Florida Gulf Coast University

Office of Records & Registration

Official Handbook for Veterans and Veteran Dependents

Florida Gulf Coast University
10501 FGCU Blvd. South
Fort Myers, FL 33965
(239) 590-1000
<table>
<thead>
<tr>
<th>Chapter Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Points to Remember</td>
<td>2</td>
</tr>
<tr>
<td>ACE Accreditation</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Excellence Law</td>
<td>3</td>
</tr>
<tr>
<td>The Harry W. Colmery Veterans Educational Assistance Act</td>
<td>3</td>
</tr>
<tr>
<td>Chapter 30 – Montgomery GI Bill Active Duty (MGIB-AD)</td>
<td>5</td>
</tr>
<tr>
<td>Chapter 32 – Veterans’ Educational Assistance Program (VEAP)</td>
<td>7</td>
</tr>
<tr>
<td>Chapter 31 – Vocational Rehabilitation</td>
<td>8</td>
</tr>
<tr>
<td>Chapter 33 – Post 9/11 GI Bill</td>
<td>9</td>
</tr>
<tr>
<td>Chapter 35 – Survivors’ and Dependents’ Educational Assistance</td>
<td>16</td>
</tr>
<tr>
<td>Chapter 1606 – Reservist/Guard Benefit</td>
<td>17</td>
</tr>
<tr>
<td>Chapter 1607 – Reserve Educational Assistance Program (REAP)</td>
<td>19</td>
</tr>
<tr>
<td>Licensing and Certification Test Reimbursement</td>
<td>20</td>
</tr>
<tr>
<td>Additional Financial Assistance</td>
<td>21</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>22</td>
</tr>
<tr>
<td>VA Work-Study</td>
<td>22</td>
</tr>
<tr>
<td>Initial Check for First Time Applicants</td>
<td>23</td>
</tr>
<tr>
<td>Certifying Enrollment</td>
<td>24</td>
</tr>
<tr>
<td>Transient Studies</td>
<td>26</td>
</tr>
<tr>
<td>Advising</td>
<td>26</td>
</tr>
<tr>
<td>Mitigating Circumstances</td>
<td>26</td>
</tr>
<tr>
<td>Payments</td>
<td>27</td>
</tr>
<tr>
<td>WAVE</td>
<td>28</td>
</tr>
<tr>
<td>Rights and Responsibilities of Student</td>
<td>30</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>31</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>32</td>
</tr>
<tr>
<td>VA Regional Processing Offices</td>
<td>34</td>
</tr>
<tr>
<td>Important Resources</td>
<td>36</td>
</tr>
</tbody>
</table>
Introduction

Welcome to Florida Gulf Coast University. Veterans’ Educational Benefits are designed to provide eligible individuals with opportunities for opportunity and career growth. These Educational Benefits are some of the most valuable benefits afforded to veterans and qualifying dependents and should be used wisely. Veterans have earned the right to use their educational benefits and we at FGCU are both pleased and honored to assist you in utilizing them to your best advantage. We welcome you to our campus and wish you every success in your educational endeavor.

The purpose of this handbook is to assist you in using your VA Educational Benefits at Florida Gulf Coast University in your understanding and utilization of school and VA policy and procedure. You are encouraged to read and refer to this booklet often. Doing so will help you to minimize misunderstanding the school and VA policy and procedures.

The FGCU VA Certifying Official and other staff who may assist you are not employed by the Department of Veterans Affairs (DVA). Our responsibility is to interpret, explain, and administer VA regulations surrounding the various VA Educational Benefits Programs as they apply to you while pursuing your degree at Florida Gulf Coast University.

Points to Remember

The veteran’s responsibility is to use the university as an information resource. The University Catalog, your advisor, Veteran Handbook, etc. are all available to assist you. These resources will give you enough information to help you select your major and enroll in the appropriate classes to earn the desired degree and at the same time maintain VA benefits. This handbook is a guide for you to maintain these educational benefits. Please use the Veterans’ Affairs website as a valuable and convenient information resource: https://www.benefits.va.gov/gibill/

ADDITIONAL POINTS TO REMEMBER:

- You, as a student, are under obligation to both DVA and FGCU regulations, policies, and procedures.
- Due to regulations imposed by the US Congress on the Department of Veterans’ Affairs and State Approving Authority, those who use VA Educational Benefits do not always have the same level of freedom afforded to non-benefit students in working through their educational programs.
- By law, no certification will be sent to the VA Regional Office for any course until all of FGCU’s admissions requirements have been met. Please make sure to contact FGCU’s Office of Undergraduate Admissions or Graduate Admissions for further assistance and information on the requirements needed to be met.
- Non-degree seeking students are not eligible for VA Educational Benefits unless they are pursuing a Teacher’s Certification.
- Under no circumstances will the DVA pay for a course taken on an audit basis.
- It is the responsibility of the GI Bill recipient to notify the FGCU VA School Certifying Official of enrollment, changes of enrollment, change in program, and change of address to avoid a delay in VA payment or an overpayment.
ACE Accreditation

ACE provides quality assurance and policy guidance to the Army, Navy, and Marine Corps for military transcripts. More than 2,300 colleges and universities recognize these transcripts as official documentation of military training and experiences and applicable ACE credit recommendations.

Statute 1004.96: College Credit for Military Training and Educational Courses
The Board of Governors shall adopt regulations and the State Board of Education shall adopt rules that enable eligible members of the United States Armed Forces to earn academic college credit at public postsecondary educational institutions for college-level training and education acquired in the military. The regulations and rules shall include procedures for credential evaluation and the award of academic college credit, including, but not limited to, equivalency and alignment of military coursework with appropriate college courses, course descriptions, type, and amount of college credit that may be awarded, and transfer of credit.

ACE Military Guide:
https://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx

FL Statute 1004.096:
http://www.flsenate.gov/Laws/Statutes/2012/1004.096

Principles of Excellence Law

The Principles should ensure that these educational institutions provide meaningful information to service members, veterans, spouses, and other family members about the financial cost and quality of educational institutions to assist those prospective students in making choices about how to use their federal educational benefits; prevent abusive and deceptive recruiting practices that target the recipients of federal military and veterans educational benefits; and ensure that educational institutions provide high-quality academic and student support services to active-duty service members, reservists, members of the National Guard, veterans, and military families.

Principles of Excellence Executive Order:

The Harry W. Colmery Veterans Educational Assistance Act

The Harry W. Colmery Veterans Education Assistance Act brings significant changes to Veterans’ education benefits over the next few years. These changes are meant to enhance or expand the education benefits for Veterans, service members, families, and survivors.
Changes

Currently Effective:

- Assistance for Students Affected by School Closures and Certain Degree Program Disapprovals
- Elimination of 15-year Time Limit to Use Post-9/11 GI Bill
- Ability to use Independent Study at Technical Schools and Non-Institutions of Higher Learning
- Priority Enrollment
- REAP Eligibility Credited Toward Post-9/11 Bill Program
- Work Study Expansion
- GI Bill Monthly Housing Allowance
- Changes to Licensing and Certification Charges
- Changes to Survivors’ and Dependents’ Educational Assistance
- Changes to Transfer of Benefit
- Informing Schools about Beneficiary Entitlement
- Monthly Housing Allowance During Active Duty Service (Including Reserve Components performing Active Duty Service)
- Monthly Housing Based on Campus Where Student Attends Most Classes
- Pilot Programs for the Technology Courses
- Purple Heart Receipts will now be entitled to Post-9/11 benefits at the 100% level for up to 36 months
- Reserve Component Benefits
- Reserve Duty That Counts Toward 9/11 Eligibility
- Yellow Ribbon Extension to Fry and Purple Heart Recipients
- More Benefits for Science, Technology, Engineering, and Math Programs

Effective August 1, 2020

- Consolidation of Benefit Levels

Effective August 1, 2022

- Yellow Ribbon Extension to Active Duty Service members

H.R.3218 – Harry W. Colmery Veterans Education Assistance Act of 2017 Bill:

https://www.congress.gov/bill/115th-congress/house-bill/3218/text?q=%7B%22search%22%3A%5B%22hr%203218%22%5D%7D&r=1

Forever GI Bill Summaries:

https://www.benefits.va.gov/GIBILL/FGIBSummaries.asp

Forever GI Bill Factsheet:

https://www.benefits.va.gov/GIBILL/docs/factsheets/ForeverGIBillFactSheet.pdf
Chapter 30 – Montgomery GI Bill Active Duty (MGIB-AD)

The MGIB-AD program—sometimes known as Chapter 30—provides education benefits to Veterans and Service members who have at least two years of active duty.

Type of Assistance
Assistance may be used for college degree and certificate programs, technical or vocational courses, flight training, apprenticeships or on-the-job training, high-tech training, licensing and certification tests, entrepreneurship training, certain entrance examinations, and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Benefits are generally payable for 10 years following your release from honorable active service. Get the Montgomery GI Bill Active Duty pamphlet (PDF).

Available Benefits and Eligibility
Eligible Servicemembers may receive up to 36 months of education benefits. The monthly benefit paid to you is based on the type of training you take, length of your service, your category, any college fund eligibility, and if you contributed to the $600 buy-up program. You usually have 10 years to use your MGIB benefits, but the time limit can be fewer or more years depending on the situation. View current payment rates.

$600 Buy-Up Program. Some Service members may contribute up to an additional $600 to the GI Bill to receive increased monthly benefits. For an additional $600 contribution, you may receive up to $5,400 in additional GI Bill benefits. The additional contribution must be made while on active duty. View increased monthly rates and contact your personnel or payroll office.

Eligibility
You may be an eligible if you have an honorable discharge; AND you have a high school diploma or GED or in some cases 12 hours of college credit; AND you meet the requirements of one of the categories below:

Category I:

- Entered active duty for the first time after June 30, 1985
- Had military pay reduced by $100 a month for first 12 months
- Continuously served for three years or two years, if that is what you first enlisted for or if you entered the Selected Reserve within a year of leaving active duty and served four years (the 2 by 4 program)

Your application package should include the following:

- Form 22-1990 Application for Educational Benefits
- DD214 – Member 4 copy. These can be obtained through the Lee County Veterans’ Services Office, located at 2440 Thompson Street, Ft. Myers, FL 33901, (239) 533-8381.
- Proof of additional $600 payment to obtain $150/month kicker (i.e. LES, receipt)
- FGCU Request for Veteran Benefits (each semester) – an FGCU form requesting certification of enrollment

Category II:

- Entered active duty for the first time after June 30, 1985
- Had military pay reduced by $100 a month for first 12 months
- Continuously served for three years or two years, if that is what you first enlisted for or if you entered the Selected Reserve within a year of leaving active duty and served four years (the 2 by 4 program)

Your application package should include the following:
• Form 22-1990 Application for Educational Benefits
• Form 21-686c Declaration of Status of Dependents
• Copies of all DD214’s. These can be obtained through the Lee County Veterans’ Services Office, located at 2440 Thompson Street, Ft. Myers, FL 33901, (239) 533-8381.
• Form 21-674 for dependent children over age 18 but still enrolled in either high school or college
• FGCU Request for Veteran Benefits (each semester) - an FGCU form requesting certification of enrollment

**Category III:**
- Not eligible for MGIB under Category I or II
- On active duty on 9/30/90 AND separated involuntarily after 2/2/91
- OR involuntarily separated on or after 11/30/93
- OR voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
- Before separation, you had military pay reduced by $1,200

Your application package should include the following:
• Form 22-1990 Application for Educational Benefits
• DD214 – Member 4 copy. These can be obtained through the Lee County Veterans’ Services Office, located at 2440 Thompson Street, Ft. Myers, FL 33901, (239) 533-8381.
• Proof of additional $600 payment to obtain $150/month kicker (i.e. LES, receipt)
• FGCU Request for Veteran Benefits (each semester) – an FGCU form requesting certification of enrollment

**Category IV:**
- On active duty on 10/9/96 AND you had money remaining in a VEAP account on that date AND you elected MGIB by 10/9/97
- OR you entered full-time National Guard duty under title 32, USC, between 7/1/85, and 11/28/89, AND you elected MGIB during the period 10/9/96 - 7/08/97
- Had military pay reduced by $100 a month for 12 months or made a $1,200 lump-sum contribution

Your application package should include the following:
• Form 22-1990 Application for Educational Benefits
• DD214 – Member 4 copy. These can be obtained through the Lee County Veterans’ Services Office located at 2440 Thompson Street, Ft. Myers, FL 33901, (239) 533-8381.
• Proof of additional $600 payment to obtain $150/month kicker (i.e. LES, receipt)
• FGCU Request for Veteran Benefits (each semester) – an FGCU form requesting certification of enrollment

You should be aware that the following pitfalls could cause you to lose all MGIB benefits:
- **Honorable Discharge** – You must have an honorable discharge. A “general” or “under honorable condition” is not qualifying.
- **Early Discharge** – To be eligible with an early discharge, your separation reason must meet certain requirements. Call 1-888-442-4551 for more information.

**Qualifying Separation Reasons for the MGIB Benefits of Less than 36 Months:**
- Medical condition preexisting service
- Reduction in Force
- Hardship
- Physical or mental condition that interfered with duty that was not due to willful misconduct
Service-connected disability

How much does VA pay?

The monthly benefit paid to you is based on the type of training you take, length of your service, your category, and if DOD put extra money in your MGIB Fund (called "kickers"). You usually have 10 years to use your MGIB benefits, but the time limit can be less, in some cases, and longer under certain circumstances.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an executive order of the President or an emergency (such as a natural disaster or strike). For example, if your fall term ends on December 15th and your spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Form 22-1990 Application for Educational Benefits:

Apply for VA Education Benefits:
https://www.va.gov/education/how-to-apply/

Current Payment Rates:

WAVE link to verify attendance:
https://www.gibill.va.gov/wave/index.do

Chapter 30 Pamphlet:
https://www.benefits.va.gov/gibill/docs/pamphlets/ch30_pamphlet.pdf

Chapter 32 – Veterans’ Educational Assistance Program (VEAP)

This benefit is for those veterans who served between the Vietnam GI Bill Era and the Montgomery GI Bill era, generally between January 1977 and June 1985. VEAP is available if you elected to make contributions from your military pay to participate in this education benefit program. The government matches your contributions on a 2-for-1 basis.

Types of Training

Assistance may be used for college degree and certificate programs, technical or vocational courses, flight training, apprenticeships or on-the-job training, high-tech training, licensing and certification tests, entrepreneurship training, certain entrance examinations, and correspondence courses. In certain circumstances, remedial, deficiency, and refresher training may also be available. Get the VEAP pamphlet.

You may use these benefits for degree, certificate, correspondence, apprenticeship/on-the-job training programs, and vocational flight training programs.

Eligibility:
- Entered service for the first time between January 1, 1977, and June 30, 1985
- Opened a contribution account before April 1, 1987
- Voluntarily contributed from $25 to $2700
- Completed your first period of service or were discharged or released from service under conditions other than dishonorable
- If you are currently on active duty and wish to receive VEAP benefits, you must have at least 3 months of contributions available. Contributions may be withdrawn if you do not meet the basic eligibility requirements or if you formally request a refund of the contributions withheld.

Apply
To apply, take these steps depending on your situation:

- Make sure that your selected program is approved for VA training. VA can inform you and the school or company about the requirements.
- Obtain and complete VA Form 22-1990, Application for Education Benefits. Send it to the VA regional office with jurisdiction over the state where you will pursue education and training. If you are not on active duty, send copy 4 (Member Copy) of your DD Form 214, Certificate of Release or Discharge from Active Duty.
- If you are on active duty, you must have your enrollment approved by your base Education Services Officer, and you must have your service verified by your Commanding Officer.
- If you have started training, take your application and Member Copy of DD Form 214 to your school or employer. Ask them to complete VA Form 22-1999, Enrollment Certification, and send all the forms to VA.
- If you wish to withdraw your contributions from VEAP, obtain and complete VA Form 22-5281, Application for Refund of Educational Contributions, and send it to your nearest VA regional office.

Form 22-1990 Application for Educational Benefits:

Apply for VA Education Benefits:
https://www.va.gov/education/how-to-apply/

VEAP pamphlet
https://benefits.va.gov/gibill/docs/pamphlets/ch32_pamphlet.pdf

Chapter 31 – Vocational Rehabilitation

This benefit is designed to assist veterans with a service-connected disability in obtaining and maintaining employment. A service-connected disability rating is required as part of the eligibility requirements.

Eligibility:
Active duty service members are eligible if they:
- Expect to receive an honorable discharge upon separation from active duty.
- Obtain a memorandum rating of 20% or more from the VA.
• Apply for Vocational Rehabilitation and Employment (VR&E) VetSuccess services.

Veterans are eligible if they:
• Have received or will receive a discharge that is other than dishonorable.
• Have a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the VA.
• Apply for Vocational Rehabilitation and Employment (VR&E) VetSuccess services.

Services that may be provided by the VR&E VetSuccess Program include:
• Comprehensive rehabilitation evaluation to determine abilities, skills, and interests for employment.
• Vocational counseling and rehabilitation planning for employment services.
• Employment services such as job-training, job-seeking skills, resume development, and other work readiness assistance.
• Assistance finding and keeping a job, including the use of special employer incentives and job accommodations.
• On the Job Training (OJT), apprenticeships, and non-paid work experiences.
• Post-secondary training at a college, vocational, technical, or business school.
• Supportive rehabilitation services including case management, counseling, and medical referrals.
• Independent living services for veterans unable to work due to the severity of their disabilities.

Veterans and service members should apply for Vocational Rehabilitation through the Vocational Rehabilitation Counselor Jane Buboltz, located in Ft. Myers Vet Center at 4110 Center Pointe Dr., Unit 204, Ft. Myers, FL 33916, or online through the GI Bill website.

Apply for VA Education Benefits:
https://www.va.gov/education/how-to-apply/

VR&E Home Page:
https://www.benefits.va.gov/vocrehab/index.asp

VetSuccess Website:
https://benefits.va.gov/vocrehab/vsoc.asp

---

**Chapter 33 – Post 9/11 GI Bill**

If you have at least 90 days of aggregate active duty service after Sept. 10, 2001, and are still on active duty, or if you are an honorably discharged Veteran or were discharged with a service-connected disability after 30 days, you may be eligible for this VA-administered program. Purple Heart recipients, regardless of length of service, are qualified for Post-9/11 benefits at the 100% level. Certain members of the Reserves who lost education benefits when REAP was sunset in November 2015, may also be eligible to receive restored benefits under the Post-9/11 GI Bill.

Whether you want to apply your GI Bill benefits to college classes or an on-the-job training program, the GI Bill Comparison Tool will help you make the most of them.

If you have eligibility for the Post-9/11 GI Bill and any other GI Bill program you must make an irrevocable election of the Post-9/11 GI Bill before you can receive any benefits. For more information see our Frequently Asked Questions (FAQ).
**Benefits and Eligibility:**
For approved programs, the Post-9/11 GI Bill provides up to 36 months of education benefits.

If your release from active duty was before January 1, 2013, there is a 15-year time limitation for use of benefits. For individuals whose last discharge date is on or after January 1, 2013, the time limitation has been removed.

**Other Factors to Consider:**

- Full tuition and fees are paid directly to the school for all public school in-state students.
- For those attending private or foreign schools, tuition and fees are capped at the national maximum rate. [Learn more here.](#)
- If you're attending a private or a public institution of higher learning (either private or public) as a nonresident, out-of-state student you may be eligible for the [Yellow Ribbon Program](#) and entitled to additional education-related costs not covered by VA. Not everyone is eligible for this assistance.
- The law requires the monthly housing allowance (MHA) to be calculated based on the zip code of the campus where the student physically attends the majority of classes, rather than the location of the institution of higher learning where the student is enrolled. This applies to the first enrollment in an educational program on or after August 1, 2018.
Some of the benefits the Post-9/11 GI Bill will pay include:

- Your full tuition & fees directly to the school for all public school in-state students. For those attending private or foreign schools tuition & fees are capped at the national maximum rate.
- Monthly housing allowance
- Annual books and supplies stipend

Monthly Housing Allowance:
Your Monthly Housing Allowance (MHA) is generally the same as the military Basic Allowance for Housing (BAH) for an E-5 with dependents. Your MHA is calculated based on the zip code of the campus where the student physically attends the majority of classes, rather than the location of the institution of higher learning where the student is enrolled. This applied to the first enrollment in an educational program on or after August 1, 2019. MHA rate increases based on BAH increases are effective August 1 (the beginning date of the academic year). For more information about MHA increases or decreases click here.

<table>
<thead>
<tr>
<th>Type of School</th>
<th>MHA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign School</td>
<td>$1,789.00</td>
</tr>
<tr>
<td>Schools in US Territories</td>
<td>E-5 with dependents OHA Rate for school location</td>
</tr>
<tr>
<td>Exclusively Online Training (No Classroom Instruction)</td>
<td>$894.50</td>
</tr>
<tr>
<td>Attending classes at ½ time or less</td>
<td>NOT PAYABLE</td>
</tr>
<tr>
<td>Active Duty Trainee (or transferee spouse of service member)</td>
<td>NOT PAYABLE</td>
</tr>
</tbody>
</table>

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an executive order of the President or an emergency (such as a natural disaster or strike). For example, if your fall term ends on December 15th and your spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

FGCU Documents Required:
- Form 22-1990 Application for VA Education Benefits
- DD214 – Member 4 copy.
- FGCU Request for Veteran Benefits (each semester) – an FGCU form requesting certification of enrollment
- FGCU Veteran Deferment Promissory Note Agreement form

Post 9/11 GI Bill
https://www.benefits.va.gov/gibill/post911_gibill.asp
Transfer of Post 9/11 GI Bill Benefits to Dependents (TEB):

The transferability option under the Post-9/11 GI Bill allows Servicemembers to transfer all or some unused benefits to their spouse or dependent children. The request to transfer unused GI Bill benefits to eligible dependents must be completed while serving as an active member of the Armed Forces. The Department of Defense (DoD) determines whether or not you can transfer benefits to your family. Once the DoD approves benefits for transfer, the new beneficiaries apply for them at VA. To find out more, visit DoD's website or apply now.

TEB Eligibility:

Family members must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits at the time of transfer to receive transferred benefits.

The option to transfer is open to any member of the armed forces active duty or Selected Reserve, officer or enlisted who is eligible for the Post-9/11 GI Bill, and meets the following criteria:

- Has at least six years of service in the armed forces (active duty and/or Selected Reserve) on the date of approval and agrees to serve four additional years in the armed forces from the date of election.
- Has at least 10 years of service in the armed forces (active duty and/or Selected Reserve) on the date of approval, is precluded by either standard policy (by Service Branch or DoD) or statute from committing to four additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute.
- Transfer requests are submitted and approved while the member is in the armed forces.
- Effective 7/12/2019, eligibility to transfer benefits will be limited to service members with at least 6 years but not more than 16 years of active duty or selected reserve service. So service members with more than 16 years of service should transfer benefits before 7/12/2019.
- Such transfer must be requested and approved while the member is in the Armed Forces.

Transfer Process. While in the armed forces, transferors use the Transfer of Education Benefits (TEB) website to designate, modify, and revoke a Transfer of Entitlement (TOE) request. After leaving the armed forces, transferors may provide a future effective date for use of TOE, modify the number of months transferred, or revoke entitlement transferred by submitting a written request to VA. Submit a TEB request now for your Service component approval (non-VA Link). (NOTE: When the milConnect Home page displays, select Education then Transfer of Education Benefits [TEB] from the menu bar.)
Upon approval, family members may apply to use transferred benefits with VA by applying online or by printing, completing, and mailing the VA Form 22-1990e to your VA Regional processing office of jurisdiction. VA Form 22-1990e should only be completed and submitted to VA by the family member after DoD has approved the request for TEB. Do not use VA Form 22-1990e to apply for transfer of education benefits.

Other Factors to Consider

Marriage and Divorce

A child's subsequent marriage will not affect his or her eligibility to receive the educational benefit; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify the transfer at any time. A subsequent divorce will not affect the transferees’ eligibility to receive educational benefits; however, after an individual has designated a spouse as a transferee under this section, the eligible individual retains the right to revoke or modify the transfer at any time.

Reallocation of Benefits

If a Veteran or Service member wants to reallocate transferred benefits they can do so using the TEB Portlet in MilConnect at https://www.dmdc.osd.mil/milconnect.

Reallocation of Benefits if a Family Member Dies

The Harry W. Colmery Veterans Assistance Act of 2017, allows for designation and transfer of Post-9/11 GI Bill benefits to eligible dependents of the Veteran/service member upon the death of the Veteran/service member or of a dependent who had unused transferred benefits. See our web page here.

Nature of Transfer

Family member use of transferred educational benefits is subject to the following rules:

Spouses

- May start to use the benefit immediately
- May use the benefit while the member remains in the Armed Forces or after separation from active duty
- Are not eligible for the monthly housing allowance while the member is serving on active duty
- If service member’s last discharge was before January 1, 2013, can use the benefit for up to 15 years after the last separation from active duty. If the service member’s last discharge is after January 1, 2013, there is no time limit to use benefits.
**Children**

- May start to use the benefit only after the individual making the transfer has completed at least 10 years of service in the armed forces.
- May use the benefit while the eligible individual remains in the armed forces or after separation from active duty.
- May not use the benefit until he or she has attained a secondary school diploma (or equivalency certificate), or he or she has reached age 18.
- Is entitled to the monthly housing allowance stipend even though the eligible individual is on active duty.
- Is not subject to the 15-year delimiting date, but may not use the benefit after reaching 26 years of age.

**More Information**

- [View the official DoD website for information on transferability](non-VA link)
- [Get the fact sheet on transferability of Post-9/11 GI Bill benefits](non-VA link)
- For specific questions about your eligibility, the status of your transfer request, and service specific questions about the TEB Portlet, please contact the appropriate career counselor or personnel center from the following list:

<table>
<thead>
<tr>
<th>Branch of Service</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army Active Duty Officer</td>
<td>Email</td>
</tr>
<tr>
<td>Army Active Duty Enlisted</td>
<td>Email</td>
</tr>
<tr>
<td>Army National Guard</td>
<td>Email</td>
</tr>
<tr>
<td>Army Reserve (Enlisted and Officer)</td>
<td>Email</td>
</tr>
<tr>
<td>Navy Active Duty Navy Personnel Command Customer</td>
<td></td>
</tr>
<tr>
<td>Service Center</td>
<td>866-U-ASK-NPC (866-827-5672)/DSN 882-5672</td>
</tr>
<tr>
<td></td>
<td>800-621-8853, Fax: 757-444-7597/7598</td>
</tr>
<tr>
<td>Navy Reserve</td>
<td>Email</td>
</tr>
<tr>
<td>Marine Corps Active Duty Officer</td>
<td>Email</td>
</tr>
<tr>
<td>Marine Corps Active Duty Enlisted</td>
<td>Email</td>
</tr>
<tr>
<td>Marine Corps Reserve</td>
<td>Email</td>
</tr>
<tr>
<td>Air Force Active Duty</td>
<td>800-525-0102 or 210-565-5000 or DSN 665-5000</td>
</tr>
</tbody>
</table>
Air National Guard  
Contact one of the Retention Office Managers at your unit.

Air Force Reserve  
Air Force Personnel Center or  
720-847-3597

Coast Guard Active Duty  
Email

Coast Guard Reserve  
Email

NOAA  
Email or  
301-713-7728

PHS  
Email or  
240-453-6130

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an executive order of the President or an emergency (such as a natural disaster or strike). For example, if your fall term ends on December 15th and your spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Transfer of Post 9/11 GI Bill Benefits to Dependents (TEB)  
https://www.benefits.va.gov/gibill/post911_transfer.asp

TEB Request:  
https://www.dmdc.osd.mil/milconnect/faces/index.jspx?_afrLoop=61036060960000&_afrWindowMode=0&_adf.ctrl-state=8e8ipwtvz_4

VA Form 22-1990e Application for Family Member to use Transferred Benefits:  

Apply for VA Education Benefits:  
https://www.va.gov/education/how-to-apply/

Current Payment Rates:  

BAH Calculator:  
https://www.defensetravel.dod.mil/site/bahCalc.cfm
Chapter 35 – Survivors’ and Dependents’ Educational Assistance

This benefit is for surviving spouses and children of veterans who died in the line of duty while a service member, surviving spouses and children of veterans who died while totally and permanently service-connected disabled, or for surviving spouses and children of a veteran permanently and totally service-connected disabled. The spouse and children of POW's and MIA's may also be eligible.

Eligibility:
You must be the son, daughter, or spouse of:
- A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- A veteran who died from any cause while such permanent and total service-connected disability was in existence.
- A service member missing in action or captured in line of duty by a hostile force.
- A service member forcibly detained or interned in line of duty by a foreign government or power.
- A service member who is hospitalized or receiving outpatient treatment for a service-connected permanent and total disability and is likely to be discharged for that disability. This change is effective December 23, 2006.

Period of Eligibility:
If you are a son or daughter and wish to receive benefits for attending school or job training, you must be between the ages of 18 and 26. In certain instances, it is possible to begin before age 18 or after age 26. Marriage is not a bar to this benefit. If you are in the Armed Forces, you may not receive this benefit while on active duty. To pursue training after military service, your discharge must not be under dishonorable conditions. VA can extend your period of eligibility by the number of months and days equal to the time spent on active duty. This extension cannot generally go beyond your 31st birthday.

Please note that a child over 18 years old using DEA will not be eligible to receive Dependency Indemnity Compensation (DIC) payments from VA. Receiving DEA payments bars a child from receiving DIC payments.

If you are a spouse, benefits end 10 years from the date VA finds you eligible or from the date of death of the veteran. If the VA rated the veteran permanently and totally disabled with an effective date of 3 years from discharge, a spouse will remain eligible for 20 years from the effective date of the rating. This change is effective October 10, 2008 and no benefits may be paid for any training taken prior to that date. If you are a surviving spouse, benefits end 20 years from the date of death. A spouse using DEA (of the Fry Scholarship) remains eligible to receive DIC payments from VA.

How much does VA pay?
The amount VA pays is based on the type of training program, and training time. Benefits are paid in arrears and monthly. If attendance is less than a month or less than full-time, payments are reduced proportionally.

Direct deposit of education benefits is now available for Chapter 35 recipients. Sign up for direct deposit by using VA Form 24-0296, or by calling 1-888-GI-Bill-1 (1-888-442-4551).

FGCU Documents Required:
- Form 22-5490 Application for Survivors’ and Dependents’ Educational Assistance
- Copy of 100% service connected disabled veteran’s rating
- Dependent birth certificate
- Copy of marriage license of veteran parent if dependent is a step child
- FGCU Request for Veteran Benefits (each semester) - an FGCU form requesting certification of enrollment
Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an executive order of the President or an emergency (such as a natural disaster or strike). For example, if your fall term ends on December 15th and your spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Survivors’ and Dependents’ Assistance (DEA)
https://www.benefits.va.gov/GIBILL/DEA.asp

DEA application 22-5490

Apply for VA Education Benefits:
https://www.va.gov/education/how-to-apply/

Ch. 35 Direct Deposit Form 24-0296:
http://www.vba.va.gov/pubs/forms/VBA-24-0296-ARE.pdf

Current Payment Rates:

---

**Chapter 1606 – Reservist/Guard Benefit**

MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corps, or Coast Guard Reserve, Army National Guard or Air National Guard. Eligibility for this program is determined by the Selected Reserve components and VA makes the payments.

**Available Benefits and Eligibility**

You may be entitled to receive up to 36 months of education benefits. View current payment rates.

**Eligibility**

To qualify, you must meet the following requirements:

- Have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985. If you are an officer, you must have agreed to serve six years in addition to your original obligation. For some types of training it is necessary to have a six-year commitment that begins after Sept. 30, 1990.
- Complete your initial active duty for training (IADT).
- Meet the requirement to receive a high school diploma or equivalency certificate before completing IADT. You may not use 12 hours toward a college degree to meet this requirement.
- Remain in good standing while serving in an active Selected Reserve unit. You will also retain MGIB-SR eligibility if you were discharged from Selected Reserve service due to a disability that was not caused by misconduct. Your eligibility period may be extended if you are ordered to active duty.

**Other Factors to Consider**

Your eligibility for the program normally ends the day you leave the Selected Reserve.
An exception exists if you are mobilized or recalled to active duty from your reserve status in which case your eligibility may be extended for the amount of time you are mobilized PLUS four months. For example, if you are mobilized for 12 months, your eligibility period is extended for 16 months; 12 months of active duty PLUS four months. Even if you leave the Reserves after mobilization, you may have additional eligibility under the MGIB-SR.

If your unit is deactivated during the period beginning Oct. 1, 2007, through Sept. 30, 2014, or you are involuntarily separated for reasons other than misconduct, you will retain your original period of eligibility, which is 14 years from the date of your first six-year obligation with the Selected Reserves.

**FGCU Documents Required:**
- Form 22-1990 Application for Educational Assistance
- DD-214 or DOD form 2384 – Notice of Basic Eligibility (NOBE). This form is issued through the Guard/Reserve Unit
- FGCU Request for Veteran Benefits (each semester) - an FGCU form requesting certification of enrollment.
- VA Form 22-1999, Enrollment Certification, if you started training

Note: If you are an officer in the Selected Reserve, OR if you entered active duty from the Selected Reserve after 11/29/89, please call 1-888-442-4551 for more details.

The monthly benefit paid to you is based on the type of training you’re in. If you’re attending school, your payment is based on your training time.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

**Form 22-1990 Application for Educational Benefits:**

**Apply for VA Education Benefits:**
[https://www.va.gov/education/how-to-apply/](https://www.va.gov/education/how-to-apply/)

**Current Payment Rates:**

**WAVE link to verify attendance:**
[https://www.gibill.va.gov/wave/index.do](https://www.gibill.va.gov/wave/index.do)
Chapter 1607 – Reserve Educational Assistance Program (REAP)

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

Change in REAP Eligibility
The National Defense Authorization Act of 2016 ended REAP on November 25, 2015. Some individuals will remain eligible for REAP benefits until November 25, 2019, while others are no longer eligible for REAP benefits.

The Post-9/11 GI Bill in many ways has replaced REAP because it also provides educational assistance benefits for Reserve and National Guard members called to active duty on or after September 11, 2001, and in many cases provides a greater benefit than REAP.

We are committed to ensuring that Reservists, National Guard members, and Veterans understand this change, and we are working to identify individuals who no longer have eligibility for REAP and inform them of potential eligibility to other benefit programs.

This change affects beneficiaries differently:

- **Current REAP beneficiaries** -- Veterans who were attending an educational institution on November 24, 2015, or during the last semester, quarter, or term ending prior to that date, are eligible to continue to receive REAP benefits until November 25, 2019.

- **REAP beneficiaries not attending school** -- Veterans who applied for REAP but were not attending an educational institution on November 24, 2015, or during the last semester, quarter, or term ending prior to that date, are no longer eligible to receive REAP benefits. You may be eligible to receive benefits under the Post-9/11 GI Bill.

Veterans who have not enrolled in school and applied for REAP benefits prior to November 25, 2015, are no longer eligible for REAP benefits. However, in most cases, you will be eligible for the Post-9/11 GI Bill.

The Colmery Act, also known as the Forever GI Bill, enacted August 16, 2017, provides an opportunity for reservists who lost their REAP benefits to elect to credit their REAP eligibility toward the Post-9/11 GI Bill. These reservists:

- Must have established REAP eligibility before November 25, 2015, and lost eligibility due to the sunset of that program on November 25, 2015
- Can elect to credit the active duty service they used to establish chapter REAP eligibility to establish eligibility under the Post-9/11 GI Bill
- Will receive one month (or partial month) of Post-9/11 GI Bill benefits for each month (or partial month) of remaining REAP benefits up to a maximum of 36 months
- Will not be eligible for 48 months of entitlement based on their previous eligibility for REAP and their new eligibility under the Post-9/11 GI Bill
- Will be entitled to the 60% payment tier under the Post-9/11 GI Bill regardless of the length of their Post-9/11 active duty service
Licensing and Certification Test Reimbursement

Type of Assistance
Tests that may be reimbursable by VA include licensing and/or certification for a job as a mechanic, medical technician, therapist, computer network engineer, website developer, and other professional. There is no limit to the number of tests you may take, or number of times you may take the same test. And, VA will pay for tests even if you fail them.

Available Benefits
VA pays only the test costs, or up to $2,000 for each test. Fees connected with obtaining a license or certification are not reimbursable. Payment is issued after you submit proof of payment to VA. Find out how your GI Bill entitlement will be charged for taking a Licensing and Certification benefit.

Apply for benefits along with your request for payment for a test or tests. Complete the VA Form 22-0803 (Application for Reimbursement of Licensing or Certification Test) at the Ask A Question website or mail it to your nearest VA regional processing office.

Eligibility:
You may receive reimbursement for approved licensing and certification tests if you qualify for:
- Montgomery GI Bill
- Montgomery GI Bill Selected Reserves
- Reserve Education Assistance Program
- Veterans' Educational Assistance Program
- Dependents’ Educational Assistance

Your application package should include:
- Form 22-0803 Application for Reimbursement of Licensing or Certification Test
- Request for payment of test or tests, with the following information:
  - Your full name
  - Your mailing address
- Your home phone number with area code
- Your Social Security Number
- Your VA file number
- Have you applied for VA benefits before?
- Name of test
- Date test taken
- Cost of test
- A copy of your test results and a copy of your license or certification
- Name and address of organization issuing license
- Statement: “I hereby authorize the release of my test information to the Department of Veterans’ Affairs.”
- Your signature and date signed

**Other Factors to Consider**

By certification, VA is referring to the certification you get by taking a specific test for a field of employment, and not a certificate you receive for completing training.
- Get detailed information in the [VA Licensing and Certification Pamphlet](https://www.benefits.va.gov/gibill/docs/pamphlets/lc_brochure.pdf).
- Search for approved tests [online](#). (If the test is not listed, it still may be a valid test that's not yet approved. Submit an application for reimbursement following instructions above.)

**VA Licensing and Certification pamphlet**
[https://www.benefits.va.gov/gibill/docs/pamphlets/lc_brochure.pdf](https://www.benefits.va.gov/gibill/docs/pamphlets/lc_brochure.pdf)

**Form 22-0803:**

**Apply for VA Education Benefits:**
[https://www.va.gov/education/how-to-apply/](https://www.va.gov/education/how-to-apply/)

**Approved Licensing and Certification Search:**

**National Testing Program:**
[https://www.benefits.va.gov/gibill/national_testing.asp](https://www.benefits.va.gov/gibill/national_testing.asp)

---

**Additional Financial Assistance**

We suggest veterans seek additional financial assistance through the Office of Financial Aid & Scholarships. Scholarships, grants, loans, and work-study jobs are additional sources of financial aid that you may be eligible for to supplement your Veterans’ Educational Benefits. The Office of Financial Aid & Scholarships is located in McTarnaghan Hall, 1st floor, or you can go to their website: [https://www.fgcu.edu/admissionsandaid/financialaid/](https://www.fgcu.edu/admissionsandaid/financialaid/)

To apply for Financial Aid please visit [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)
Direct Deposit

Direct deposit is available for the Post-9/11 GI Bill, MGIB-Active Duty, MGIB-Selected Reserve, and REAP benefits. To enroll in direct deposit, please do one of the following:

- Login to WAVE (or create an account if you are a new user). On the WAVE main page, click on the link that says “Direct Deposit Enrollment Form.” This form can be submitted electronically, or you can print out a hard copy and mail it to your local Regional Processing Office.
- Call us at 1888- GI BILL 1 (1-888-442-4552).
- Complete a paper application for direct deposit and mail the form to your local Regional Processing Office.

WAVE Login Page:
https://www.gibill.va.gov/wave/index.do

Direct Deposit Paper Application:
http://www.vba.va.gov/pubs/forms/VBA-24-0296-ARE.pdf

Locate Your Local Regional Processing Office:
https://www.benefits.va.gov/gibill/regional_processing.asp

VA Work-Study

Florida Gulf Coast University is an approved VA Work-Study site. The VA Work-Study program provides additional payments of VA educational assistance benefits in return for services performed. Students participating in the VA Work-Study program receive payments equal to the minimum wage for each hour of service performed. For further details, please stop and speak to the FGCU VA School Certifying Official in the Office of the Records & Registration located in McTarnaghan Hall, 1st floor.

Eligibility:
The VA work-study allowance is available to persons training on a full-time or ¾ time basis under the following programs:

- Post-9/11 GI Bill--(38 U.S.C. Chapter 33) (Veterans and transfer-of-entitlement recipients)
- Montgomery GI Bill--Active Duty (38 U.S.C. Chapter 30)
- REAP Participants
- Montgomery GI Bill--Selected Reserve (10 U.S.C. Chapter 1606)
- Post-Vietnam Era Veterans’ Educational Assistance Program (38 U.S.C. Chapter 32)
- Dependents’ Educational Assistance Program (38 U.S.C. Chapter 35)
- Eligible dependents under 38 U.S.C. Chapter 35 may use work study only while training in a State.
- National Call to Service Participants
- Vocational Rehabilitation & Employment Program -- (38 U.S.C. Chapter 31)

VA will select students for the work-study program based on different factors. Such factors include:

- Ability of the student to complete the work-study contract before the end of his or her eligibility to education benefits
- Job availability within normal commuting distance to the student
The number of applicants selected will depend on the availability of VA-related work at your school or at VA facilities in your area. Veterans with service-connected disabilities of at least 30% may be given priority consideration.

**Apply**

You can download a copy of the application form [HERE](#).

You can also contact the Regional Processing Office which handles your claim.

[To locate your Regional Processing Office click here.](#)

To obtain information on other sources of assistance, contact the financial aid office at your school.

**VBA Form 22-8691 Application for Work-Study Allowance:**

**Apply for VA Education Benefits:**
[https://www.va.gov/education/how-to-apply/](https://www.va.gov/education/how-to-apply/)

---

**Initial Check for First Time Applicants**

Generally, the FGCU VA School Certifying Official cannot certify a new student at FGCU until they have registered for classes. The DVA requires a minimum four to six weeks to process an award and begin payment.

The monthly amount of your VA educational award may be prorated, if necessary. For example, if the first term of your enrollment begins on the 15th of the month, the VA will divide your monthly rate by 30 (the number of days in a standard month). This will provide your daily rate. Your daily rate is then multiplied by the number of days you are attending class that month. This is the amount of your check for the first month of attendance. Payment is made at the end of each month after the semester has started. For example, you will be paid in February for attendance during January, in March for attendance in February, in April for attendance in March and so on.

Because there can be a delay of as much as 30 days in receiving payment, tuition deferments, also known as a Promissory Note, can be obtained from the FGCU VA School Certifying Official in the Office of the Records & Registration located on the 1st floor of McTarnaghan Hall or online at [https://www.fgcu.edu/recordsandregistration/forms](https://www.fgcu.edu/recordsandregistration/forms).

This must be done no later than the last day of add/drop period to avoid cancellation of enrollment. This is a privilege extended by the university. If you do not pay tuition by the payment deadline, your enrollment for the term will be cancelled and late fees will be applied. *Tuition deferments (Promissory Notes) must be applied for every semester regardless of enrollment certification.*
Certifying Enrollment

Certification is the process by which the university reports to the VA Central Education Office a student’s dates of attendance, degree program, the number of semester hours taken, and tuition and fees for Post 9/11 recipients. The VA will not pay any student without receiving this information. **It is the recipient’s responsibility to notify the VA School Certifying Official of enrollment each semester if you wish to utilize VA Education Benefits.** Hours of enrollment ARE NOT REPORTED AUTOMATICALLY on your behalf. Please feel free to stop by the Office of the Records & Registration in McTarnaghan Hall, 1st floor and notify your FGCU VA School Certifying Official or by email.

Certification Cycle

Certification at Florida Gulf Coast University is designed for fall/spring semesters with termination at the end of each spring term. It is never assumed you wish to have your summer enrollment certified as summer is an optional semester. All changes of enrollment hours, program/major, and mailing address **MUST** be reported to the FGCU VA School Certifying Official.

For your convenience, you can confirm your enrollment status each term by emailing us at orr@fgcu.edu.

<table>
<thead>
<tr>
<th>Training Time</th>
<th>Undergraduate Credit Hours</th>
<th>Graduate Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12 or more</td>
<td>9 or more</td>
</tr>
<tr>
<td>¾ Time</td>
<td>9 – 11</td>
<td>6 – 8</td>
</tr>
<tr>
<td>½ Time</td>
<td>6 – 8</td>
<td>4 – 5</td>
</tr>
<tr>
<td>LT ¼; GT ¼</td>
<td>4 – 5</td>
<td>3</td>
</tr>
<tr>
<td>¼ Time</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

A full-time course load will be different for students enrolled in the summer term due to the various sessions. For this reason, we ask that you check with the FGCU VA School Certifying Official for clarification on the credit hour requirements for VA rate of pay.

Changes

All changes made after your initial application or certification should be brought to the attention of the FGCU VA School Certifying Official so the change can be reported.

The most common changes include:

- Changes in credit hours
- Withdrawal from school
- Change in major
- Change in address
- Change in status of dependents
- Change in place of training

**Change in credit hours:**
This occurs when you drop a class(es) or one of your classes has been cancelled due to lack of enrollment in the specific class. You should notify the FGCU VA School Certifying Official immediately.
**Withdrawal from school:**
Should it be necessary for you to withdraw from all classes, you should contact the FGCU VA School Certifying Official immediately. There are many concerns of which you should be aware before withdrawing completely. If you are called to active duty, there are options for you. For more information, contact the FGCU VA School Certifying Official or you can refer to the University Catalog Military Call to Active Duty Policy:
https://www2.fgcu.edu/Catalog/regdetail.asp?FMID=Records+%26amp%3B+Registration&page=43

**Change in Major:**
Should you decide to change your major (program), you should be aware there are school and VA forms to complete. After you have changed your major with your college academic advisor, your FGCU VA School Certifying Official will ask you to fill out a VA Form 22-1995 (Ch. 30, 31, 32, 33, TEB, 1606, or 1607) or a VA Form 22-5495 (Ch. 35 only). Hardcopies of these forms are available through the Office of the Records & Registration.

**Change in Address:**
If you should move during your enrollment at FGCU, you will need to change your address with the university official and with the VA Regional Office through your FGCU VA School Certifying Official.

**Changes in status of dependents:**
This applies to those students utilizing Vietnam Era GI Bill benefits and Vocational Rehabilitation. These groups of veterans receive an additional allowance for each dependent.

Changes can occur when:
- A dependent child reaches the age of 18. If the dependent child is still in high school or is enrolled in college, the veteran may continue to receive an allowance for that child. This requires the veteran to complete and submit a 21-674 Form available through the FGCU VA School Certifying Official or http://www.vba.va.gov/pubs/forms/VBA-21-674-ARE.pdf
- A child is born. If this happens, you will need to submit a certified true copy of the child’s birth certificate immediately.
- A divorce occurs. The veteran will need to submit a certified true copy of the divorce degree.
- A dependent dies. The veteran will need to submit a certified true copy of the death certificate.
- A veteran marries. You will need to submit as certified true copy of the marriage license.

**Change in place of training:**
To change from one school or training program to another, individuals receiving benefits under the Post-9/11 GI Bill, MGIB-AD, MGIB-SR, or VEAP, will need to submit a VA Form 22-1995 “Request For Change of Program or Place of Training” to the Regional Processing Office serving your state.

Individuals receiving benefits under the Dependents Educational Assistance Program and Fry Scholarship will need to submit VA Form 22-5495.

Both forms can be submitted online:
For a list of mailing addresses for the paper version of the form see HERE

**Form 22-1995 Request for Change of Program or Place of Training:**

**Form 22-5495 Dependents’ Request for Change or Program of Place of Training:**

Failure to report changes constitutes fraud and is the primary cause for delays in the delivery of your educational checks and occurrences of overpayment. Changes may be reported to the VA School Certifying Official in person, by telephone, or via email. Periodic audits are conducted and changes in schedule are caught, but it is ultimately the student’s responsibility to report these changes before incurring an overpayment or possibly an underpayment.
Transient Studies

A transient student is one who attends a school other than FGCU as a home school. A transient or guest student is one who wishes to attend classes at FGCU with the intention of transferring the credit back to the primary school. Transient students seeking to be certified for VA education benefits while attending FGCU must present a letter from the primary school or a copy of an approved Florida Shines form stating that the courses to be taken at FGCU are applicable and transferable to their intended degree program. The courses must be explicitly listed in the letter. If you are a Transient/ Cross Enrolled student in any Florida University or State College, you can complete a transient/cross enrollment authorization online at the FloridaShines website.

Advising

Florida Gulf Coast University faculty and staff want to assist you in gaining sufficient information to determine what classes would be taken for your individual degree program. Your academic advisor is available to you in addition to numerous resources such as the University Catalog, Schedule Planner, Degree Works, and the Course Schedule Search. The Schedule Planner is accessible via your GULFLINE account. Class selection is your responsibility along with following up with academic advising staff, as they are available to assist you. Review your degree plan via Degree Works.

University Catalog: http://www.fgcu.edu/catalog/
Advising Services: https://www.fgcu.edu/academics/advising/

Mitigating Circumstances

If a student drops a course or withdraws from school after the drop period and receives a non-punitive grade, VA will reduce benefits effective the first day of the term unless mitigating circumstances are found. Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits.

Examples are:

- An illness or injury afflicting the student during the enrollment period.
- An illness or death in the student’s immediate family.
- An unavoidable change in the student’s conditions of employment.
- An unavoidable geographical transfer resulting from the student’s employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
• Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

When a student terminates or reduces after the drop period and a non-punitive grade is assigned, mitigating circumstances are an issue. If mitigating circumstances are needed and adequate evidence of mitigating circumstances is not received with the Notice of Change in Student Status; VA will not pay for the course or courses in question.

If the student has already been paid for the course or courses, VA will create an overpayment (subject to the 6-credit hour exclusion) from the beginning of the term, quarter, or semester. If you know what the student's mitigating circumstance is, concisely describe the circumstance in remarks. For example, you might enter: “Student withdrew 5/6/11 following Father's death on 4/30/11.” Submitting the reason for the reduction or withdrawal at the time the change is reported will help the student avoid or reduce an overpayment if the change is for an acceptable reason.

The Six-Credit Exclusion:

VA automatically grants mitigating circumstances for up to 6 credits the first time a student reduces or terminates and mitigating circumstances must be considered. This automatic grant is called the 6-Credit Hour Exclusion. The exclusion is a one-time grant made the first-time mitigating circumstances must be considered for the student. Up to 6 credits can be excluded if the student has been awarded benefits for the credit. The 6-Credit Hour Exclusion cannot be granted if the student completes the term and receives non-punitive grades.

• If the student withdraws from 3 credits, the exclusion will be granted for 3 credits and the student's one-time exclusion is used.

• If the student withdraws from 12 credits, the exclusion will be granted for 6 credits, the student's one-time exclusion is used, and the student must provide mitigating circumstances for the other 6 credits.

Payments

Monthly VA Education Benefits

The monthly VA Education Benefits are paid directly to the account information indicated on the application submitted to the Dept. of Veteran Affairs. It is extremely important to keep the VA and FGCU informed of any address changes. The monthly education payments are paid in arrears, after the semester has begun and can take 6-8 weeks to be received if there is a delay in processing with the VA central office. Education Benefits are paid retroactively back to the first day of the semester.

Payment of Tuition and Fees

Except for VA Vocational Rehabilitation (Chapter 31) and Post 9/11 (Chapter 33), all other VA Education recipients must pay their tuition and fees from their own resources and be prepared to meet expenses until their first check arrives. All benefits are retroactive back to the first day of classes. Chapter 31 (Voc. Rehab) students are required to submit or make sure the VA Form 28-1905 has been submitted to FGCU prior to the beginning of classes. Without this form, tuition, fees, books, and supplies will not be paid.
Break/Interval Pay

Effective August 1, 2011. Interval pay is eliminated except for periods where a school is closed due to an Executive Order of the President or due to an emergency situation.

- These payments are limited to 4 weeks in any 12-month period
- This applies to all VA education benefit programs

Information about GI Bill Overpayments & Debts

The following FAQs are provided to assist you in answering your debt related questions. If you need further assistance the Debt Management Center is the authoritative source for debt collection information.

You can reach them at 800 827-0648 (612-713-6415 for international callers) or by e-mail at dmc.ops@va.gov.

Student - Debt FAQs

- What causes debts with VA Education Programs?
- Why do I have a debt with the VA over tuition & fees paid to my school?
- Who do I contact about the debt on my account?
- What if the debt was created in error and was reported to a debt/collection agency?
- What steps does the VA take to collect a debt under any GI Bill education program?
- How can I transfer debts between programs?
- What are mitigating circumstances?

WAVE

The Web Automated Verification of Enrollment (WAVE) application on the GI Bill website will allow you to verify your enrollment, change your address, or establish a direct deposit. Go to https://www.gibill.va.gov/wave or call the DVA toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378.

The earliest you can verify your enrollment is the last calendar day of each month. Some things you can do to speed up your payments are to verify your enrollment promptly at the end of each month and sign up for direct deposit, if you haven’t already done so.

The WAVE and IVR systems are not operating in real time. Instead, they are batch systems and store data to be processed at a later time. Stored data is processed every workday to update the records and issue payments. After the records are updated, it will take another workday for the WAVE and IVR systems to be updated to reflect the successful verification.

WAVE contains information on veterans and servicepersons who are actively receiving benefits under the Montgomery GI Bill only.

The most common reasons for not having a WAVE record:
Your application for benefits has not been processed by the VA Regional Office.
You are receiving Tuition Assistance Top-Up.
You do not need a monthly verification of enrollment for any reason.
You are receiving benefits under REAP.

WAVE records will generally be removed about six months after your award.
The most common reason for not having a record in WAVE is that the VA Regional Office has not received your application for processing. You will normally have a WAVE record the day after the VA gets your application processed.

The WAVE site will be unavailable daily from 5:00 to 5:30 AM Eastern Time due to database updates. The WAVE site may also not be available very late Sunday evening through early Monday morning periodically due to maintenance.

**WAVE Login Instructions**

**First and Last Name:**
Please enter your first name in the field labeled First Name and last name in the field labeled Last Name. No other information is necessary.

If your legal name is “John Daniel Smith Jr.”:
Enter “John” in the field labeled First Name.
Enter “Smith” in the field labeled Last Name.

If your legal name is “Joseph Robert Jones III”:
Enter “Joseph” in the field labeled First Name.
Enter “Jones” in the field labeled Last Name.

If your legal name is “Mary Elizabeth Jones-Smith”:
Enter “Mary” in the field labeled First Name.
Enter “Jones-Smith” in the field labeled Last Name.

**File Number:**
When entering your file number, please use your 9-digit SSN or your claim number. If your claim number is only 8 digits, please enter a space before the claim number.
Example: _99999999 (where the _ represents a space)

**Password:**
If this is your first time logging into WAVE, your password is the last six digits of your Social Security Number. You will immediately be forwarded to a change password screen to change your initial password to something that you can easily remember.

If you have previously used WAVE, use the personal password you chose to create for logging into WAVE.

If you do not remember your password, click on “Lost PIN/Password” link to request an e-mail with your PIN/Password or to request that your password be reset.

**Where to Go for Additional Help:**
For forms and information, one or more of the following offices or representatives can assist you:
- Any VA regional office
- Any VA office or Vet Center
- Local representatives of veterans organizations
- Education Services Officers at military posts or installations, for persons on active duty
- American embassies or consulates, if you reside in a foreign country (except the Republic of the Philippines)
- Consult a telephone directory under United States Government, Department of Veterans’ Affairs, for the telephone number of the office nearest you. Toll-free telephone service is available in all 50 states, Puerto Rico, and the U.S. Virgin Islands. Call 1-800-827-1000 or for the hearing impaired call 1-800-829-4833.

VA supervisory personnel occasionally monitor telephone calls. They do this to ensure that the public receives accurate information and courteous responses. The person monitoring a call does not keep a record of the caller’s name, address, file number, or telephone number.

To obtain information on other sources of assistance, contact your FGCU VA School Certifying Official at (239) 590-7980 or email at orr@fgcu.edu.

---

**Rights and Responsibilities of Student**

It is the student’s responsibility to apply for VA Educational Benefits and submit copies of appropriate forms to the Office of the Records & Registration.

It is the student’s responsibility to inform the Office of the Records & Registration of his or her enrollment intent prior to the beginning of each semester.

It is the student’s responsibility to report changes in enrollment, major/program, dependency status, place of training, school, or mailing address to the Office of the Records & Registration to avoid overpayments and to ensure that the VA has the most up-to-date information.

It is the student’s responsibility to report dropped classes or withdrawal from school.

To be considered for full-time VA benefits, degree-seeking undergraduates must enroll for twelve or more semester hours, and degree-seeking graduate students must enroll for nine or more semester hours each academic semester.

VA regulations require that students take only courses that are applicable towards their degree program or other approved program and they must make satisfactory progress towards their degree.

Students receiving educational veterans’ benefits are allowed no more than two probationary/warning terms. If a veteran reaches this point, their benefits will be terminated for failure to achieve satisfactory progress.

VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons and can only be reinstated after academic counseling.

It is the student’s responsibility to remain in good standing with the VA and to respond to notification of changes in regulation.

The student has the right to appeal any decision by the VA within one year of the date he or she receives notice of the decision.

The United States Federal Government protects student records privacy and provides for review and disclosure rights.
Generally, schools must have written permission from the student in order to release any information from a student’s educational record. However, FGCU maintains the right to disclose these records without consent to:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Frequently Asked Questions

Can you change programs?
If you change your educational, professional, or vocational objective and this change requires a change in the courses you are taking, VA considers this a change of program. The law permits one change of program without prior VA approval if your attendance, conduct, and progress in the last program were satisfactory. VA may approve additional changes if the proposed programs are suitable to your abilities, aptitudes, and interests. VA will not charge a change of program when you enroll in a new program provided you successfully completed your immediately preceding program.

To change from one school or training program to another, individuals receiving benefits under the Post-9/11 GI Bill, MGIB-AD, MGIB-SR, or VEAP, will need to submit a VA Form 22-1995 "Request For Change of Program or Place of Training" to the Regional Processing Office serving your state.

Individuals receiving benefits under the Dependents Educational Assistance Program and Fry Scholarship will need to submit VA Form 22-5495.

Both forms can be submitted online:

For a list of mailing addresses for the paper version of the form see HERE

Must you maintain satisfactory attendance, conduct, and progress?
Once you start receiving benefits, you must maintain satisfactory attendance, conduct, and progress. If you do not meet the standards set by your school, the VA School Certifying Official must notify VA. VA will stop your benefits if the school reports unsatisfactory attendance, conduct, or progress. VA may resume benefits if:

- You reenter the same program at the same school, and your school approves your reentry and certifies it to VA.
- If you do not reenter the same program at the same school, VA may resume benefits if:
  - The cause of your unsatisfactory attendance, conduct, or progress has been removed
  - And the program which you intend to pursue is suitable to your abilities, aptitudes, and interests.

What should you do if you do not receive a check?
If you attend school, you must verify your enrollment for each month by using the WAVE or IVR system. Remember that you cannot be paid for a month until the month is over and you verify that you were still in attendance for that month. WAVE and the telephone Interactive Voice Response Systems require at least three workdays to process and update the system. Both systems process data every workday, but it
sometimes takes some additional time before they are updated to reflect the new information. Checks are mailed after processing. Please note, if you have a checking or savings account, Direct Deposit is a simple, safe option for receiving your education benefits. Also, errors involving Direct Deposit can be corrected more quickly than a check can be reissued. If you have allowed sufficient time, and you still have not received a check or direct deposit, contact your RPO by using the "Ask a Question" tab in the "Questions and Answers" section of the GI BILL web site.

**May you attend part-time?**
If you are unable to attend full-time, consider going part-time. Benefit rates for part-time training are less than the full-time rates. Likewise, the entitlement charge for part-time training is less than the charge for full-time training. For example, if you receive full-time benefits for twelve months, the charge is twelve months. If you receive half-time benefits for twelve months, the charge is six months.

**Can you receive payments by Direct Deposit?**
You can get your Chapter 30 payments sent directly to your savings or checking account. VA does this through Direct Deposit/Electronic Fund Transfer. For information about how to get your payments sent through direct deposit, contact your local VA office or your bank. If you chose to change to Direct Deposit, you can contact the VA directly at 1-877-838-2778 or complete a direct deposit form and mail it to your local Regional Processing Office.

**How can you prevent overpayments?**
An overpayment is an incorrect benefit payment that is more than the amount to which you are entitled. If you promptly notify VA of changes affecting your benefits, you can prevent or reduce overpayments. In addition, you should use reasonable judgment when you accept and cash a check. Carefully read all letters from VA about the monthly rates and effective dates of your benefits. If you think the amount of a VA check is wrong, contact VA before cashing the check. Return any checks for the wrong amount to the VA. If you cash a check for the wrong amount, you will be liable for repayment of any resulting overpayment.

**When you check WAVE, the current enrollment period is not shown. What does this mean?**
If your WAVE record does not reflect your current enrollment status, it is most likely because we have not yet processed your current enrollment paperwork. This could be because we have not received the paperwork from your school or because we have not had enough time to process it. VA is often overwhelmed with enrollments at the start of each semester and it takes us several weeks to process everyone's enrollments and changes. We appreciate your patience, as we will process everyone's enrollment in the order that it was received.

---

**Student Code of Conduct**

The Student Code of Conduct and Student Conduct Review Process (Code) is created to promote a positive educational environment in which Students are encouraged to learn and develop as citizens and scholars. The Code is intended to provide a framework for individual and organizational conduct within which all members of the community are encouraged to challenge, explore, and investigate any subject of interest. This Code also exists to foster and enhance the academic mission of the University; to protect the rights of all University Students, faculty, and staff; to protect University property; to protect the University Community from disruption and harm; and to encourage appropriate standards of individual and group behavior.

**Authority**
The University Board of Trustees has delegated to the University President the final responsibility and authority for the discipline of University Students. The President has further delegated this authority to the Vice President for Student Success and Enrollment Management. The responsibility for the investigation and Adjudication of alleged acts of misconduct has been delegated to the Dean of Students and the
faculty, as described in Article A.4. Registered Student Organizations are also subject to regulation and discipline under this Code.

**Standards of Conduct**
The following actions, including complicity to commit these actions, constitute conduct for which a Student, a group of Students, or an Organization may be subject to disciplinary action, whether such actions are engaged in, on, or off University Premises:

1. **Standards Related to Academic Integrity**
   a. Submitting the work of another person or entity as your own.
   b. Intentionally using or attempting to use any unauthorized assistance, including, but not limited to, materials, notes, study aids, or devices or communication of any kind during an academic exercise, including, but not limited to, quizzes, tests, or examinations.
   c. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
   d. The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
   e. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class instruction.
   f. Submitting work which has been submitted, in whole or in part, in a previous or concurrent class without instructor approval.
   g. Preparing or providing work with the knowledge or intention that it may be represented as the work of another.
   h. Sharing or disseminating tests, notes, slides, presentations, recordings, or any other material which is the intellectual property of an instructor or of the University without prior approval, when prohibited. This does not prohibit a Student from sharing his or her own papers, notes, or other written works in accordance with Article B.1.g.
   i. Falsifying, misrepresenting, or fraudulently presenting academic work.
   j. Using the work of another without giving proper credit and citation of source material using an approved style.
   k. Attempting to obtain a grade or other academic credit through improper means or otherwise subverting the educational process by any means whatsoever.
   l. Soliciting, assisting, concealing, or attempting any act of academic misconduct.

**For more information about conduct regulations, student rights, and appeal procedures, the full Student Code of Conduct can be found at:**
https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_PR4.002_Student_Code_of_Conduct_061119.pdf **

**Interim Measures**
Upon Notice of a Student’s actions which pose a serious and direct threat to the safety or well-being of one or more members of the University Community or to the operation of the University or any of its functions, the Dean of Students, or designee, will base the decision to impose interim measures on the Student on all available information and determine what measure, if any, is appropriate to mitigate or remove a potential threat.

**Interim Measures for Students**

1. The decision to suspend the rights of a Student for an interim period will be communicated to the Student’s University e-mail account and will become effective upon Notice to the Student. This Notice will include the date, time, and location of the Hearing on the alleged Violations or on the basis of the interim measures. Failure or refusal to accept, access, or read the Notice will not invalidate or postpone this action, alter the date and time of the scheduled Hearing, or be considered as a basis for Appeal.
2. The University will maintain consistent contact with the parties to ensure that all safety, emotional, and physical well-being concerns are being addressed. The Dean of Students, or designee, in consultation with the Office of Institutional Equity and Compliance (OIEC) where an Impacted Person is involved, may place any appropriate restriction, limitation, or condition on a Student’s activity, including, but not limited to, banning a Student from or limiting a Student from accessing any or all areas of University Premises; limiting a Student’s access to University services; restricting or denying a Student’s participation in University sponsored activities; and issuing an order of no contact with respect to University Officials or Students on University Premises or at University-sponsored events; or requiring or prohibiting certain specified activities.

3. Interim measures shall remain in effect until a final decision has been made on the Complaint or until the Dean of Students, or designee, determines that the reason for imposing an interim measure no longer exists, or in accordance with C.4.c.

4. In cases which are being investigated under Article D.3, the University will provide to the alleged Impacted Person copies of all correspondence related to the interim measures sent to the Respondent Student that relate to the alleged Impacted Person, take steps to prevent the recurrence of any harassment, correct any discriminatory effects on the Complainant and other alleged Impacted Persons, and may implement interim measures as are appropriate and as required by law, which may include those listed above as well as other remedial measures as listed in Article D.3.

5. If an interim measure implemented is a suspension, which lasts for more than ten (10) Days, but the Student is subsequently found not responsible for the Violation, the Student shall be refunded a pro-rata portion of any charges for tuition and out-of-state fees, as appropriate.

**For more information about conduct regulations, student rights, and appeal procedures, the full Student Code of Conduct can be found at:**
https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_PR4.002_Student_Code_of_Conduct_061119.pdf**

---

**VA Regional Processing Offices**

Muskogee, OK
P.O. Box 8888
Muskogee, OK
74402-8888

Muskogee RPO Jurisdiction:
- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Florida
- Georgia
- Hawaii
- Idaho
- Louisiana
- Mississippi
- New Mexico
- Nevada
- Oklahoma
- Oregon
- Puerto Rico
- South Carolina
- Texas
- Utah
- Washington
- Trust Territories/Philippines

**Buffalo, NY**
P.O. Box 4616
Buffalo, NY
14240-4616

Buffalo RPO Jurisdiction
- Connecticut
- Delaware
- District of Columbia
- Maine
- Maryland
- Massachusetts
- New Hampshire
- New Jersey
- New York
- North Carolina
- Pennsylvania
- Rhode Island
- Vermont
- Virginia
- Foreign Schools

**St. Louis, MO**
P.O. Box 66830
St. Louis, MO
63166-6830

St. Louis RPO Jurisdiction:
- Colorado
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Michigan
- Minnesota
- Missouri
- Montana
- Nebraska
- North Dakota
- Ohio
- South Dakota
- Tennessee
- Wisconsin
- West Virginia
- Wyoming
Important Resources

FGCU Certifying Official:
(239) 590-7980
orr@fgcu.edu

Verification of Enrollment:
Chapter 30, 1606, and 1607
1-877-823-2378
https://www.gibill.va.gov/wave/index.do

Direct Deposit or Address Change:
1-877-838-2778
http://www.vba.va.gov/pubs/forms/VBA-24-0296-ARE.pdf

G.I. Bill and Veteran Education:
https://benefits.va.gov/gibill/

Web Automated Verification of Enrollment (WAVE):
https://www.gibill.va.gov/wave

Apply for VA Education Benefits:
https://www.va.gov/education/how-to-apply/

Current Payment Rates:

VR&E Home Page:
https://www.benefits.va.gov/vocerehab/index.asp

VetSuccess Website:
https://benefits.va.gov/vocerehab/vsoc.asp

Florida Veterans' Benefits Guide:
www.floridavets.org/pdf/fvbg.pdf

Florida Benefits for Veterans and Dependents

Florida Department of Military Affairs:
https://dma.myflorida.com/

Florida Government:
www.myflorida.com

Federal Government:
www.usa.gov

U.S. Department of Veterans' Affairs:
www.va.gov

Veterans' Benefits Information:
www.vba.va.gov
Veterans' Health Care Eligibility and Enrollment:
www.va.gov/elig

VA Regional Office, St. Petersburg, FL
www.vba.va.gov/ro/south/spete

Burial, Headstone, and Marker Information:
www.cem.va.gov

Transition and Care Management (OIF/OEF/OND)
https://www.oefoif.va.gov/

National Veteran Suicide Prevention
www.mentalhealth.va.gov

Form 22-1990 Application for Educational Benefits:

Form 22-1990e Application for Family Member to use Transferred Benefits:

VBA Form 22-8691 Application for Work-Study Allowance:

Form 22-1995 Request for Change of Program or Place of Training:

Form 22-5495 Dependents’ Request for Change or Program of Place of Training:

Form 24-0296:
http://www.vba.va.gov/pubs/forms/VBA-24-0296-ARE.pdf

Form 22-0803: