



Veterans' Educational Benefits Procedures

Richland Community College | Financial Aid and Veterans' Affairs Office
One College Park | Decatur, Illinois 62521-8513 | 217.875.7211, Ext. 285 or Ext. 288
VA TOLL FREE NUMBER -- (888) 442-4551

I am applying for the GI Bill Education Benefits checked below.

- CHAPTER 30 - Montgomery GI Bill - Active Duty
- CHAPTER 31 - Veterans' Vocational Rehabilitation
- CHAPTER 32 - Veterans' Education Assistance Program (VEAP)
- CHAPTER 33 - Post-9/11 GI Bill
- CHAPTER 35 - Survivors/Dependents Benefits
- CHAPTER 1606 - Montgomery GI Bill - Reservists/National Guard
- CHAPTER 1607 - Activated Reservist/National Guard (REAP)
- IVG or ING only (Please read and initial the first three statements only.)

APPLICANT STATEMENT: Initial each line, indicating that you have read each statement.

- _____ 1. I understand that it is my responsibility to attend all classes. If I stop attending any course, even though I may not have withdrawn, I am responsible to report that date to the Financial Aid Office. I am also responsible to report any date of course withdrawal.
- _____ 2. I understand that I must submit a DD-214 member 4 copy **and either** an IVG letter of eligibility **or** an ING application (which must be renewed yearly) to the Financial Aid and Veterans' Affairs Office. I also must submit academic transcripts from each previously attended college, university, or trade school to Student Records. In addition, I must request an evaluation of official documents by Student Records. If I do not submit these documents, and/or request an evaluation by Student Records, my benefits will be suspended.
- _____ 3. I understand that I must meet the same Standards of Academic Progress for Financial Aid Recipients listed in the College Catalog and that I cannot receive my DVA benefits and /or RCC will not bill IVG/ING for my tuition and fees should I remain on academic probation after two consecutive terms of enrollment. IVG/ING recipients must maintain a 2.0 cumulative grade point average.
- _____ 4. I understand that I must submit my schedule for certification each semester. I may not be certified if I do not submit my schedule. I understand that I am required to notify Richland's Financial Aid and Veterans' Affairs Office when I stop attending classes, add or withdraw from courses, change my academic major, or change my address.
- _____ 5. I understand that my entitlement benefits will only pay for those classes approved for my DVA academic major of record. (Special arrangements can be made for students taking 2 + 2 programs. See the Catalog.) For VA certification purposes, I may pursue one and only one academic major at a time. Richland will certify prerequisite classes; however, DVA will determine if it will pay. (A student cannot take classes outside of the major and have them certified.)
- _____ 6. I understand that summer term classes are calculated differently from the standard length semester by the VA when determining training time for payment of educational benefits.
- _____ 7. If I am receiving CHAPTER 30, CHAPTER 33, or CHAPTER 1606 benefits, I understand that a monthly "self-certification" procedure is required by the U.S. Department of Veterans' Affairs.
- _____ 8. I understand that I will receive GI benefits for the time I attend classes. Late-start classes and fast-track classes will be paid at a different rate than classes that meet for sixteen weeks. **DVA will pay benefits only for the length of the class. For example, an 8-week class will have 8 weeks of benefits.**

I have received a copy and explanation of these procedures.

Academic Degree _____

Signature _____ Date _____

Printed Name _____ SSN or ID _____