Veterans Education Benefits – Procedures

Policy: Veterans Education Benefits.

The City Colleges of Chicago has two team members at each college who are dedicated to serving veterans, service members, and their dependents. The School Certifying Official (SCO), located in the Financial Aid Office, is available to assist military affiliated students with utilizing state and/or federal veterans educational benefits. The Veterans Services Specialist, located in the Veterans Services Center, can assist the student with issues related to his/her education, applying for veterans education benefits, and with connecting to external agencies (healthcare providers, counseling services, housing assistance, etc.). The Veterans Services Specialist can also assist a veteran or service member in obtaining an official copy of his/her military transcript for evaluation and military credit.

(a) State Programs

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- Illinois Veteran Grant (IVG)
- Illinois National Guard Grant (ING)
- MIA/POW Scholarship

(b) Federal Programs

- Montgomery GI Bill (Chapter 30) (see Post 9/11 GI Bill® (Chapter 33) and Montgomery GI Bill (Chapter 30))
- Post 9/11 GI Bill® (Chapter 33) (see Post 9/11 GI Bill® (Chapter 33) and Montgomery GI Bill (Chapter 30))
- Transfer of Entitlement (TOE) of Post 9/11 GI Bill (Chapter 33 TOE)
- Montgomery GI Bill Selected Reserve (Chapter 1606)
- Vocational Rehabilitation and Employment Program (Chapter 31)
- Survivors and Dependents Educational Assistance Program (Chapter 35)
- Marine Gunnery Sergeant John David Fry Scholarship
- Tuition Assistance (Active Duty, Reserves, and National Guard)
- Tuition Assistance Top-Up (TATU)
- VA Work Study
(c) Registration Process

Veterans, service members, and their dependents who plan to use their federal and/or state veterans educational benefits must meet with the Veterans Services Specialist prior to registering for courses for the first time. Military affiliated students who are registering for the first time should follow the process outlined below:

1. Meet with the Veterans Services Specialist to discuss education goals, veterans educational benefits, and the Military Credit Policy. The Veterans Services Specialist will assist the student in applying for their benefits or in completing the Request for Change of Program or Place of Training, review the documentation the School Certifying Official (SCO) needs to process the student’s request for veterans education benefits, and ensure all documentation for Military Credit is requested and submitted timely.

2. Meet with a College Advisor to obtain an Education Plan and register for courses that are required per the Education Plan.

3. Visit the SCO to submit a copy of his/her DD214 (or other applicable separation document), documentation that supports his/her eligibility for the veterans educational benefit he/she plans to use, class schedule (after registering), and Veterans Education Benefits Declaration Form.

4. For each subsequent term of course registration, the student must bring his/her class schedule to the SCO (after registering) and Veterans Education Benefits Declaration Form.

(d) Enrollment Certification Process

The SCO certifies the military-affiliated student’s enrollment via VA-ONCE.

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The SCO certifies the data required for each program which may include in-state flat rate tuition charges, term dates, eligible credit hours, the training type, and the name of the academic program.

The SCO monitors military-affiliated students’ enrollment throughout the term and reports any changes in enrollment or tuition.

(e) Attendance and Active Duty Service

Students who are Active-Duty Service members and their eligible dependents may apply for the Tuition Assistance program through the US Department of Defense. The student obtains an authorization form from their military branch and submits it to the Business Office at their campus for third-party billing for the amount of tuition.

A student’s failure to attend classes may result in the loss of Tuition Assistance (TA).

• 100 percent of TA funds will be returned to the appropriate Military Service branch when the Service member does not begin attendance in one or more of their enrolled courses.
• If TA funds have paid for a course that is cancelled by CCC, the funds are returned to the appropriate Military Service Branch.

• If a student discontinues attendance in one or more courses, then TA funds are returned on a proportional basis through the 60 percent portion of the period for which the funds were provided.

In instances when a Service member stops attending due to a military service obligation, CCC will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.