

**IMPORTANT INFORMATION FOR STUDENTS RECEIVING CHAPTER 31 VA BENEFITS**

- 1) All VA certifications are processed based on the academic year; i.e. beginning Fall Semester and ending Summer Semester. We will certify your Spring and Summer semesters based on the assumption that you will enroll at the same status as the Fall semester. Because of this early certification, you could be overpaid or underpaid until the corrected information is received and processed by the VA after the last day of late registration.
- 2) Under certain circumstances, veterans can be paid at an **accelerated rate** for a lesser number of credit hours. This typically occurs during mini-term semesters and Summer semester. You will be provided with accelerated rate information before Summer registration.
- 3) All VA recipients are required to declare a program of study and program option. The declared program of study and option must be the same with the Admissions Office and VA. Classes will not be certified to the VA that do not meet graduation requirements. **Remedial classes, based on placement test scores, can be certified to VA; however, online remedial classes cannot be certified to VA.** Students may take only those courses, which are required in their program of study and program option, as outlined in the Wallace College Catalog and Student Handbook. If the student registers for a course not required in their program of study, the enrollment certification will be adjusted to delete that course from that semester's enrollment certification, unless a letter of substitution has been received from the appropriate instructional Dean. The substitution letter should be submitted to the Financial Aid Office/Veterans Affairs Office no later than the end of the drop/add period. **Charges for classes outside your declared degree plan will not be covered by VA unless approval is granted by your VA case manager. If you have any questions regarding this requirement, call your case manager at 334-598-0068, 334-503-9084 or 334-503-1355.**
- 4) Veterans are required to **provide the Financial Aid Office/Veterans Affairs Office with a copy of their class schedule immediately upon registration each term.** Failure to do so will delay certification of enrollment or status changes to the VA. It is the student's responsibility to immediately notify our office of any changes in status (course, program, dependents, drop/add, withdrawal, etc.)
- 5) **Class attendance is required in order to receive benefits.** If the student fails to report non-attendance, VA will be notified when the non-attendance is discovered via grade review, regardless of when the non-attendance is discovered.
- 6) Should you fail a course, the VA will pay you to take the course until a passing grade is achieved. Courses cannot be repeated in order to improve your grade point average, unless you initially received a failing or insufficient grade.
- 7) The VA will not pay for audit courses, under any circumstances. Tutorial assistance is available through the VA if you are having difficulty in your class.
- 8) Some student actions that may result in an overpayment of veterans' educational benefits are:
  - i) **Withdrawing** from a course: The student will have to establish that he or she withdrew for a reason that was beyond his/her control; otherwise, a retroactive overpayment may result. **If you have stopped attending one or more, or all of your classes, or you have reduced your status from fulltime to ¾-time, ½-time, etc., you are required to immediately notify the Wallace College VA Certifying Official, in person, that you have stopped attendance. You then must contact your Vocational Rehabilitation Counselor in Daleville and make them aware of this reduction.**
  - ii) **Receiving** a grade which does not count toward the graduation requirements; the student will have to establish that he/she received the grade due to circumstances beyond his/her control; otherwise, a retroactive overpayment may result.
  - iii) **Failure** to have an incomplete grade changed to a grade that counts toward graduation requirements.
- 9) Veterans and dependents must meet the standards of progress requirements applicable to all students at this institution. **Class attendance is required in order to receive benefits.**
- 10) **VA Certifying Officials:** Dothan/Ft. Rucker–Karen Wilson–334/983-3521, ext. 2469 (direct 556-2469); email kwilson@wallace.edu  
Eufaula – Erma Perry – 334/687-3543, ext. 4285; email eperry@wallace.edu

The Financial Aid Office/Veterans Affairs Office on campus is not a function of the Department of Veterans Affairs. This is a service provided by Wallace College to assist veteran and students. The personnel in the Financial Aid Office/Veterans Affairs Office will be happy to assist you in any way possible. Your cooperation is appreciated.

**The information provided on this sheet is not intended to be all-inclusive in terms of VA enrollment certification rules and regulations.**

WCC affords equal opportunity to all employees and applicants for admission or employment regardless of race, color, gender, religion, national origin, age or disability. WCC will make reasonable accommodations for persons with disabilities.

**I have received a copy of this information sheet.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

**\*\*KEEP THIS SHEET FOR FUTURE REFERENCE\*\***

# GUIDELINES FOR REGISTRATION AND VA PROCESSING

## CHAPTER 31

**Delivery of your class schedule by email or fax is preferred in order to serve you more efficiently.** If you cannot email or fax your schedule, you can bring a **printed copy** of your schedule to the Financial Aid Office and leave it at the front desk. Be sure to verify your phone number on your schedule copy before you drop it off in our office. **Unless you have processing questions or concerns, it is no longer necessary for you to see me in-person.**

With the aid of our work-study students, it is my plan to process your VA enrollment certification, and confirm receipt to you, within 72 hours. **This confirmation will be sent to your WCC student email address.**

**Every effort will be made to report any status changes as early as possible, as long as you provide me with your schedule as requested. Please help me to help you.** If you fail to provide me with your schedule as requested, there will always be a chance that delays will occur with the processing of your VA enrollment certification; thus causing overpayment or underpayment.

**Future email communication will be sent to your WCC student email address.**

### **HOW TO ACCESS WALLACE STUDENT EMAIL**

Go to **[www.wallace.edu](http://www.wallace.edu)**.

Click on **Student E-Mail** to access email logon page.

Your username (name) is your first initial, last name, and last 4 of your Social Security Number.

Your default PIN is your birth month, day, and year (example: 041582).

In order to prevent possible VA payment mishaps, be sure to:

- **include your name in the subject line.**
- **only use your student number. Do not include your Social Security Number in your email.**

I hope this procedure will help you to avoid long waits in our office. If you have any questions or concerns, please do not hesitate to let me know.

***Karen Wilson***

**Financial Aid Assistant/VA Coordinator**

**Wallace Community College**

**1141 Wallace Drive**

**Dothan, AL 36303**

**Phone [334.556.2469](tel:334.556.2469)**

**Fax [334.556.2523](tel:334.556.2523) (Attention: Karen Wilson)**

**Email [kwilson@wallace.edu](mailto:kwilson@wallace.edu) (include your name in subject line)**

