CENTRAL CAROLINA
COMMUNITY COLLEGE

LEE COUNTY CAMPUS
OFFICE OF VETERNS AFFAIRS
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SERVING CHATHAM, LEE & HARNETT COUNTIES

CCCC In-Processing Requirements for VA Educational Benefits

All Students

1. Apply for Admission to CCCC *(visit the Admissions Office for assistance)* and satisfy Placement Test requirements.

2. Enroll in a VA approved program of study (Only Curriculum Programs found in the Catalog are approved).

3. Submit Official High School/GED transcript and all Official transcripts from ALL previously attended colleges which includes Military transcripts (Joint Services Transcript (JST). VA Certifications will not be submitted until all prior college transcripts have been evaluated for transfer credits.

4. Complete the Free Application for Federal Student Aid (FAFSA) CCCC school code: **005449**. Contact the Financial Aid Office if assistance is needed.

5. VA pays in-state tuition/fees rates only, students may qualify for **one** of the following military waivers if considered Out-of-State:

   a. Veterans and family members must enroll in college, must be using VA education benefits, and submit required documentation within 3 years of veteran's date of separation or retirement.

   b. Family members of Active Duty Personnel must have military-dependent ID card and submit a copy of the orders assigning the active duty member to a base/post in North Carolina. STUDENTS ARE CHARGED OUT-OF-STATE TUTION UNTIL WAVIER IS APPROVED.

VETERANS—Montgomery GI Bill® (CH 30), Post 9/11 (CH 33), MGIB Selected Reserve/Guard (CH 1606)

1. Apply for your VA Education Benefit here. Processing time can take up to 30 days. Once you have received a copy of your Certificate of Eligibility (COE), please submit it to the VA Coordinator.

2. Submit a copy of your DD-214 to the VA Coordinator.

3. CH 1606 students should see their Reserve or Guard unit for counselling and to receive DD Form 2384-1, Notice of Basic Eligibility (NOBE) that will determine when the student is eligible for the MGIB-SR

4. If you are transferring from another school, please electronically submit VA Form 22-1995 (Change of Program/School).

5. After registering for classes, submit a copy of the Veteran's Enrollment Certification Request Form to the VA Coordinator.

VERTERANS- Readiness & Employment (CH 31)

1. Apply for Vocational Rehabilitation & Employment (CH31) benefits online.

2. Your Case Manager must submit Authorization via the Tungsten System.

3. Submit a copy of your DD-214 to the VA Coordinator.

4. Submit a copy of the Veteran's Enrollment Certification Request Form to the VA Coordinator.

FAMILY MEMBER- Dependents Education Assistance (CH 35)

1. Apply for Dependents Education Assistance (CH35) benefits online.

2. If you are transferring from another school, please electronically submit VA Form 22-5495 (Dependent's Request for Change of Program/School).

3. Submit copy of Certificate of Eligibility (COE) to VA Coordinator.

4. Submit copy of Veteran's Enrollment Certification Request Form to the VA Coordinator.

CHAPTER 33-DEPENDENT TOE (TRANSFER OF ENTITLEMENT

1. Your sponsor will need to apply to the Department of Defense to transfer their benefit to you via milConnect.

2. Once the transfer has been approved, please Apply to Use Transferred Education Benefits online.

3. Submit a copy of your DoD Transfer Approval letter and Certificate of Eligibility (COE) to the VA Coordinator.

4. Submit copy of Veteran's Enrollment Certification Request Form to the VA Coordinator.

The following rules and information are important to your certification and receipt of pay under your VA Education Benefits.

Please Read Carefully!

1. All Admissions requirements (i.e. application, transcripts, placement test(s), and evaluation of courses) MUST be completed before certification can be submitted to the VA.

2. The CCCC course catalog is the "Official" guide for your program. Any courses taken outside of the ones listed under your program in the catalog and are not listed on your official Evaluation, are your financial responsibility. VA will not pay for "Non-Credit" courses; courses previously passed with a "D" or better (unless a better grade is required by your program for graduation); courses for which transfer credit has been granted; or courses passed by a proficiency exam. *NOTE: If a course substitution is being granted, it must be approved by the Department Chair. A copy of the course substation must be provided to the VA Coordinator. There will be no certification for course substitutions by the VA Coordinator without a copy of the approval.*

3. Students with an end-of-semester GPA below the required 2.0 will be placed on Probation for the following term they are enrolled. If the student's cumulative GPA is still below 2.0 at the end of the probationary term, the student will be place on Suspension and education benefits will be terminated. The Suspension will remain in effect until required 2.0 GPA has been achieved.

4. CCCC VA students taking classes at another institution (guest school), with the purpose of transferring credit back to CCCC (parent school) will be considered a Visiting student at the guest school. Students must submit their registration receipt from the guest school to the VA Coordinator at CCCC. The classes registered for will be reviewed and if those classes are eligible for transfer back to CCCC, to be applied to your current program, a letter will be submitted to the guest school to that effect. Upon receipt of the letter, the VA Representative at the guest school will certify the eligible hours.

5. Students are responsible for notifying the VA Coordinator of plans to graduate or complete their individual diploma or certificate program during the term of enrollment at CCCC.

6. Students receiving VA education benefits are subject to all rules and regulations stated in the Central Carolina Community College catalog.

7. **Chapter 33 (Post 9/11)** students MUST submit a Certificate of Eligibility (COE) to the VA Coordinator, which is used to determine the eligible portion of tuition to be paid by the VA. If eligibility is less than 100% you are responsible for the difference owed to the school. Please be sure to set up Payment Options and or utilize Financial Aid accordingly. In addition, you must have resources available to purchase books in the event your book stipend is not received before the new semester starts. Also, please be sure to **verify enrollment status each month to continue receiving a monthly housing allowance. Students can verify enrollment status in one of two ways:**

    1) Text Messaging – Students who choose VA's "Opt-In" feature will receive a text message each month prompting them to verify their enrollment status (Contact ECC to Opt-In)
    2) Telephone – Students may call the Education Call Center (ECC) at 888-442-4551 to verify their enrollment status

8. **Chapters 30, 35, and 1606** students are responsible for all tuition, fees, books, and other debts accrued by attendance at CCCC. These costs cannot be charged to the VA. You should be prepared to pay out of pocket and or utilize Financial Aid to start school, as it may take a considerable period of time before the VA pays your initial benefits check. Please note, the VA Coordinator does not determine eligibility for, or amount of VA education benefits. The VA Coordinator is responsible for certifying enrollment status only. Any questions on eligibility or amount of benefits must be addressed to the VA at 1-888-442-4551. ***The Veteran's Enrollment Certification Request Form is required each semester***

9. **Chapter 31 (VR & E)** must buy all required books, supplies, tools, and equipment through the CCCC Bookstore unless directed otherwise by your VR & E Case Manager. CH 31 students must maintain contact with their Case Manager regarding their benefits but will need to notify the VA Coordinator of enrollment or change in enrollment status each semester. ***The Veteran's Enrollment Certification Request Form is required each semester***