



## VETERANS APPLICATION PROCEDURE

### Veteran, National Guard, Reserve, and Tuition Assistance Benefits

#### ADMISSION TO MID-STATE

Admission refers to the process of applying for acceptance into a program at Mid-State. Complete the Mid-State application process as outlined on the [Apply page \(mstc.edu/apply\)](http://mstc.edu/apply) or visit a Mid-State campus in Wisconsin Rapids, Stevens Point, Marshfield, Adams, or the AMETA Center. For additional assistance, call 888-575-6782. Students applying for federal benefits must be accepted into a Veterans Administration (VA) approved program of study. The VA will only pay for courses necessary to graduate from that program.

#### FEDERAL BENEFITS

If you are a Veteran, National Guard or Reservist entering Mid-State and desiring Veteran Education Benefits under one of the following Chapters:

- **(a)(Chapter 33)** Post 9/11-GI Bill® - effective August 2009
- **(b)(Chapter 30)** Montgomery GI Bill® - Active Duty Educational Assistance Program- service beginning after June 30, 1985.
- **(c)(Chapter 1606)** Montgomery GI Bill® - Selected Reserve Educational Assistance Program. Reservists must first procure his/her "Notice of Basic Eligibility" (NOBE) from assigned unit.
- **(d)(Chapter 31)** Veteran Readiness & Employment or **(Chapter 35)** Survivors and dependent spouses and children. Ask your County Veterans Service Officer for assistance if you feel that you may qualify for either of these two programs. Special forms are needed and special approval is required by the Veterans Administration.

#### STEP 1> NEW APPLICANTS

Complete [VA Form 22-1990, Application for Education Benefits, available on the Federal GI Bill® website \(benefits.va.gov/gibill/\)](http://benefits.va.gov/gibill/).

Transfer students who received federal veteran benefits at another college must complete VA Form 22-1995, Request for Change of Program or Place of Training, and send it to the Mid-State veteran benefit contact.

### **STEP 2> GET A CERTIFIED DD214**

Visit the [VA website \(va.gov\)](http://va.gov) to request your military service record (DD214), or contact your County Veterans Service Office for certification of your DD214 and to discuss any additional benefits you may be entitled to. Contact information for your County Veterans Service Office is available on the [Find a CVSO page \(dva.wi.gov/resources/find-my-cvso-tvso/\)](http://dva.wi.gov/resources/find-my-cvso-tvso/).

Once the VA receives your application, they will establish your eligibility. When you receive your Certificate of Eligibility determination letter, upload the document when submitting the [Veteran Benefit Request Form \(mstc.edu/veterans/veterans-benefits\)](http://mstc.edu/veterans/veterans-benefits) under Mid-State Veteran benefit request form.

This is a school requirement each term and is not part of the application process for benefits. It notifies the Financial Aid and Veterans Advisor that you would like to use benefits for the term. If you are new and using benefits for the first time, upload a copy of the veteran's DD214 and Certificate of Eligibility (COE).

### **STEP 3> ENROLLMENT CERTIFICATION**

Mid-State must certify your enrollment based on your course registration.

- Mid-State must record for the VA start and end dates of individual courses if they do not run the full semester dates. Therefore, at times even though the student is registered as a full-time student for the semester according to credit load, the Veterans Administration will not consider it full-time for benefits because you are not attending all classes during the same weeks.
- VA requires that the college only certify courses applicable to the VA eligible program of study that the student has chosen at Mid-State. Remedial courses taken online cannot be certified for VA benefits.
- It is the veteran's responsibility to request transfer of credits at Mid-State for any previous military or college training and the veteran should notify the Mid-State Certifying Official when transfer has been granted.

### **STEP 4> STUDENT ENROLLMENT VERIFICATION**

Once the semester has started, veterans receiving Chapter 30 and Chapter 1606 must verify their enrollment at the end of each month using the [WAVE enrollment verification system \(gibill.va.gov/wave/index.do\)](http://gibill.va.gov/wave/index.do) or by calling 877-823-2378.

Chapter 33 students must also verify their enrollment at the end of each month by

calling 888-442-4551. Students using Chapter 35 and enrolled in an NCD program must verify enrollment by calling 888-442-4551, option 1.

### **STEP 5> CHANGES IN ENROLLMENT**

By law, all changes must be reported to the VA by the college. Notify the veteran benefits contact if there is a change in program, withdrawal from course or college, enrollment in courses not toward degree requirements, change of address, course substitutions, or concurrent enrollment at Mid-State and another college. Failure to do so may cause a debt between you, the VA and school.

### **STEP 6> PAYMENT**

If you are receiving a monthly benefit under Chapter 30, Chapter 1606, or Chapter 35, your first payment should arrive four to six weeks after the first day of classes, or later if you apply for certification after classes begin. Qualifying pay rates and payment dates are available only through direct contact with the Department of Veterans Affairs on the [GI Bill® website \(benefits.va.gov/gibill/\)](http://benefits.va.gov/gibill/) or by calling 888-442-4551.

Tuition and fees under Chapter 33 Post-9/11 are only deferred after receiving a copy of the Certificate of Eligibility. Monthly veterans benefit payments are sent directly to the student's address or personal account. Books cannot be charged to any veterans benefit unless authorized through Chapter 31 Veteran Readiness and Employment.

### **STEP 7> STANDARDS OF PROGRESS**

All students receiving veteran benefits must maintain a cumulative grade point average of a 2.0. Failure to do so will result in the student being placed on warning. Failure to achieve a minimum cumulative 2.0 GPA for two consecutive semesters will result in suspension and require notification to the VA which may result in repayment of federal benefits. For Chapter 33, any "unearned F" grades where a student stops attending class before the specified class end date, may be subject to debt by both the school and the VA.

### **STEP 8> OVERPAYMENT**

The law requires that VA must collect all benefits paid to a recipient for a course for which the grade assigned is not used in computing the requirements for graduation, including a course from which the recipient withdraws, unless there are mitigating circumstances. This means if you drop a course or withdraw, the Veteran may be required to repay all the money paid to them for pursuit of the course or courses, from the start of the term, not merely from the date the course was

dropped or the student withdrew from school. The VA will withhold future benefits and apply them to your debt; may add interest charges and collection fees to the debt; may turn it over to a collection agency, may withhold federal tax refunds or withhold other VA program benefits.

## **MILITARY TUITION ASSISTANCE FOR ACTIVE SERVICE MEMBERS**

Contact the Education Office for your branch of the military to initiate your request to use Tuition Assistance (TA).

## **STATE BENEFITS WI GI BILL® TUITION REMISSION - Who is eligible?**

**VETERANS** - Wisconsin veterans who entered active military duty as a Wisconsin resident may receive a remission of 100% of the program fees (tuition) and material fees. Effective Fall 2014 Semester: Veterans who have established and maintained their status as a Wisconsin resident for at least five consecutive years immediately preceding the beginning of any semester for which the student registers at an institution may qualify, even if they were not residents of Wisconsin at the time of entry into active duty. This does not extend to spouses or children.

**NON-VETERANS** - Qualifying spouses and children (ages 17-25) of eligible Wisconsin veterans may receive a waiver of 100% of the program fees (tuition) and material fees. This does NOT mean 100% of courses fees are covered by this benefit. Activity/incidental fees, miscellaneous fees, and bookstore fees/charges are not covered under WI GI Bill®. To be eligible, the spouse or child of the eligible veteran must be a Wisconsin resident. Spouses are only eligible for a set time period following the death or disability of the veteran. There are some limitations to the total number of credits and semesters covered. Children are eligible until the age of 26. Requirement to switch to Post 9/11 GI Bill® Effective January 2010  
Veteran students who are eligible for the federal Post 9/11 GI Bill® will be required, according to the 2009-11 State of Wisconsin Biennial Budget, to use their Post 9/11 GI Bill® before using any WI GI Bill® benefits. Veterans who are eligible for the Post 9/11 GI Bill® and choose to use their other federal veteran education benefits will not qualify for any presumed tuition remission or supplemental stipend payment under the WI GI Bill®. For veterans entering the military after August 1, 2011, Post 9/11 GI Bill® will be the sole eligibility.

## **STEP 1> APPLICATION**

The application process is twofold. Review the process on the [Wisconsin GI Bill® page \(dva.wi.gov/pages/educationemployment/wisconsin-gi-bill.aspx\)](http://dva.wi.gov/pages/educationemployment/wisconsin-gi-bill.aspx). Submit the WDVA2030 Request for Certification for Wisconsin GI Bill® Benefits and Residency for Tuition Purposes form and required veteran documentation to the DVA. If the

veteran has not previously received state education benefits, they must also submit the WDVA0001 Eligibility Determination form with required documentation. The applicant must also submit the WDVA2029 Application for Wisconsin GI Bill® Benefits or Residency for Tuition Purposes form, along with applicable student eligibility documentation, to the Mid-State Veterans State Benefits contact listed prior to the 14th calendar day of the semester.

## **Step 2> DOCUMENTATION**

Additional Documentation is necessary to prove “spouse” or “child” of an eligible deceased or disabled Wisconsin Veteran and must be sent to Mid-State with WDVA 2029.

- Biological Child: A copy of the student’s Birth Certificate or similar official documents that identify parentage.
- Adopted Child: A copy of the student’s Adoption Certificate.
- Stepchild: A copy of the student’s Birth Certificate and a Marriage License that demonstrates the eligible veteran has married a biological parent of the student, or a copy of the Certificate of Eligibility for Federal VA benefits that indicates recognition as a stepchild.
- Other Child Who is a Member of the Veteran’s Household: A copy of the veteran’s most recent state and federal income taxes where the student is listed as a dependent and the student’s permanent address is the same as the veteran’s household address.
- Non-marital Child: A copy of a certificate of paternity. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available on the [GI Bill® website \(benefits.va.gov/gibill\)](https://benefits.va.gov/gibill).

## **CONTINUED ELIGIBILITY - WI GI BILL®**

As of January 1, 2014, you must have at least a 2.0 cumulative GPA to qualify for any benefits under the WI GI Bill® program. This means that if your cumulative GPA is not at least 2.0 as of January 1, 2014, you will not qualify for tuition remission, and you will be responsible for any/all costs associated with attending classes. If you receive a supplemental payment, you will not qualify for this benefit. After January 2014, you must have a cumulative 2.0 GPA at the beginning of any semester in which you register for classes or you will not qualify for any WI GI Bill® benefits. If you lose your WI GI Bill® eligibility because of your GPA but later improve your cumulative GPA to at least 2.0, you will be able to use the WI GI Bill® during the next semester that you enroll in classes. The GPA requirement applies to everyone using the WI GI Bill® including veterans and those spouses and

dependents eligible for the program as a result of their relationship with a veteran whose service qualifies for WI GI Bill®.

### **VET ED REIMBURSEMENT GRANT - Who is eligible?**

Wisconsin veterans who entered active military duty as a Wisconsin resident or by living in Wisconsin for a set period of time following entry into active duty, currently 12 months. Eligibility is based on the character and the duration of active duty determined by Wisconsin Department of Veterans Affairs (WDVA). This program provides reimbursement only after successful completion of coursework. Applicants must first apply for WI GI Bill® Benefits. Submit a pre-application (WWDVA 2201) directly to the WDVA within 30 days of the beginning of the semester and no later than 180 days after the semester start date. WDVA will not accept any earlier. The reimbursement grant application must be completed following successful course completion, but no later than 60 days following the end of the course. Failure to meet the deadlines for pre-application and grant application will result in denial. The preferred submission is the on-line process. If done online, both forms can be submitted at the beginning of the semester and meet both deadlines. The pre-application and grant application can be accessed on the [Veterans Education Reimbursement Grant page \(dva.wi.gov/benefits/education/vet-ed-reimbursement-grant/\)](https://dva.wi.gov/benefits/education/vet-ed-reimbursement-grant/) or by contacting your County Veterans Service Office.

### **WISCONSIN NATIONAL GUARD TUITION GRANT**

The Wisconsin National Guard (WING) Tuition Grant application form is available on the [Wisconsin Department of Military Affairs Education page \(dma.wi.gov/resources/education/\)](https://dma.wi.gov/resources/education/). Complete the student portion of the application and submit it to the Mid-State Veterans Advisors. Applications must be completed by the school and received by DMA no later than 90 days after completion of a course or term, whichever occurs first. Contact the school's Veterans Advisor to use the WING Tuition Grant.

### **WISCONSIN RETRAINING GRANT**

Veterans only (spouses and dependents do not qualify) who have become unemployed or underemployed (income from wages below federal poverty guidelines) within one year of WDVA's receipt of application, or Veterans who have been discharged from active military duty within the last 12 months are eligible or a veteran who has received a retraining grant within 13 months prior to the date the department issued the final payment of the first approved Retraining Grant. Applicants must be enrolled in a technical college education and complete within two years. Contact your County Veterans Service Officer to determine eligibility.

## **OTHER FEDERAL & STATE VETERANS EDUCATION BENEFITS**

Additional WDVA, VA, or other state or federal educational programs may be available. Veterans and veterans' dependents should visit the [VA website \(va.gov\)](http://va.gov), the [Wisconsin Department of Veterans Affairs website \(dva.wi.gov\)](http://dva.wi.gov), or contact their County Veterans Service Officer for additional information or to apply.

Good luck in your educational pursuit.

For more information, please contact Tracy Bliese, Financial Aid and Veterans Advisor, at 715-422-5522 or [tracy.bliese@mstc.edu](mailto:tracy.bliese@mstc.edu), or Chrystal Heinrich, Financial Aid Director, at 715-422-5504.