

Veteran Student Handbook



Clovis Community College

Veterans Resource Center

Jan 1, 2022

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CCC Veterans Resource Center (VRC)

The CCC VRC helps facilitate the transition of service men and women from military to college life by helping and connecting students to resources both on and off campus to help with their educational, physical, and social needs, as well as supporting retention and student success. The VRC also provides services to active duty members, reservists, and those dependents utilizing VA education benefits.

All veteran students are urged to contact the veterans resource center to take advantage of the guidance and services available. You served your country honorably, now let us serve you! GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

Services Offered in the VRC

- Academic Counseling
- GI Bill Benefits Processing and Information
- Financial Aid
- Computer use and free printing
- Student lounge/study area
- Laptop/Calculator/Textbook lending
- School Supplies/Coffee/Snacks
- Peer to peer mentoring
- Assistance with navigating college and referrals to campus/community resources

Points of Contact

The VRC can serve as your point of contact throughout your enrollment at Clovis Community College. We can provide referrals to on and off campus resources as well as assist you in accessing information regarding your veterans benefits.

Veterans Counselors

Ralph Munoz

559.325-5232

ralph.munoz@cloviscollege.edu

Courtney Sparrow

(559) 325-5230

courtney.sparrow@cloviscollege.edu

Veterans Services Specialist (School Certifying Official)

Natalie Minas

(559) 325-5415

natalie.minas@cloviscollege.edu

VRC Front Desk

(559) 325-5416

cccsrc@cloviscollege.edu**Disabled Students Programs and Services POC**

Colleen Brannon

(559) 325-5349

colleen.brannon@cloviscollege.edu**Financial Aid Office POC**

Alyssa Talbot

(559) 325-5263

alyssa.talbot@cloviscollege.edu

Financial Information

Estimated Cost of Attendance

The table below is for informational purposes only and may not reflect your true cost of attendance. Please note that not all costs will be relevant to your current situation and costs may increase or decrease based on factors outside of the colleges control. This estimate is for two years of attendance (60 Units of course work) which is the minimum requirement to earn an associate degree. If students take less than 15 units a semester, they may need to stay beyond the 2-year period which would increase the overall cost of attendance. All students with concerns regarding college costs and financial assistance are encouraged to speak with the Financial Aid office as well as participate in all programs available to assist with defraying the cost of attendance such as EOPS and the Scholarship program.

| College Costs | 2021-2022 Costs | 2022-2023 |
|--|------------------------|------------------|
| Estimated Tuition and Fees | \$1,334+ | \$1,334+ |
| Estimated room and board charges | \$15,086+ | \$15,086+ |
| Estimated cost of books and supplies | \$1,971+ | \$1,971+ |
| Estimated other expenses (transportation, personal expenses, etc.) | \$4,409+ | \$4,409+ |
| Estimated Total Cost of Attendance | \$22,800+ | \$22,800+ |
| Total Estimated Cost of Attendance: \$45,600 | | |

What Fees are covered by the GI Bill

Each chapter of the GI Bill covers different fees associated with attending college. Below is a breakdown of fees that are generally covered by each Chapter of the GI Bill:

Chapter 30-Montgomery GI Bill

Under the Montgomery GI Bill students receive a monthly stipend that is sent directly to your bank account. This GI Bill does not cover any tuition costs paid directly to the school or books and supplies. Students are given the monthly stipend to help defray the cost of college attendance.

Chapter 31- Veterans Readiness and Employment (VR&E Formerly Vocational Rehab)

Students utilizing VR&E are entitled to have tuition costs covered by the VA for courses that are required for their program of study. Courses not required for the program of study will not be covered without prior approval from your VR&E Counselor. VR&E will also cover the full cost of your books and certain school supplies to be purchased through the campus bookstore.

Chapter 33-Post 9/11 GI Bill

If you are eligible at the 100% rate for the Post 9/11 GI Bill the VA will pay 100% of your tuition and fees costs for courses that are required for your program of study as listed on your Veteran Student Education Plan (VSEP). If you are eligible for the GI Bill at a lower percentage, the VA will pay tuition costs at whatever percent you are eligible at. For Example, if you are eligible at the 60% rate and your tuition costs are \$573 the VA will pay \$343.80 ($573 \times .6$) leaving you with \$229.20 in fees that you will be responsible for paying to the College. *The GI Bill will not pay the \$2.00 student representation fee charged for attending each campus because you can opt out of this fee*, and the VA does not pay fees that are not charged to every student.

You are also entitled to a book stipend under this GI Bill at \$41.67 per unit that will also be paid at a rate proportional to your eligibility percentage. The maximum book and supply stipend amount you can receive in an academic year is \$1000.

Chapter 35

Under Chapter 35, students receive a monthly stipend that is sent directly to your bank account or via check. This chapter does not cover any tuition costs paid directly to the school, or books and supplies. Students are given the monthly stipend to help defray the cost of college attendance.

Chapter 1606-Montgomery Select Reserve

Under the Montgomery GI Bill students receive a monthly stipend that is sent directly to your bank account. This GI Bill does not cover any tuition costs paid directly to the school or books and supplies. Students are given the monthly stipend to help defray the cost of college attendance.

Financial Aid

College Finance Plan (formerly shopping sheet)

The College Financing Plan is a consumer tool that institutions use to notify students about their financial aid package **after** they have completed a FAFSA application. It is a standardized form that is designed to simplify the information that prospective students receive about costs and financial aid so they can easily compare institutions and make informed decisions about where to attend school. Students can access their college finance plan by:

1. Logging into 'My Portal' at cloviscollege.edu
2. Selecting the financial aid tab
3. Clicking on College Financing Plan
4. Select current aid year and click submit

Below is a sample of what the college finance plan looks like:

| | | |
|---------------------------------------|--|----------------|
| University of the United States (UUS) | | MM / DD / YYYY |
| Undergraduate College Financing Plan | | |
| Student Name, Identifier | | |

| Total Cost of Attendance 2021-2022 | | | |
|-------------------------------------|----------------------|----------------------|----------------------|
| | On Campus Residence | Off Campus Residence | |
| Tuition and fees | | \$X,XXXX | |
| Housing and meals | \$X,XXXX | | \$X,XXXX |
| Books and supplies | | \$X,XXXX | |
| Transportation | | \$X,XXXX | |
| Other education costs | | \$X,XXXX | |
| Estimated Cost of Attendance | \$X,XXXX / yr | | \$X,XXXX / yr |

| Expected Family Contribution | |
|---|-------------|
| Based on FAFSA As calculated by the institution using information reported on the FAFSA or to your institution. | X,XXXX / yr |
| Based on Institutional Methodology Used by most private institutions in addition to FAFSA. | X,XXXX / yr |

Scholarship and Grant Options
Scholarships and Grants are considered "Gift" aid - no repayment is needed.

| Scholarships | | Grants | |
|---------------------------------|----------------------|-----------------------------|----------------------|
| Merit-Based Scholarships | | Need-Based Grant Aid | |
| Scholarships from your school | \$X,XXXX | Federal Pell Grants | \$X,XXXX |
| Scholarships from your state | \$X,XXXX | Institutional Grants | \$X,XXXX |
| Other scholarships | \$X,XXXX | State Grants | \$X,XXXX |
| Employer Paid Tuition Benefits | \$X,XXXX | Other forms of grant aid | \$X,XXXX |
| Total Scholarships | \$X,XXXX / yr | Total Grants | \$X,XXXX / yr |

| College Costs You Will Be Required to Pay | |
|--|---------------|
| Net Price (Cost of attendance minus total grants and scholarships) | \$X,XXXX / yr |

Loan and Work Options to Pay the Net Price to You
You must repay loans, plus interest and fees.

| Loan Options* | | Work Options | |
|--|----------------------|--|--------------------------|
| Federal Direct Subsidized Loan (x.xx% interest rate)(x.xx% origination fee) | \$X,XXXX / yr | Work-study Hours Per Week (estimated) | \$X,XXXX / yr XX / wk |
| Federal Direct Unsubsidized Loan (x.xx% interest rate)(x.xx% origination fee) | \$X,XXXX / yr | Other Campus Job | \$X,XXXX / yr |
| Private Loan (check with your lender on interest and fees) | \$X,XXXX / yr | Total Work | \$X,XXXX / yr |
| Institutional Loan (x.xx% interest rate)(x.xx% origination fee) | \$X,XXXX / yr | | |
| <i>Parents may also apply for the following:</i> | | For More Information | |
| Parent Plus Federal Loan (x.xx% interest rate)(x.xx% origination fee) | \$X,XXXX / yr | University of the United States (UUS) Financial Aid Office 123 Main Street Anytown, ST 12345 Telephone: (123) 456-7890 E-mail: financialaid@uus.edu | |
| Total Loan Options | \$X,XXXX / yr | | |

Types of Financial aid offered at CCC

Students may utilize both GI Bill and Financial Aid if eligible

California College Promise Grant (CCPG)

The California College Promise Grant (*formerly known as the Board of Governors Fee Waiver*) provides tuition/fee assistance for California residents who meet strict income eligibility criteria at California community colleges. Students apply to receive this grant by submitting a Free Application for Federal Student Aid (FAFSA) or by submitting the CCPG application directly to the Clovis Community College's Financial Aid Office.

Clovis Community College Promise (CPROM)

Clovis Community College received funding for the CPROM from the California Community Colleges Chancellor's Office through the passage of AB19 to provide assistance to students. Funding for CCC Promise Grant is dependent on budget approval from the state and it is awarded on a first-come, first-serve basis due to limited funds. This grant covers the cost of tuition and fees (health and student representative fees), regardless of income included on the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA).

In order to be eligible, students must be: attending college for the first time since high school completion; enroll in a minimum of 12 units for the semester; file a FAFSA or CADAA; be a California resident.

Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grant is awarded to undergraduate students who have not earned a bachelor's or a professional degree. Pell Grant is considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added. Students apply for the Pell Grant by submitting the Free Application for Federal Student Aid (FAFSA). This is an income based grant, so students have to financially qualify. If there has been a decrease in student or family's income, please contact the Financial Aid Office to inquire about filing a Special Circumstance Request.

You may only receive Pell Grant for six full-time equivalent years (600%). For example, if you received a Pell Grant at full-time status for four semesters and at 1/2 time status for one semester, you will have used 2 1/4 years or 225% of your eligibility. It is extremely important that you make good use of your eligibility and plan well so that you can achieve your academic goal before exhausting your Pell Grant eligibility.

Cal Grant

The Cal Grant is a California-specific financial aid grant that does not need to be paid back. Cal Grant applicants must apply for the FAFSA or CADAA by the deadline and meet all eligibility, financial, and minimum GPA requirements of either program. Grants are for students attending

University of California, California State University or California Community College, or qualifying independent and career colleges or technical schools in California. For more information regarding the Cal Grant program, please visit the California Student Aid Commission at www.csac.ca.gov

Scholarships

Scholarships are a source of money available to students who meet certain eligibility requirements that do not need to be paid back. You can complete one online scholarship application and be matched to all available scholarships through the CCC Foundation. The application period is open each year October 1-March 2, and all students are encouraged to apply. For more information on the types of scholarships available and application procedures you can visit: <https://www.cloviscollege.edu/admissions-and-aid/financial-aid/scholarships.html>

Loans

Direct Stafford Loans, from the William D. Ford Federal Direct Loan Program, are low-interest loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. Eligible students borrow directly from the U.S. Department of Education at participating schools. You must first complete a FAFSA, and your financial aid eligibility must be determined before applying for a loan. For more information you can visit <https://www.cloviscollege.edu/admissions-and-aid/financial-aid/financial-aid-programs.html>

CalVet Fee Waiver (Dependents of Veterans)

The College Fee Waiver for Veteran Dependents benefit waives mandatory system-wide tuition at any State of California Community College, California State University, or University of California campus. This program does not cover the expense of books, parking or room and board. It is important to note that this waiver only covers the per unit enrollment cost of attendance, so students are still responsible for other institutional fees and course fees. For a full listing of student fees please visit: <https://www.cloviscollege.edu/admissions-and-aid/business-office/fee-payment-schedule.html>

Who is eligible?

The child of a Veteran who has a service-connected disability or had a service-connected disability at the time of death or died of service-related causes is eligible. The child's annual income, which includes the child's adjusted gross income, plus the value of support provided by a parent, may not exceed the annual income limit. The current academic year entitlement is based upon the previous calendar year's annual income. There are no age restrictions on this benefit. Children are the only dependents eligible under this plan. There is no prohibition against receiving concurrent VA Chapter 35 benefits. For more eligibility information and to download the most recent application please visit the CalVet website:

<https://www.calvet.ca.gov/VetServices/pages/college-fee-waiver.aspx>

Students should work with their local Veterans Service Organization to submit the application and supporting documents.

| |
|---|
| Fresno County Veterans Service Office |
| 1320 E. Shaw Ave. Ste 105 |
| Fresno CA 93710 |
| Ph. 559 600-5436 Fax 559-455-2498 |
| https://www.co.fresno.ca.us/departments/social-services/veterans-service-office |

Laws Regarding Veterans Benefits

Isakson & Roe (PL 116-315)

On January 5, 2021, President Trump signed into law the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (H.R. 7105), a comprehensive package focused on veteran education and healthcare. There are several provisions related to education benefits including provisions for [in state tuition](#), changes to enrollment verification for Post 9/11 students and additional oversight for educational institutions.

Effective June 15, 2021, colleges must have policies in place that prohibit the automatic renewal of a covered individual in courses and programs of education. Therefore, all students wanting to use benefits must submit a semester request form for each individual term they wish to be certified for. Please call the VRC at 559-325-5415 to have a certification request form sent to you. Effective August 1, 2021, Colleges must also have in place a policy that grants students who are using Chapter 30, 31, 33, Transferred 33 benefits or the Marine Gunnery Sergeant John David Fry Scholarship [in state tuition](#). Schools are also required to have a policy in place that allows for [absences related to military service](#). Please read on for more information.

Beginning with terms starting on or after December 17, 2021 students utilizing Post-9/11 GI Bill® will have to submit verification of enrollment each month they are enrolled in courses. We encourage students to opt into text messaging, which is a simple, quick option for verifying monthly enrollment and ensuring you receive your MHA/kicker payments uninterrupted. All impacted students with a US mobile phone number on file should receive an opt-in text message after being enrolled in your courses. **You must respond to that text within 14 days.** After opting in, you can simply reply to a VA text message each month to verify your enrollment. If you opt out of text message verification or do not respond to the opt-in text, you will be automatically enrolled in email verification with the email address on file with VA.

Veterans Transitions Act (PL 115-407)

Effective August 1, 2019, any student using Ch. 31 (Vocational Rehabilitation and Employment benefits) or Ch. 33 (Post 9/11 GI Bill®) is protected from any penalties imposed by the College while waiting for the VA to make tuition and fee payments. Under this policy, the College:

- Cannot deny a student access to classrooms, libraries, or other institutional facilities
- Cannot make a student borrow money to cover costs while waiting for payment
- Cannot charge a student a late fee or penalty

Protection begins when the student provides the school with a Certificate of Eligibility (COE) or a Statement of Benefits. The College can require the student to submit: The COE or Statement of Benefits no later than the first day of the program written request to use the benefits or other necessary certifications. The coverage period ends when the VA makes payment or 90 days after the date the College certifies tuition and fees. For more information regarding this policy, contact your School Certifying Official (SCO).

Graduation Information

Programs with Additional Licensure/Certification

Some programs offered at Clovis Community College require additional licensure to work in that field. Below is a listing of programs that require additional licensure or certification.

- Information Systems-CompTIA
- Occupational Therapy Assistant-NBCOT

Local Associate Degrees

Local Associate Degrees are designed to provide entry level knowledge in a particular field of study, but additional schooling or certification may be needed to fulfill the needs of certain employers. Please refer to the college catalog and/or your counselor for more information on what additional education is needed for your area of study.

Associate Degrees for Transfer

An Associate Degree for transfer AD-T or other transfer associates (AA, AS) may also prepare you for entry level employment but are designed for students to transfer. AD-T are designed to assist students in transferring 4-year institutions specifically the CSU to obtain the additional education necessary to work in your chosen field. Please refer to the college catalog and/or your counselor for more information on what additional education is needed for your area of study.

Graduation Rates

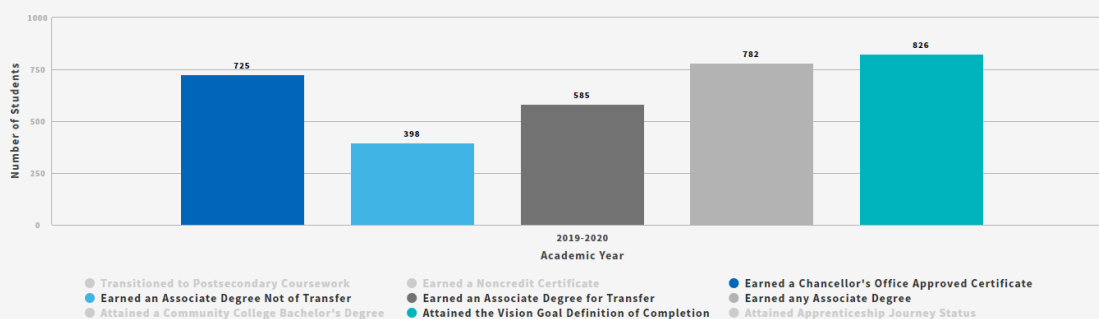
To see up to date graduation rates for students at Clovis Community College please visit: <https://www.calpassplus.org/LaunchBoard/Student-Success-Metrics>

Select College and then select Clovis Community College from the drop-down then click on All Students box. See the most current data below which is from 19-20

SUCCESS

Transitioned to Postsecondary or Earned an Award

Among students in selected student journey, the number of students who earned various types of awards in the selected year or attained apprenticeship journey status and the number of adult basic education, adult secondary education, and English as a Second Language students who enrolled in either a noncredit career education course or any college level credit course in the selected or subsequent year



Data are suppressed according to FERPA to protect students' personally identifiable information. Suppression takes place when too few students are included in the metric.

Source: Chancellor's Office Management Information System, Chancellor's Office Curriculum Inventory, Department of Apprenticeship Standards
Technical Definition

Residency Requirements & In-State Tuition for Veterans (Military)

In certain situations, Active Duty, Veterans, and their dependents are eligible for in state classification for residency purposes.

Military Members and Dependents

- A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state supported institution of higher education, is entitled to resident classification.
- A student who is a natural or adopted child, step-child, or spouse who is a dependent of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification until the student has resided in the state the minimum time necessary to become a resident. Should that member of the armed forces

of the United States be thereafter transferred on military orders to a place outside the continental United States where the member continues to serve in the armed forces of the United States, the student shall not lose the resident classification until after residing in the state the minimum time necessary to become a resident.

- A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.
- A parent who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student claiming the residence classifications provided for in the procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date.

Veterans and other "Covered Individuals"

Veterans Access, Choice and Accessibility Act (VACA):

"Covered Individuals" are exempt from paying nonresident tuition in order for the institution to maintain their VA approval to administer GI Bill educational benefits. "Covered individuals are defined as persons who reside in California and are :

- Military veterans eligible for Montgomery GI Bill-Active Duty (MGIB-AD), Veteran Readiness and Employment, or Post 9/11 GI Bill educational benefits who had at least 90 days of active duty service.
- Individuals eligible to receive transferred educational benefits under either the MGIB-AD or Post 9/11 who enroll with the transferor's educational benefits from a period of at least 90 days active duty.
- Individuals eligible for transferred Post 9/11 GI Bill benefits who reside (live) in California (regardless of his/her formal state of residence) as described in 38 USC 3670(c) (2) (B) (ii) (II).

- Individuals, eligible for benefits under the Marine Gunnery Sgt. John David Fry Scholarship. The Fry Scholarship provides Post 9/11 benefits to the children and surviving spouses of service members who died in the line of duty while on active duty. Prior to the December 2016 VACA Act change, individuals using the Marine Gunnery Sergeant John David Fry Scholarship were required to enroll within 3 years of the service members death, and there was a requirement that the deceased service member's death in the line of duty followed a period of active duty.

Any student who is classified as an out of state student but meets the criteria for in state-tuition as listed above will need to complete an Military Non-Resident Tuition Exemption form which can be found here: [SCCCD Residency page](#) Completed forms along with supporting documents can be dropped off at the admissions office or emailed to cccaandr@sccd.edu

Credit for Prior Learning (Credit for Military Service)

Clovis Community college will grant course credit to a Veteran or Active Duty Reservist student who has completed basic military training verified by form DD-214, Joint Services Transcripts or other official forms submitted to the Veterans Counselor. The documentation must delineate completion of basic military training or credit earned in a military school. Clovis Community College will award 5 units of credit toward the local associate degree or 3 units of credit in CSU General Education Area E (Lifelong Learning and Self Development) and 2 units general elective credit.

Additional credit may be granted according to the recommendations in the guide published by the American Council on Education and discipline faculty review. *

*Students with military credit should consult with their intended transfer institution to determine acceptance of military credit awarded by Clovis Community College.

Evaluation of Previous Education/Training

As required by federal law Clovis Community College will conduct an evaluation of previous education and training, grant appropriate credit and notify the student of the transfer credit granted. Students applying for veteran benefits must military training transcripts PRIOR to having their benefits processed. Transcripts from all prior college and universities attended regardless of whether or not the student counselor or certifying official believe that any transfer credit will be granted.

Military Withdrawal and Re-admissions Policy

The military withdrawal (MW) symbol is authorized at anytime a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. The MW symbol is assigned by the registrar upon verification of such orders. Military withdrawals shall not be counted in progress probation and dismissal procedures. Contact Admissions and Records at (559) 325-5200 or cccaandr@cloviscollege.edu to request a military withdrawal.

Readmission of Service Members

A service member who has received a military leave of absence will be readmitted with the same academic status as when the student last attended the college. The student would maintain catalog rights to specific degree and General Education requirements and remain eligible for continuing student priority registration upon returning to enroll in courses.

A student's readmission rights terminate in the case of a dishonorable or bad conduct discharge, general court-martial, federal or state prison sentence, or other reasons as described in 34 CFR 668.18 (c)(h).

Overpayments and Debts

An overpayment of benefits occurs when there are changes to a student's schedule that affects their rate of training or the amount of tuition and fees owed to the college.

Student Debt

Student debts are debts to the VA that you are responsible for paying back to the VA. Students debts typically occur when students make changes to their schedules that affect their training time such as dropping a course, being dropped from a course by the instructor or switching from full term to short term courses. Please note that if you drop a course or withdraw from all your courses after the drop period ends and you earn a "W" grade, the VA will reduce benefits effective to the first day of the term. For example, if you are using the Post 9/11 GI bill and the monthly full time BAH rate is \$1400 and you enrolled in 12 units but drop a 3-unit course with a "W" grade 2 months into the semester VA will now calculate your BAH at the 3/4th time rate which would be \$1050 ($\$1400 \times .75 = \1050). In this example the VA would have overpaid you by \$700 for BAH for those first 2 months of the semester. In addition, since you dropped the course, the VA may request all or some of the book stipend to be returned as well. You would owe this money back to the VA, unless there are mitigating circumstances. Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits.

Examples are:

- *An illness or injury afflicting the student during the enrollment period.*
- *An illness or death in the student's immediate family.*
- *An unavoidable change in the student's conditions of employment.*
- *An unavoidable geographical transfer resulting from the student's employment.*
- *Immediate family or financial obligations beyond the control of the claimant*
- *Unanticipated active military service, including active duty for training.*
- *Unanticipated difficulties with childcare arrangements during the enrollment period.*

If the student has already been paid for the course or courses, VA will create an overpayment from the beginning of the term, quarter, or semester. Students who have a mitigating circumstance should speak with the Veterans Resource Center to see if you are eligible for an excused withdraw prior to dropping your courses.

Please note that dropping courses could also result in a debt to Clovis Community College if the VA requests back the tuition and fees that they paid and it creates an outstanding debt with the college you will be responsible for the debt to Clovis Community College. Debts to the college should be paid in a timely manner to avoid holds that prevent registration and/or the release of student records as well as possible referral to a collections agency. Students who cannot pay their debt in full have may contact the business office at (559) 325-5319 to find out if they are eligible to set up a payment plan.

School Debt

A school debt is created when the VA determines that is has overpaid the college for tuition and fees or when a student drops a course after the drop date, the VA will request a pro-rated amount of tuition and fees back from the college. Please note that a school debt can also result in a student debt to the Clovis Community College.

Avoiding and/or mitigating VA Overpayments

The best way to avoid or mitigate overpayments with the VA is to notify the VRC of any drops or changes in your schedule (adding/dropping a class, course cancellations, selecting a different section of the same course) immediately. While you may not be able to avoid a debt completely, timely notification can mitigate the amount of overpayment you end up with.

It is also a good practice to meet with the Veterans Counselor prior to dropping a course so you can discuss the possible implications for your situation. Remember that dropping courses after the drop date and earning a W grade can not only affect your benefits, but it can also affect financial aid eligibility or admissions to certain programs. The counselor can also assess if there are any additional resources you can access to avoid dropping a course.

Utilizing GI Bill Benefits at Clovis Community College

1. Contact the VRC to complete new student intake packet/schedule counseling appointment.
2. All enrolled students must provide official transcripts from all previous colleges attended as well as any AP credit. Students must also provide official military transcripts (JST, CCAF transcripts) as well as transcripts from all accredited military programs such as the Defense Language Institute and DLPT test scores.
3. Meet with the Veterans Counselor to set up student education plan. Any changes to degree plans must also be discussed with the Veterans Counselor.
4. Students must apply for GI Bill benefits by visiting www.va.gov and selecting apply for education benefits. If you have used benefits at another college, you will need to submit a VA Form 22-1995/5495 Request For change of Program or Place of Training make an update to your claim and add Clovis Community College as your new school. You can submit this online at: <https://www.va.gov/education/change-gi-bill-benefits/>
5. Submit a semester request form for each term you wish to receive benefits.
6. Notify the Veterans Resource Center of all changes to your schedule including adds/drops, changes in section numbers or instructors
7. Students Utilizing **Chapter 30** benefits must verify their enrollment on the last day of each month electronically through the Web Automated Verification of Enrollment (WAVE) system or via phone at 1-877-823-2378. Students utilizing **Chapter 33** Post-9/11 GI Bill® will have to submit verification of enrollment each month they are enrolled in courses. We encourage students to opt into text messaging, which is a simple, quick option for verifying monthly enrollment and ensuring you receive your MHA/kicker payments uninterrupted. All impacted students with a US mobile phone number on file should receive an opt-in text message after being enrolled in your courses. **You must respond to that text within 14 days.** After opting in, you can simply reply to a VA text message each month to verify your enrollment. If you opt out of text message verification or do not respond to the opt-in text, you will be automatically enrolled in email verification with the email address on file with VA.

Acknowledgment of Receipt of Handbook

I acknowledge receipt of the Clovis Community College Veterans Resource Center Veteran Student Handbook. By signing this statement, I acknowledge that I have read this handbook and agree to abide by all the regulations, policies and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time.

I understand that the College will periodically review its policies and procedures in order to serve the needs of the College and to respond to mandates of the Legislature, the Community College Board of Governors, SCCCD Board of Trustees, the federal government, and other regulatory and accrediting agencies. Clovis Community College reserves the right to change, rescind, or include additional regulations, policies and procedures in the Veteran Student Handbook. I understand that such changes may occur without notice and that I agree to periodically check the online version of the Veteran Student Handbook for the latest version.

Signature:

Date: