George C. Wallace Community College
DOTHAN AND EUFAULA

IMPORTANT INFORMATION FOR STUDENTS RECEIVING FEDERAL VA BENEFITS
CHAPTER 33

1. 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 or hybrid *remedial* classes cannot be certified or charged 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.

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. Immediately upon registration each term, veterans are required to **provide the Veterans Affairs Office (located within the Financial Aid Office) with a copy of their class schedule by email, fax or copy**. 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.)

4. Charges for tuition/fees are subject to review at any point during the enrollment certification process. If charges are not allowed (out-of-degree), you will be notified, via Wallace College student email, as soon as the issue is discovered. It is your responsibility to insure that only classes in the printed curriculum (Wallace College Catalog and Student Handbook) are charged to your VA benefits.

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. Your enrollment certification can be submitted to VA for more than one semester at a time. Certain restrictions apply.

7. Your enrollment will be certified to the VA for only two (2) semesters until prior college and/or military transcripts are received and evaluated by the Admissions Office at Wallace College. If transfer credit is awarded for an acceptable course or courses from any other source, VA will not pay for that course to be repeated.

8. 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.

9. Veterans and dependents must meet the standards of progress requirements applicable to all students at this institution.

10. **VA National Call Center:**   **888-GIBILL1 (888-442-4551)**

    VA mailing address: **Department of Veterans Affairs Regional Office, P.O. Box 8888, Muskogee OK 77402-8888**

    VA toll-free number for automated phone verification: **877-823-2378**

    VA toll-free number for direct deposit enrollment: **877-838-2778**

    Website address for VA education benefits: **www.benefits.va.gov/gibill**

11. **Wallace Community College VA Certifying Officials:**

Dothan	Karen Wilson	334.556.2469	email:	kwilson@wallace.edu
Eufaula	Erma Perry	334.687.3543, ext. 4285	email	eperry@wallace.edu
	Peggy Hill	334.687.3543, ext. 4014	email:	phill@wallace.edu

12. 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 dependent 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.

KEEP THIS SHEET FOR FUTURE REFERENCE
SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Overpayments can occur for:

♦ **Withdrawing** from a course.
♦ **Receiving** a grade which does not count toward the graduation requirements.
♦ **Failure** to have an incomplete grade changed to a grade that counts toward graduation requirements.
♦ **Registering** for a class that does not apply toward your declared degree.
♦ **Cease-to-attend or never attending** a class after the class has been certified to VA.

Things to Remember:

♦ **Provide** the Veterans Affairs Office (within the Financial Aid Office) with a copy of your class schedule during early registration (current students) or during regular registration (new students). **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. If you fail to provide us with your schedule as requested, delays **will occur** with the processing of your VA enrollment certification. **Unless you have processing questions or concerns, it is not necessary for you to see us in-person. Please help us to help you.**
♦ **Class attendance is required** in order to receive benefits.
♦ Remedial classes, based on placement test scores, can be certified to VA; however, **online or hybrid *remedial classes* cannot be certified to VA.**
♦ Your enrollment will be certified to the VA for only two (2) semesters until prior college and/or military transcripts are received and evaluated by the Admissions Office at Wallace College.
♦ **Every effort will be made to report any status changes as early as possible, as long as you provide us with your schedule as requested.** If you fail to provide us with your schedule as requested, delays will likely occur with the processing of your VA enrollment certification; thus causing overpayment or underpayment.
♦ The information provided on this sheet is not intended to be all-inclusive in terms of VA enrollment certification rules and regulations.

BE SURE TO ESTABLISH YOUR WALLACE COLLEGE STUDENT EMAIL

♦ Go to **www.wallace.edu.**
♦ Click on **Student E-Mail** to access email login page.
♦ Your username (name) is your first initial, last name, and last 4 of your Social Security Number.
♦ Your password is your birth month, day, and year (example: MMDDYY).

All email communication will be sent to your WCC student email address.

I have read and received a copy of this information sheet.

Student Signature	Date	WCC STUDENT NUMBER

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