

CHAPTER 1607 RESERVE EDUCATIONAL ASSISTANCE PROGRAM

Welcome to CPTC from the VA Registration Clerk (VARC) and The Veterans Resource Center!

To Start We Will Need the Following:

VA Approval- We will need a copy of your Certificate of Eligibility.

Change of Program/Change of Place of Training- Designated as VA Form 22-1995. Is used if benefits have been claimed at another school, there has been a break in attendance, or your degree program has changed. Submit to VARC. If submitted via web to VA you should get a letter telling you to take it to your school so the enrollment can be submitted. VA will not request enrollment information on your behalf.

Class Schedule- Submit your final concise student schedule from My Clover Connection (<https://tredstone.cptc.edu/kiosk/student/waci003.htmlMyCC-Get Student Schedule>). Enrollments will not be reported until your schedule is received. The VARC prefers you bring in your schedule. Faxing is also an option.

Other Key Points:

Application Fee- There is a \$20 application fee that is required at the time it is submitted. Unfortunately, this is not a fee VA will pay.

Full Time Enrollment- To be full time a student must be in 12 credits required for the degree program VA has on file. Summer quarter enrollment training time is much different. To be full time the student must be enrolled in 8-9 credits however the credits must be the entire 8-9 week session. Short courses, weekend classes, and seminars will be reported based on the start and stop dates of the class.

Payment Distribution- Under Chapter 1607, VA processes payment at the end of each month for that month based on enrollment. Students must verify attendance each month to generate payment. The payment goes directly to the student. Payments are prorated in relation to the start and stop of the term. VA does not pay benefits during breaks, before or after a term. Only classes required for the degree program VA has on file will be certified. You could be responsible for tuition and fees if your enrollment is not full time or during the summer term.

Tuition/Fees/Housing Charges- VA does not pay tuition, fees or housing charges. All fees are due to the College by the published deadline.

Tuition Waiver- Washington State has a Veterans Tuition Waiver that students may also qualify for in addition to the VA Education Benefit. The tuition waiver is not in any way linked to the benefit paid by VA. To qualify students must meet all the requirements of the waiver. A new waiver application must be submitted each year. Eligibility requirements are reviewed each quarter by VARC and forwarded to Financial Aid & Scholarships Office to be awarded. The waiver will pass thru to the student account approximately 1 week prior to the start of the term. It is highly recommended that the application be made prior to the deadline. Late applications will not be accepted. You will be encouraged to move your application to the next applicable quarter.

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Tuition Assistance- Students using tuition assistance should apply thru their respective online portal. Approvals should be forwarded to Student Financial Services so that billing can occur based on the approval, the VARC does not have the authority to act as your academic advisor to sign off on degree plans or approvals. If you are asked to submit a breakdown of tuition and fees please make contact with the VARC and a letter will be generated, usually the next day. We are not able to produce letters the same day.

Grading/End of Term Processing-At the end of each term the VARC is required to report progress back to VA. Status and performance such as graduation, academic probation, academic dismissal, failing grades, and no credit earned must be reported to VA and could create an overpayment of benefits received.

Schedule Changes/Dropping/Withdrawing/Leaving the College-After your schedule is submitted to the VARC, your enrollment will be reported to VA. If you make changes or drop below credits, contact the VARC so that we can update your information to VA. Schedule changes made after your enrollment has been reported to VA can create an overpayment with VA.