



## 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. Once we've processed it, you'll receive an email through Wavenet.

Please keep the VA Coordinator informed of ANY changes in your classes, **such as withdrawals, added classes, changed or substituted classes, a change of major, or completion of any degree, diploma or certificate program**. The change can be communicated through email or with 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 almost by half. (Hybrid courses are evaluated individually and are often considered online by the VA).

If you are receiving **Pell Grant or Student Loans**, please note that these will not be released in full until the VA tuition payment arrives (usually about 8 weeks into class).

**Chapter 30, 35, 1606 and 1607 – Taking care of Tuition.** Because VA pays you directly (and not the school), you are responsible to set up 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 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](mailto: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 emailed to the address above.

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).

**Chapter 30, 1606, and 1607 students must certify their attendance to the VA on the last business day of each month by calling 877-823-2378 or going to [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave).**