

Foothill College



Veterans Handbook

Veterans Resource Center
12345 El Monte Road
Los Altos Hills, CA 94022
650-949-7001

Veterans Resource Center

You've given your best

Now it's our turn.

Veterans Resource Center is here to assist students with achieving their educational goals by academics, camaraderie, and wellness.

We help Veteran students in addressing their specialized needs in a college setting, by encouraging veterans with pursuing their academic goals. Through achieving a college degree, apprenticeship program, or taking courses for personal enrichment to begin their educational experience through Foothill's Veterans Resource Center.

Veterans Specialist, Carmela Xuereb will assist you with your applications, regulations, policies and procedures for VA educational benefits at Foothill College. Contact her at 650-949-7001 or xuerebcarmela@fhda.edu via phone or e-mail.

Foothill College Veterans Resource Center is your liaison with the VA Regional Office in Muskogee, OK in processing your MGIB Educational Benefits for veterans and dependent of veterans.

How to Receive Benefits while Attending Foothill College

Come to the Veterans Resource Center

Located in the room 2014 and meet Carmela Xuereb the Veterans Specialist.

Things you will need to bring

- A copy of your DD 214 (Member 4 copy) form
- Reservist needs your DD214 and DD 2384 NOBE (Notice of Basic Eligibility) issued from your unit command

Forms to be completed:

- Service member never received MGIB benefits - VA form 22-1990
- Dependent of service member - VA form 22-5490
- If you're a transferring service member (previously received MGIB from another school) - VA form 22-1995
- If you're a transferring dependent of service member - VA form 22-5495

These forms are “**Request for Changes of Programs or Place of Training**”

Where to get the forms

Go online to www.gibill.va.gov and select “Resources” in the drop down menu on left side, click on “Students Handouts, Brochures, and Regulations” scroll down and select the forms needed. The Veterans Resource Center at Foothill College has these forms available for students.

Transcripts from all prior Colleges

- The VA requires **UNOPENED** “**Official Transcripts**” from **ALL** colleges previously attended. This is to ensure you are given prior credit for course work toward your major.

- Foothill College will allow up to the 2nd quarter attended for students to request transcripts from other colleges. This is a requirement by the Veterans Administration for all students.

Award Letter

The Veterans Administration Office in Muskogee, OK will mail you an award letter. The letter provides the student with the following information:

- a. Notification that your application has been processed for a specific period, including inclusive dates for which payment will be issued, how many months of entitlement, and delimiting date.
- b. Under the following chapters 30,1607, and 1606 the monthly rate of payment the student can expect to receive. Under chapter 33, the Post 9/11 you will receive the letter of Certificate of Eligibility, with your rate of percentage of entitlement.
- c. The student must notify the VA on last day of each month or within the 1st week after to verify enrollment. Student can call (877) 823-2378 or go online at www.gibill.va.gov/wave for enrollment verification. Students under the Post 9/11, Chapter 35 dependent students and Chapter 31 Vocational Rehab students do not need to call or go on-line to do verification.
- d. Information regarding appeal procedures.

Educational Plans

Student needs to schedule an appointment with an Academic Counselor and identify yourself as a Veteran. The counselors who work with the Veterans Resource Center are Jerry Cellilo, Andy Lee, Elaine Piparo, Leticia Serna, Voltaire Villanueva, and Fatima Jinnah. The counselor will complete an Educational Plan for your specific objective. This plan will indicate each class that is required for the student to successfully complete a **Certificated Program, AA/AS Degree, or Transfer to UC/CSU for BA/BS Degree**. The counselor will review with student what prerequisites, general education requirements, and core courses are required, as well as course work already completed for major.

VA requires Veterans and dependents of Veterans to have a Foothill College catalog approved educational plan, or articulated transfer agreement with Foothill College to a UC/CSU or Private Institution. Remember the VA will only pay for classes that are part of your major.

Example: If you are enrolled in 4 classes, which can be 3 units each (total 12 units), but only two classes are required for your major. The VA will only pay for 6 approved units. Always review your educational plan before you register to ensure the classes are required for your major.

Educational Plan

Submit to Foothill College Veterans Specialist to ensure your classes are VA approved for your major.

Change of Major

Students must notify Foothill College Veterans Specialist when you are changing your major. Any changes in major will be reflected the following quarter. When changing your major you will need to schedule an appointment with the VA Counselor to obtain a new educational plan. Veteran students are required to complete a VA form 22-1995 (Notice of Change of Program or Place) and turn it in to Veterans Office along with the new educational plan. Dependent students follow the same process. The form for dependent students is VA form 22-5495. You can get these forms on the VA website or from the Veterans Resource Center.

Services are Available for Veterans

At Foothill College and Middlefield Campus, we can assist you with registration, counseling, assessment testing for Math and English, Financial Aid, and Bookstore at both locations.

Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022
Veterans Affairs Office
(650) 949-7001

Middlefield Campus
4000 Middlefield Road
Palo Alto, CA 94303
(650) 949-6950

Policies and Guidelines

While attending Foothill College, it is your responsibility to comply with the following guidelines. This list is a combination of Veterans Administration regulations and college policy. It contains items Veterans and Dependents should be aware of.

Minimum GPA Requirements

Student receiving VA educational benefits (veterans, reservists, dependents) must maintain satisfactory academic progress. Student receiving VA benefits that fall below a 2.0 grade point average (GPA) will be placed on academic probation. If unsatisfactory progress continues for two consecutive quarters, the student will have benefits suspended until the GPA returns to satisfactory progress with a 2.0 GPA or better.

Unit Change

You must notify the Veterans Office within a few days of any increase or decrease in units or if you have terminated enrollment from the school. You may be required to reimburse the VA funds received if you drop classes or when a **No Credit (NC)** or **Withdraw (W)** is received unless there are mitigating circumstances.

Repeat

You cannot repeat a course with a letter grade of **C** or better unless a letter grade of **“D, F, or W”** was received. If you receive a **“D, F”** and course work was completed you would be able to repeat the course and the VA will pay for repeated classes, if the class is a required class for your major or GE. If the **“F, W, or NC”** grade is a result of non-attendance, the VA will reduce your pay rate effective to the date indicated as last date attended.

Monthly Verification

Students under **Chapter 30, 1606, and 1607** are responsible to notify the VA on the last day of each month or within the 1st week after to verify your enrollment status. You can **call (877) 823-2378** or go **on line at www.gibill.va.gov/wave** for enrollment verification; ***this does not apply if you're receiving the Post 9/11 Chapter 33 benefits.***

VA Benefits

You cannot receive VA Benefits for a repeated course in which you received an **Incomplete "I"**.

Upon receiving an "I", you must complete the course work within one year. If you do not complete the required course work you will receive an **F** failing grade dependent on the contract agreement with the instructor.

Monthly Payments

VA monthly benefits are paid based on the units student have registered for per quarter.

Full-Time 12 or above units

Half-Time 6–8

Three-Fourth Time 9–11½

Less than Half-Time 1-5½

VA student under Post 9/11 chapter 33 need to be enrolled in more than half-time to receive BAH benefits, otherwise you will only receive tuition and fees.

Students enrolled in less than half time will receive benefits of tuitions and fees only.

Summer Schedule

If classes are 6 weeks long, then 6 Units are considered Full-Time status.

If your summer class is 8 weeks or longer then it will be considered as regular 12-week quarter status, and 6 units will be considered Half-Time status.

Example: You are taking a total of 8 units for the summer quarter. One 5-unit class is 8 weeks long and one 3-unit class is 6 weeks

long. You will have two different ending dates. The 5-unit class would be considered Three-Fourth time and the 3-unit class would be less than ½ time.

Payment of Benefits

Usually occurs between the 1st and 15th of each month.

Effective August 1, 2011 Break or interval pay is no longer payable under **any** VA education benefit program unless under an Executive Order of the President or due to an emergency, such as a natural disaster or strike.

- This means that when your semester ends (e.g. December 15th), your housing allowance is paid for the first 15 days of December only and begins again when your next semester begins (e.g. January 10th) and is paid for the remaining days of January.
- Students using other VA education programs are included in this change. Monthly benefits will be pro-rated in the same manner.
- Entitlement that previously would have been used for break pay will be available for use during a future enrollment.
- Allows reimbursement for more than one “license or certification” test (previously only one test was allowed).

All inquiries may be made through the Veterans Administration Regional Offices in Muskogee, OK.

Direct Deposit Information

Contact (877) 838-2778

Students receiving **Chapter 33, 30, 1606, 1607, or 31** benefits have the option to have VA benefits be deposited directly into a checking/savings account of their choice.

Students receiving **Chapter 35 (dependents)** do not have the option of direct deposit, so be sure your address is current with the Veterans Administration.

