent department is the College Veterans Affairs Office

22. STUDENT ID

23. STUDENT NAME (LAST, FIRST, MI)

24. REQUESTED BENEFIT(S) (PLEASE SELECT ALL THAT APPLY)

☐ CH 30 MONTGOMERY GI BILL

☐ HAZLEWOOD LEGACY, 800027%

☐ CH 31 Rehab (S901112229)(F901376553) PO# \_\_\_\_\_

☐ HAZLEWOOD ORPH DEP, 800037%

☐ CH 33 POST 9/11 (S901112219)(F901376552) \_\_\_\_\_%

☐ HAZLEWOOD SPOUSE, 800047%

☐ CH 35 DEPENDENT: CLAIM # \_\_\_\_\_

☐ HAZLEWOOD (VET/DEP), 800057%

☐ CH 1606 RESERVE/NATIONAL GUARD

\_\_\_\_\_% \_\_\_\_\_ CREDIT HOURS FOR HAZLEWOOD

\_\_\_\_\_% CREDIT HOURS FOR VA BENEFIT

Comments:

25. REQUEST FOR TUITION AND FEE DEFERMENT (9IPV Veteran): ☐ NO

Texas Education Code §56.0065

☐ YES, I have read and agree to the terms of form TVC-ED-6.

## FOR OFFICIAL VA OFFICE USE ONLY

VA Approval \_\_\_\_\_ Comments: \_\_\_\_\_

### CHAPTER 33 TERMS:

1. The student enrolls at the Alamo Colleges District.
2. The student applies for the Certification of Eligibility through the college Veterans Affairs Office.
3. Alamo Colleges District is responsible to refund the Federal VA in the case where a student fails to attend on class day. If the student attends at least one day of class and a refund is processed it is the student's responsibility to refund the Federal VA.

### CONDITIONS:

1. In the event that the student is not eligible for the maximum eligibility, the College must receive a payment within 30 days, as described in the terms above. It is the student's responsibility to make payment within the appropriate dates without regards for the College billing procedures or postal delays.
2. In termination of enrollment for any reason, the unpaid balance of tuition and fees is due and payable immediately.
3. The return of a non-sufficient check does not constitute a drop. If a check is returned by the maker's bank unpaid, the maker is responsible for the unpaid balance, plus the return check charge, which is due immediately.
4. Any unpaid balance is sent to a collection agency. The fee charged by the collection agency is added to the student's account. The college's failure to enforce all terms and conditions stated herein shall not constitute a waiver of the underlying obligations agreed to by the student.
5. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for class until full payment is made.

### IT IS HEREBY AGREED THAT:

I acknowledge and accept responsibility for all debts plus any collection fees owed to the Alamo Colleges District under the terms and conditions stated herein, and agree that:

1. I will notify Admissions and Records of any change in my mailing address;
2. I will not be allowed to register for any succeeding academic period unless all debts to the College have been paid; and
3. I will not be allowed to receive an official transcript of any work completed at the Alamo Colleges District unless all debts to the College have been paid.

**WITH MY SIGNATURE BELOW, I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS**

26. STUDENT SIGNATURE

27. DATE

## FOR OFFICIAL VA OFFICE USE ONLY

28. RECEIVED BY

29. DATE



# Tuition Deferment Request for Eligible Texas Veterans and Their Families

Pursuant to Tex. Ed. Code §56.0065 (H.B. 846, 85th(R), effective Sept. 1, 2017)

TVC-ED-6  
Eff. Sept. 2017  
Page 1 of 2

**\*Submit to the institution of higher education you are attending, not the Texas Veterans Commission\***

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

For (Term) \_\_\_\_\_ (Year) \_\_\_\_\_ at (Institution) \_\_\_\_\_

**Purpose:** The purpose of this form is to “prescribe a standard deferment request form... [for] a student eligible for state or federal military related student financial assistance programs for military veterans or their family members... to defer payment of tuition and fees if the receipt of military related financial assistance awarded to the student is delayed by less than 60 days” (H.B. 846, 85th(R)). This form will be used by all institutions of higher education and private institution of higher education (IHE) in Texas.

## Category of State or Federal Veterans’ Education Benefit or Assistance Using (Check All That Apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Montgomery GI Bill (Ch 30)                       | <input type="checkbox"/> Montgomery GI Bill-Selected Reserve (Ch 1606)    |
| <input type="checkbox"/> Vocational Rehabilitation (Ch 31)                | <input type="checkbox"/> Reserve Educational Assistance Program (Ch 1607) |
| <input type="checkbox"/> Post-9/11 GI Bill (Ch 33)                        | <input type="checkbox"/> Fry Scholarship                                  |
| <input type="checkbox"/> Dependents’ Educational Assistance (DEA) (Ch 35) | <input type="checkbox"/> Tuition Assistance                               |
| <input type="checkbox"/> Hazlewood Act                                    | <input type="checkbox"/> Child of POW/MIA                                 |
| <input type="checkbox"/> Non-Resident Waiver                              | <input type="checkbox"/> Other: _____                                     |

**Background:** Provide an explanation that describes why you need a tuition and fee deferment. Include any information on any attempts you have made to rectify the situation. This will allow IHE representatives to better assist you with your application to use Department of Veterans Affairs (VA) or State of Texas military related financial assistance. Attach additional sheets if necessary.

**\*Submit to the institution of higher education you are attending, not the Texas Veterans Commission\***



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In requesting a deferment of payment of tuition and fees, my initials preceding the statements below certify my understanding of each item.

X\_\_\_\_\_ I have verified my remaining entitlement of one or more of the veterans' benefits or assistance programs checked on Page 1. I believe my eligibility and anticipated funding to be sufficient to cover the tuition and fees for this term;

X\_\_\_\_\_ I understand that this deferment does not pay my tuition and fees, but it allows me an extension of time up to 60 days from the first day of the semester or term to pay tuition and fees in full;

X\_\_\_\_\_ I have formally requested an enrollment certification through my IHE VA Certifying Office and/or other applicable office for processing tuition exemptions and waivers and expect to receive the applicable benefit for the current term;

X\_\_\_\_\_ I understand that if I do not receive the education benefit checked above that I am still required to pay all tuition and fees to the IHE I am attending and withdrawal after the first day of classes does not eliminate this obligation;

X\_\_\_\_\_ I understand that the tuition and fees being deferred are subject to my IHE's late and refund policies if not received by the 60th day from the first day of the semester or term;

X\_\_\_\_\_ I understand that all academic records and enrollment registration may be held if all financial obligations to the college are not settled in a timely manner;

X\_\_\_\_\_ I understand that my tuition and fees must be paid in full no later than 60 days from the first day of class of the semester or term before I will be allowed to register for classes for subsequent terms;

X\_\_\_\_\_ I understand that my eligibility for tuition and fee deferments under Tex. Ed. Code §56.0065 may terminate if I do not follow applicable rules and regulations or otherwise fail to act in good faith and to the best of my ability with timely and reasonable payment(s) of tuition and fees.

I certify that all of the above information on all pages is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_ Date \_\_\_\_\_

**\*Submit to the institution of higher education you are attending, not the Texas Veterans Commission\***



## **Academics**

\_\_\_\_\_ Due to FERPA laws, academic and VA benefit advising will not be conducted at the SAC VA in-take desk or lobby area. If needed, I must request to meet with my Certified Academic Advisor or the Vet Success On Campus Counselor (VSOC).

\_\_\_\_\_ I am required to disclose all prior college course credits to SAC VA and submit all transcripts from all colleges, universities and military to SAC Admissions and Records prior to my first term at SAC.

\_\_\_\_\_ I will register for courses independently and ensure they are required on my signed and authorized academic advising guide in the SAC VA office.

\_\_\_\_\_ If my department needs to change any courses on my advising guide, I need to obtain a course substitution letter signed by my academic department and submit it to the SAC-VA office.

\_\_\_\_\_ I AM RESPONSIBLE FOR TRACKING MY COURSE ENROLLMENT. Therefore, I will visit the SAC-VA office every term after registering, dropping, adding or when any changes are made to my courses as this may directly affect my benefit reimbursement.

\_\_\_\_\_ I should complete a current FAFSA for each academic year, despite my known or unknown status for financial aid. To complete the FAFSA, use the webpage: [www.fafsa.edu.gov](http://www.fafsa.edu.gov)

## **Certification**

\_\_\_\_\_ I must obtain and provide the necessary documents to the SAC-VA office for each term that I wish to certify courses. My certification may be delayed if all necessary documents are not on file. If needed, additional documentation may be requested at a later date by the SAC-VA Office or Dept. of Veterans Affairs.

\_\_\_\_\_ Documents submitted to the SAC-VA office will be processed on a first come first serve basis and depends on final approval by the VA regional office.

\_\_\_\_\_ My requested credit hours for certification may be changed based on various factors (i.e. courses taken on-line, retaking courses that satisfy graduation requirements, three-peats, remedial courses without test placement scores, remedial courses taken on-line, change of major, grade point average etc.).

\_\_\_\_\_ I assume full responsibility to reimburse funds to SAC or the VA if an overpayment occurs as a result of any changes from my original certification.

\_\_\_\_\_ I am responsible for making a payment or setting up a payment plan to the SAC Bursar office if my VA education benefit does not pay for tuition or it is a payment deadline.

\_\_\_\_\_ For questions regarding the status of my benefits after my SAC-VA certification, I will contact the Dept. of Veterans Affairs Regional Office in Muskogee by calling 1 (888) 442-4551.

\_\_\_\_\_ While attending San Antonio College this form will serve as a reminder that I will be responsible for the above requirements and responsibilities as long as I am enrolled and attending at any given semester.

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STUDENT SIGNATURE

DATE

BANNER I.D.

*\*By initialing and signing, I am responsible for the above student responsibility statements.*