Military Educational Benefit Packet
For Chapters 30, 35, 1606 and 1607

Welcome to Walsh College!
We look forward to serving you in appreciation for your service to our country.

Should you have any questions or concerns regarding your military education benefits, please do not hesitate to contact a Walsh College School Certifying Official (SCO).

PATTY DEMASEK ◆ KARA FIELDS ◆ LAUREN MILETO

www.walshcollege.edu/veterans

Phone: 248.823.1660 ◆ Fax: 248.823.1662 ◆ veterans@walshcollege.edu

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CERTIFICATION INFORMATION

- **Annual Benefit Request form**: Submit at the beginning of each academic year (fall term through end of summer term).
  - Turn the form in to a Walsh College School Certifying Official (SCO) before enrollment can be certified.
    - It must be resubmitted each fall term for certification to continue.
  - It can be found on [www.walshcollege.edu/vetcert](http://www.walshcollege.edu/vetcert).

- **Enrollment Verification**: You must verify your monthly enrollment through WAVE (Web Automated Verification of Enrollment) [https://www.gibill.va.gov/wave/index.do](https://www.gibill.va.gov/wave/index.do) or eBenefits [https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal](https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal)
  - Verify your enrollment on the last calendar day of the month or after to approve payment for previous month.
  - *Chapter 35 recipients are exempt from this requirement.*

- **Course Enrollment**: Enroll in courses required for graduation and in approved programs.

- **Certifying Enrollment**: Walsh notifies VA of your enrollment through an online certification.
  - Credit hours and term dates are submitted to VA on the first day students may withdraw from classes each term.
    - This certification puts you in queue for VA payments.

**IMPORTANT THINGS TO CONSIDER REGARDING CERTIFICATION:**

If you do not want to be certified for a semester:
Notify a Walsh SCO in writing prior to the first day students may withdraw for that term.

If you want to be certified earlier than the first day to withdraw:
Request via e-mail each semester. Fill out and submit the [Early Certification Request form](#).

- **Changes to Certified Enrollment**: You must inform a Walsh SCO of any changes to your enrollment in writing, within 10 business days from the change.
  - This includes, but is not limited to: stoppage in attendance, drops/withdrawals, failed grades, etc.
    - *Include the last date you attended the course.*
    - This information must be reported to VA. If you do not provide this date, we will use the date the instructor submits to the College or the date the form was submitted.
  - See “Course Related Information” section on the next page for more details.

- **Changing Degree Programs**: If you change your degree program, notify a Walsh SCO.

- **Demographic Change**: You are responsible for updating both the College and the VA of any demographic changes.

- **Benefit Expiration**: Let us know when your educational benefits are exhausted.
  - Unless you notify us of your benefits exhausting, we will continue to certify you for the terms you enroll in for the remainder of the academic year.
    - **NOTE**: This could lead to an overpayment situation with VA.
COURSE RELATED INFORMATION

 Dropping a Course: Report any course(s) you drop (if you draw benefits) to a Walsh SCO by e-mail or signed notification within 10 business days from the change.
  o Dropping takes the course off of your transcript.
    ▪ A dropped course carries a tuition refund of 100% or 50%.
    ▪ Walsh registration materials detail the drop and refund dates and policies.
  o If you drop a course during the term, the VA may consider the drop retroactive to the start of the semester provided mitigating circumstances exist.
    ▪ See “mitigating circumstances” in the “W” Grades bullet below.
  o Dropping courses may reduce or negate your rate of pay as it relates to your benefits.
    ▪ If dropping classes changes your rate of pursuit (i.e. full time to half time), an overpayment may occur.

 “W” Grades: Report any course(s) you withdraw from (if you draw benefits) to a Walsh SCO by e-mail or signed notification within 10 business days from the change.
  o Withdrawing results in a “W” grade on your transcript and the tuition is owed to the College.
    ▪ Withdrawal period dates are listed in the catalog, on the website, and in registration materials.
  o The VA will not pay you for days you were not attending the course.
    ▪ If you withdraw from a course, VA will only pay for the dates you were enrolled in the course.
    ▪ VA can grant mitigating circumstances one time for up to 6 credit hours.
      • Provide notice of mitigating circumstances (i.e. death in family; illness or injury; unavoidable change in employment, military service, or childcare) to a Walsh SCO when you withdraw from a course.
  o Withdrawing from courses may lead to overpayments.

 Repeating a Course: Courses you must repeat to graduate may be certified to VA.
  o VA will pay for courses that were not successfully completed and must be repeated to graduate.
  o VA will only pay for one failed attempt per course.
  o VA will not pay for courses that were successfully completed and retaken for a higher grade (unless the higher grade is needed to graduate). If you are unsure if your class will be paid for by VA, contact a Walsh SCO.

 Failing Grades: Courses completed with a grade of “F” need to be reviewed.
  o If you stop attending or never attended a course and earn an “F” grade, VA will not pay for the entire term.
    ▪ The VA will only pay your benefits for days you were attending the course.
  o If you receive an “F” and attended the entire term, VA will pay for the course.

 Unsatisfactory Progress (Probation): Terms of academic probation are reported to VA.
  o VA requires we notify them if you are on academic probation.
  o We are able to certify you for all terms of your academic probation.
  o If you are academically dismissed, we must notify VA and terminate your last term’s certification.

 Guest or Concurrent Enrollment: If you are approved to take courses at another institution, a formal request must be submitted to Walsh SCO to use your benefits at both schools.
  o Submit a request for a “Parent School Letter,” which allows certification at both schools.
  o Include institution, school official name and e-mail address or fax number.

 Audited Courses: You cannot be certified/draw benefits for an audited course.
ENROLLMENT CLASSIFICATION

<table>
<thead>
<tr>
<th>UNDERGRADUATE STUDENTS</th>
<th>GRADUATE STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VA CLASSIFICATION:</strong></td>
<td><strong>CREDIT HOURS:</strong></td>
</tr>
<tr>
<td>Full Time</td>
<td>12 or more</td>
</tr>
<tr>
<td>Three-Quarter Time</td>
<td>9 or more</td>
</tr>
<tr>
<td>Half Time</td>
<td>6 or more</td>
</tr>
<tr>
<td>Less than Half Time</td>
<td>1-5</td>
</tr>
</tbody>
</table>

NOTE: VA considers Walsh’s 11 week semesters to be non-standard terms related to rate of pursuit. The above are estimates as to how VA should calculate your rate of pursuit. Check with the St. Louis Regional Processing Office for actual calculations on certifications submitted.

PAYMENT INFORMATION

- **Payment Date Extension:** Payment dates are extended one term for GI Bill recipients.
  - Tuition and fee payments are extended until the first payment due date of the following term.
  - This payment date extension gives you time to pay your bill without penalties, fees, or extensive out of pocket costs.
  - VA pays you the money for your tuition and fees. You are responsible to pay your balance in full by the first payment due date of the following term.

- **Military Tuition Assistance (TA):** Policies govern the use of TA with GI Bill benefits. Contact a Walsh SCO with questions.

<table>
<thead>
<tr>
<th>Chapter 30</th>
<th>Active National Guard of Reserve AGR</th>
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<tbody>
<tr>
<td></td>
<td>Cannot receive TA and Ch. 30 for the same course. Can use both if each one is paying for different course work. If only taking one course, you need to contact VA for approval for Top Up. (Top Up, if approved, allows VA to pay the difference between TA and the cost of the course.)</td>
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<table>
<thead>
<tr>
<th>Chapter 1606 and 1607</th>
<th>M-Day Reserve</th>
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</thead>
<tbody>
<tr>
<td>M-Day Reserve</td>
<td>Can use both Ch. 30 and TA simultaneously. (AGRs cannot.)</td>
</tr>
<tr>
<td>Active National Guard and Reserves</td>
<td>Cannot use both GI Bill and TA for the same courses if they are less than half time.</td>
</tr>
</tbody>
</table>

AGR = Active Guard and Reserve (Title 10)  
M-Day Reserve = Part time service in National Guard or Reserves (Title 32)

DEPLOYMENT – ACTIVE DUTY – MILITARY TRANSFER

- **Military Orders:** If you are deployed, or have active duty, drilling, or military transfer orders affect your ability to complete enrolled courses we can help you with one of the following options:
  - Work with your instructor to complete your courses either before you leave or within four weeks of the term ending.
  - Depending on your orders and the course requirements remaining, this may not be possible.
  - Drop the courses for a tuition refund or withdraw from the courses.
    - Withdrawal means a “W” appears on your transcript and tuition is still owed.
    - This is beneficial to not have to repay your housing.
    - Be sure to tell the Walsh SCO’s you are withdrawing due to military orders.
    - Drop means full or partial tuition will be refunded and the course will not be on your transcript.
    - Dropping all courses may give you the time back on your GI Bill; however, you may have to repay drawn housing payments.
  - Contact a Walsh SCO to better understand and navigate your options.

OFFICIAL COMMUNICATION

- **Official Communication:** All official email communication must be done through your Walsh College email account.
CONTACT INFORMATION

Admissions and Advising
Phone: 248.823.1610
admissions@walshcollege.edu
- Application process
- Academic advising questions
- Transcript evaluation, including military credits
- Transferring courses and scheduling

Bookstore
Phone: 248.823.1615
walshcollegebookstore@walshcollege.edu
- Ordering books for classes
- School supplies

Business Office
Phone: 248.823.1620
business@walshcollege.edu
- Account statement questions
- Billing and payments
- Tuition & fee charges

Career Services
Phone: 248.823.1625
careerservices@walshcollege.edu
- Job search assistance
- Resume and cover letter critiques
- Practice Interviews

Debt Management Center
800.827.0648

Financial Aid
Phone: 248.823.1665
finaid@walshcollege.edu
- Military Grant Program: Any active or reserve service members are eligible. When used with TA, undergraduate tuition costs are covered.
- Scholarship or loan questions
- FAFSA (Free Application for Federal Student Aid) www.fafsa.ed.gov
- National Guard Grant Applications
- Veteran scholarship site: www.needalift.org

GI Bill Website
www.gibill.va.gov

Oakland County Veteran Services
Pontiac: 248.858.0785
Troy: 248.655.1250
http://www.oakgov.com/veterans/

Records
Phone: 248.823.1660
records@walshcollege.edu
- School Certifying Officials
- GI Bill benefit questions
- Registration assistance
- Graduation applications and related questions
- Commencement questions

Technical Helpdesk
Phone: 248.823.1350
helpdesk@walshcollege.edu
- Assistance with email, portal, or WebAdvisor
- Technical assistance

Walsh College Student Veterans Organization
www.walshcollege.edu/SVO

Faculty
Phone: 248.823.1635
facsecr@walshcollege.edu
- Questions regarding course content, syllabus, and advanced assignments

Walsh College Veteran Services team
www.walshcollege.edu/VST
veterans@walshcollege.edu

Walsh College Veterans Webpage
www.walshcollege.edu/veterans
STUDENT RESPONSIBILITIES

1. The student must provide the College with official copies of records pertaining to GI Bill benefits and/or status (COE/NOBE, relevant VA correspondence, debt letters, etc.).

2. Eligibility documents (COE, NOBE, etc.) must be submitted to the Walsh College School Certifying Officials (SCO) within your second semester of using education benefits.

3. The student is liable for overpayments of benefits by the Veterans Administration (VA) and for tuition payments to Walsh College as outlined by the published drop and/or withdrawal policy.

4. If benefit payments are not received for any reason, the student is responsible for any and all costs associated with admission and enrollment at the College.

5. It is the student’s responsibility to notify a Walsh SCO in writing of the following: changes in enrollment, non-attendance, stoppage in attendance, failing grades, changes to degree program, etc.

6. If the student receives a failing grade, he or she must notify a Walsh SCO and include the last date of attendance in the course. If this is not received, the date provided by the instructor will be reported.

7. For registered classes at Walsh College to be certified with VA, the student must submit the benefit request form each academic year. This will permit the College to certify eligible, enrolled courses on the first day students may withdraw from classes each term in that academic year.

8. To have enrollment certified prior to the beginning of the withdrawal period each term, the student must submit a written request.

9. To prevent enrollment from being certified at the beginning of the withdrawal period each term, the student must submit written notification.

10. This is a sampling of the VA governances and College policies for which students are responsible. Students are required to abide by the latest information and updates as administered by the VA.

11. Updates and important information will be communicated to students via their Walsh email account.

All written documentation may be signed and faxed to 248.823.1662 or e-mailed to veterans@walshcollege.edu from your Walsh College e-mail address.
### WALSH COLLEGE FORMS

#### Notify Walsh of Intention to use Veteran Educational Benefits:

<table>
<thead>
<tr>
<th>Annual Benefit Request form</th>
<th>To have Walsh certify your enrollment with VA, you need to submit this form <strong>each</strong> academic year.</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://www.walshcollege.edu/upload/docs/Current_Students/records_veterans_benefitrequest.pdf">https://www.walshcollege.edu/upload/docs/Current_Students/records_veterans_benefitrequest.pdf</a></td>
<td>With this form submitted all eligible registered courses will be certified on the first day students may withdraw from classes each term within that academic year.</td>
</tr>
<tr>
<td></td>
<td>If you wish to be certified sooner (or not at all) for a specific term within the academic year, you need to notify a Walsh SCO in writing.</td>
</tr>
</tbody>
</table>

#### VA FORMS

<table>
<thead>
<tr>
<th>Obtain VA forms in the following ways:</th>
<th>eBenefits <a href="https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal">https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDF <a href="http://www.va.gov/vaforms/default.asp">www.va.gov/vaforms/default.asp</a></td>
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</table>

#### Applying for Veteran Educational Benefits:

<table>
<thead>
<tr>
<th>Application for VA Educational Benefits</th>
<th>This is required if you <em>have not</em> applied to use your education benefits or if you used any other chapter of the GI Bill.</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-1990 form</td>
<td>Submit this form directly to VA. Once this is done, notify Walsh SCO of its completion.</td>
</tr>
<tr>
<td>22-5490 form (Ch. 35)</td>
<td>You will receive eligibility documents in letter format when your application is approved and complete.</td>
</tr>
<tr>
<td>Notification of Eligibility:</td>
<td>Give a copy of this to Walsh SCO within your second semester of using education benefits and keep a copy for your records.</td>
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</table>

#### Changing Degree Programs/Schools:

<table>
<thead>
<tr>
<th>Request for Change of Program or Place of Training</th>
<th>This form is required if you <em>have previously</em> used your education benefits at another college/university.</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-1995 form</td>
<td>Submit this form to VA through the online application. Notify the Walsh SCO of this being submitted.</td>
</tr>
<tr>
<td>22-5495 form (Ch. 35)</td>
<td></td>
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</tbody>
</table>

#### Checking Status of Benefits or Updating Information w/VA:

<table>
<thead>
<tr>
<th>WAVE (Web Automated Verification of Enrollment)</th>
<th>For more details on WAVE see “Enrollment Verification” on page two of this packet.</th>
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<tbody>
<tr>
<td><a href="http://www.gibill.va.gov/wave/index.do">www.gibill.va.gov/wave/index.do</a></td>
<td></td>
</tr>
<tr>
<td>eBenefits</td>
<td>This portal is for veterans, service members and their family members to manage their benefits.</td>
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</table>