VETERAN STUDENTS’ RESPONSIBILITIES

Veteran students at Armstrong have ongoing responsibilities to the VA. The Armstrong VA Coordinator closely monitors each student’s enrollment status and academic program. The student’s entitlement is based upon the number of credit hours for which they are enrolled. Current pay rates can be viewed at: www.gibill.va.gov/education/rates.htm

In assisting the VA Coordinator, veteran students at Armstrong must do the following:

- Notify Armstrong VA Coordinator every term that they register and expect VA benefits.
- Submit Notice of Military Student Registration by Term form, along with schedule and bill, to the VA office each term.
- Notify the Armstrong VA Coordinator if you:
  - change degree program
  - change schedule / ADD, DROP or WITHDRAW
  - withdraw completely
  - change address

Important: Any delay in reporting changes may result in delayed payments or debts from VA.

MILITARY OUTREACH CENTER

Memorial College Center 214

Armstrong opened its Military Outreach Center in Spring 2012. This space has been designated for active duty, veterans, reservists, National Guard and family members as a place they can go between classes to relax, study and socialize with other service members and family members.

STUDENT VETERANS OF AMERICA

The purpose of this organization is to provide a college-based military veterans group dedicated to supporting the community, military members, fellow veterans and students. For more information email student.veterans@armstrong.edu.

ARMSTRONG GREEN ZONE PROGRAM

The Green Zone Program is a campus-wide initiative providing locations recognized by veterans as a safe place to aid in their transition from military to university and civilian life. To learn more, please visit Armstrong’s Green Zone website at www.armstrong.edu and search Green Zone.

Armstrong
STATE UNIVERSITY

11935 Abercorn Street | Savannah, Georgia 31419

VETERANS AFFAIRS
Registrar’s Office | Victor Hall Suite 125
Phone 912.344.2948 | Fax 912.344.3470
Veterans.Affairs@armstrong.edu
facebook.com/ArmstrongVeteransAffairs
Welcome U.S. veterans, service members and family members. Thank you for serving our great nation. As your advocate, the Veterans Affairs Office is here to serve you and help you navigate through all of the processes involved with being a student at Armstrong State University. We are here to help you get the answers you need. Please do not hesitate to contact us.

VETERAN SERVICES
The Armstrong Office of Veteran Affairs provides service to over 500 students attending the university. Armstrong is approved by the State of Georgia as a training facility for veterans applying for VA Educational Benefits.

The following VA Benefit programs are in place at Armstrong:
• Post-9/11 Bill ............................................Chapter 33
• Post-9/11 Bill ............................................Chapter 33
• Montgomery GI Bill ....................................Chapter 30
• Montgomery GI Bill ....................................Chapter 1606
• Montgomery GI Bill ....................................Chapter 1607
• VA Vocational Rehabilitation ..........................Chapter 31
• Survivors’ and Dependents’ Educational Assistance Program ..................................Chapter 35
• Veterans Affairs Work-Study Program
• Tuition Assistance
• Yellow Ribbon Program

The following VA Benefit programs are not in place at Armstrong:
• Advance Pay
• Veterans Retraining Assistance Program (VRAP)
• The VA Office does not process tuition and fee waivers. To apply for a waiver, please contact 912.344.2628

GETTING STARTED
While gaining admission to the university (see Admissions website for details), students should contact the VA Coordinator to begin the process of applying for VA benefits. The following documents must be presented to the VA Coordinator when applying for VA benefits:
• Benefit Application (www.gibill.va.gov)
• DD Form 214
• Kicker/Buy Up documentation (LES: receipt of payment)
• College Fund documentation (enlistment contract)
• Notice of Military Student Registration form
• Notice of Basic Eligibility (selected reserves only)

TRANSFER OF ELIGIBILITY
Parents or spouses wishing to transfer their Post-9/11 GI Bill must designate family member’s eligibility by visiting the Department of Defense Self-Service Logon (DSLogon). Under Benefit Programs, click Transfer Benefits to Dependents. Once approved, the designated family member must apply to use the benefit by visiting www.gibill.va.gov.

TRANSFERRED BENEFITS
Students who have used their VA benefits at another post-secondary or training facility must complete the Request for Change of Program or Place of Training form (VA 22-1995 or VA 22-5495/Chapter 35). These forms can be found at www.gibill.va.gov or in the Armstrong VA office.

UNIVERSITY CHARGES
Students are responsible for paying all university charges. It normally takes the Atlanta VA processing center 6-8 weeks to process new education claims, so please plan accordingly. Students are required to meet university deadlines for fee payment, regardless of receipt of VA Educational Benefits.

MYCAA
The MyCAA funding program offers eligible military spouses $4,000 to put toward training that will help them gain the skills they need to find jobs in growing career fields that have opportunities nationwide and can transfer with them. Contact Peter Hoffman at 912.877.1904 or email peter.hoffman@armstrong.edu.

VERIFICATION PROCEDURES
Chapter 30, 1606 and 1607
Monthly Verification through VA
All students who are receiving Chapter 30, Chapter 1606 and Chapter 1607 benefits must verify their monthly enrollment on the last day of each month. The benefit (monetary award) will not be released by the VA until this is done. Enrollment verification can be accomplished by using the VA toll-free telephone number, 1.877.823.2378, or by using the Web Automated Verification of Enrollment (WAVE) feature found on the VA website www.gibill.va.gov.

Monthly Verification should be done on the last day of every month. If monthly verification is not done, payment will not be issued!

Steps to verify on WAVE:
2. On the left, click Verify Attendance.
3. Click Verify School Attendance.
4. Enter name, file number (Social Security Number) and pin. If you are a first time user, your pin is the last six digits of your SSN.
5. From the main menu, click on VERIFY YOUR ENROLLMENT.
6. Verify the hours and term dates for the month you are verifying.
7. Click on SUBMIT at the bottom of the page.
8. If all information is correct and you are ready to finish, click on SUBMIT VERIFICATION.

Undergraduate veteran students will be certified as follows:

Full-time 12 or more hours
¾ time 9-11 hours
½ time 4-8 hours
Less than ½ time 3 or fewer hours

Summer term and graduate enrollment is calculated on a different scale.

Please check with VA Coordinator for an equivalency table.