



Information for Students Receiving VA Educational Benefits

Each student is responsible for submitting the **Request for Certification of Enrollment** to the HGTC VA Coordinator, **every semester**, after finalizing your class schedule. Ideally the form is submitted **at least 6 weeks before classes begin** so both the college and VA have time to process your request. The form is found on the Financial Aid forms page on your student portal. Once it has been processed by HGTC, you'll receive a confirmation email.

Please keep the VA Coordinator informed of ANY changes in your classes, **such as withdrawals, added classes, etc.** This can be communicated through email or a new Request for Certification form.

IMPORTANT: Failure to submit the form on time every semester, or inform us of changes in a timely manner, can cause interruption or delay to your VA educational benefit payments. It may also cause a debt to VA which you will be responsible to pay.

Fulltime enrollment for Fall and Spring is generally 12 credit hours. For summer 9 credit hours (of the full summer term) is considered fulltime. If you are taking courses that have different start or end dates from the full-term, your payments will be affected. Please contact the coordinator with questions.

Post 9/11 (Chapter 33) students, (and Chapter 31 students paid at Post 9/11 rates):

You will be paid the full monthly allowance if enrolled fulltime and if you have at least one course in the classroom. If enrolled in ALL online classes, your monthly allowance will be reduced to about 60% the in-class rate. (Hybrid courses are considered in person. Synchronous classes are online).

Chapter 30, 35, and 1606 – Taking care of Tuition. Because VA pays you directly (and not the school), you are responsible to set up financial aid or a payment plan for tuition before the payment deadline. (If using the Tuition Waiver, a form must be signed in Student Accounts EVERY semester before the deadline).

Classes not in your major: Per VA requirements, only classes listed in HGTC's course catalog as required courses, prerequisite, or electives for your major can be certified. In some cases, your advisor or professor can make a course substitution by submitting a petition to the Registrar's office, through Degreeworks. If approved by the Registrar, we can submit it to VA.

Please contact the VA Coordinator in any of the following ways:

- Visit the VA Coordinator's office (Financial aid office, Conway)
- Call 843-349-7549 or E-mail windi.burgess@hgtc.edu
- Your **Request for Certification of Enrollment** form can be submitted to the financial aid office on any campus, faxed to 843-347-2962, or submitted electronically through the Financial Aid forms page on your student portal.

Chapter 30, 33, and 1606 students, and also Chapter 35 students enrolled in a certificate or diploma program, must verify their attendance to the VA on the last business day of each month by calling 888-442-4551 or going to www.gibill.va.gov/wave. You may also receive a text from VA to opt-in for the Text Verification process.

The VA Coordinator does NOT have access to the VA's pay records. For any information about payment of your VA Educational Benefits, contact VA toll-free at 1-888-442-4551. (Be prepared to provide your VA file number or SSN).

To Apply for VA Education benefits:

Go to www.va.gov, under Education, click on Apply for Education benefits.

To Apply for Financial aid: www.fafsa.gov (our school code is 004925)

Students using VA benefits may also be eligible for Federal or State financial aid.

To get your military transcripts:

Go to <https://jst.doded.mil>

Request the transcript be sent to transcripts@hgtc.edu

For Air Force transcripts

<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

SC National Guard CAP (College Assistance Program)

If you are a member of the SC National Guard, you can apply for CAP during a short window in the summer – from 01-Jun to 01-Aug at the following website:

<https://www.scguard.ng.mil/Resources/Education-Office/>

(CAP is near the bottom of the page).

For CAP, we also require a FAFSA to be on file for the academic year. To apply, please go to www.fafsa.gov

SC Tuition Assistance for Certain Veteran's Children

Some students using Chapter 35 and whose sponsoring veteran parent is a SC resident may be eligible for the SC tuition waiver. Go to the link below to see requirements and to apply. (Once the letter of approval is received, you'll need to sign a form with Student Accounts EVERY semester to activate the waiver for that term).

<https://scdva.sc.gov/education>