



## Veteran's Education Benefits Information Packet

It is important to read and understand the information in this packet including the Cuesta College Veteran's Bulletin Standards of Progress and Attendance. Failure to adhere to the Standards of Progress and Attendance may result in repayment of funds received and/or nonpayment of future educational benefits.

Federal law requires that all prior training, including your military training, be evaluated for allowable credit. You will be required to provide a Student Education Plan (SEP) prepared by a Cuesta College academic counselor. Your official transcripts from all prior colleges attended as well as your military transcripts must be on file in the Admissions & Records Office before the SEP can be prepared. An appointment is required for FIRST TIME students.

Your SEP will list your educational goal (major) as well as all courses that are required to achieve that goal. You will be certified for classes you have listed on your Veteran's Request for Certification form only if they are listed on your SEP as classes that meet general education requirements, major requirements, prerequisites, or remedial coursework. Certification will only be completed for courses in which you are officially enrolled. WAITLIST courses will not be certified. Most students receiving Veterans Education Benefits do not need elective credits or PE activity courses.

Submit your Veteran's Request for Certification form as soon as you register to expedite the certification process. Avoid changing your schedule once registered as this may create future payment issues, but if it is necessary to make schedule changes, you must notify the Veteran's Office promptly. If extenuating circumstances exist for a withdrawal, please contact the Veteran's Coordinator.

| Chapter 30                          | Chapter 33                                       | Chapter 1606                        | Chapter 1607                                  | Chapter 35                              | Chapter 31                |
|-------------------------------------|--|-------------------------------------|---|---|---------------------------|
| Montgomery GI Bill—Active Duty VRAP | Post 9/11 GI Bill (Also Transfer of Entitlement) | Montgomery GI Bill—Selected Reserve | Reserve Educational Assistance Program (REAP) | Dependents Educational Assistance (DEA) | Vocational Rehabilitation |

### Steps to Start your GI Bill Benefits:

1. Apply online to attend Cuesta College at [www.CCCApply.org](http://www.CCCApply.org). Continuing students do not need to reapply; unless you have sat out more than 2 semesters.
2. Apply online for the GI Bill at [www.vabenefits.vba.va.gov](http://www.vabenefits.vba.va.gov). Continuing students do not need to reapply. Transfer students from other schools must file a Request for Change of Program or Place of Training (VAF 22-1995).
3. To receive your priority registration, please bring a copy of your DD 214 to the Cuesta College Veterans Center.
4. ALL OFFICIAL transcripts from other institutions including high school sent to Cuesta College Records Office, PO Box 8106, San Luis Obispo, CA 93403-8106.
5. Make an appointment for the math and English placement tests at 805.546.3951.
6. Make an appointment with a Cuesta Counselor for a Student Educational Plan (SEP) at 805.546.3138. Make sure ALL transcripts from all institutions attended are on file PRIOR to your appointment. Inform the counselor you are a Veteran and that you are using the GI Bill.
7. Register for class(es) that are on your Student Educational Plan (SEP) via myCuesta Student Portal. [my.cuesta.edu](http://my.cuesta.edu)
8. Make an appointment with the Veteran Coordinator to get certified for the GI Bill at 805.546.3142. For your appointment, bring a copy of your DD 214/NOBE, a copy of your SEP and eligibility letter. If you are dependent please bring a copy of your SEP and the Social Security Number of the Veteran and eligibility letter for the GI Bill.
9. Certify your attendance at the end of each month at [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do). Post 9/11 does NOT need to verify their attendance.
10. You must certify EVERY semester/session.

**In addition to your Veteran's benefits, Federal and state financial aid may also be available. You can apply online at [www.fafsa.gov](http://www.fafsa.gov) or check with the Veteran's Office for additional information.**

## Standards of Progress and Attendance

In addition to the Academic Policies and Procedures as published in the Cuesta College Catalog of Information and Courses applying to all students, Public Law requires education assistance benefits to veterans and other eligible persons be discontinued when the student ceases to attend or to make satisfactory progress toward completion of their training objective. The school is required to have and to enforce standards of progress and conduct for the programs to be approved for Veterans Administration Benefits. *No payment of education benefits will be made for courses for which the grade assigned is not used when computing graduation requirements.*

**ATTENDANCE:** Regular attendance at all class sessions is a primary obligation of the student. Both the successful completion of college work and the financial support of the college are dependent on regular attendance. A normal class period is 50 minutes in length and students are required to remain for the entire period. Each college instructor will explain the absence policy for his or her class at the beginning of the semester; however, failure to attend regularly may result in a reduction of the student's final grade, or in the student being dropped from the class altogether. In the event of a prolonged illness, instructors should be notified. Veterans should contact the Veterans Center Coordinator.

**ADD/DROP PERIOD:** The add/drop period is a brief period at the beginning of a semester officially designated by the school for unrestricted enrollment changes by students. The first two weeks of semester length classes are considered the add/drop period where no penalty is assessed in grade point average (GPA) determination. Other semester length classes; be sure you review the deadlines in Class Finder or consult with a Cuesta College Counselor.

**EXTENUATING CIRCUMSTANCES:** Circumstances which directly hinder the student's pursuit of a course and which are judged to be out of the student's control. Some of the general categories of extenuating circumstances are: serious illness; serious illness or death in the student's immediate family; unavoidable conditions arising in connection with the student's employment such as geographical transfer or change in the hours or conditions of employment; discontinuance of a class by the school; or active duty military service, including active duty for training. Receipt of a failing grade upon completion of a course due to unsatisfactory work may be considered under extenuating circumstances if the student can demonstrate good faith in pursuit of a course AND the student submits evidence that they applied for tutorial aid, or consulted an academic counselor regarding an attempt to remedy the unsatisfactory work before completion. The VA requires documentary evidence in support of statements.

**REPEATING COURSES:** A student may not repeat a course in which a "C" or higher grade has been received. A grade of "D" may be repeated when school policy requires a "C" grade for transfer or the major requirements. Students may repeat for VA benefits a course in which a grade of "W", "I", "NC", "NP", or "F" has been earned.

**GRADING SYSTEM/MINIMUM SATISFACTORY GRADE LEVEL:** A VA benefit recipient must receive and maintain a minimum 2.0 ("C") GPA for all units for which they are certified each semester/session unless written extenuating circumstances are provided. The following is how GPA is determined:

| Passing Grades             |                  | Withdrawal, Non-Passing Grades           |                 |
|----------------------------|------------------|--|-----------------|
| A : Excellent              | 4.0 grade points | F : Failing                              | 0.0 grade point |
| A-                         | 3.7 grade points | I : Incomplete, failing until passing    | 0.0 grade point |
| B+                         | 3.3 grade points | W : Withdrawal                           | 0.0 grade point |
| B : Good                   | 3.0 grade points | MW : Military Withdrawal                 | 0.0 grade point |
| B-                         | 2.7 grade points | RD : Report Delay, failing until passing | 0.0 grade point |
| C+                         | 2.3 grade points | NC : No Credit                           | 0.0 grade point |
| C : Satisfactory           | 2.0 grade points | NP : No Pass (Effective Fall 2008)       | 0.0 grade point |
| D+                         | 1.3 grade points | IP : In Progress, failing until passing  | 0.0 grade point |
| D : Less than satisfactory | 1.0 grade point  | CR : Credit                              | 0.0 grade point |
|                            | 0.7 grade point  | P : Pass (Effective Fall 2008)           | 0.0 grade point |

Any grade in which the student receives 0.0 grade point is considered failing for VA progress standards. The GPA is computed by dividing the total number of grade points by the total number of credits attempted for which grades were given.

**GOOD STANDING, PROBATION, AND DISMISSAL:** Below is a brief summary of the college's academic progress standards. Refer to the college catalog for more information. Notification of any probation status will be made by the Admissions & Records Office and Veteran Center Coordinator to the student within 30 days of receipt of the grades.

**General:** Students at Cuesta College are required to maintain a specific level of academic performance to be in good standing. If a student has attempted twelve (12) more credits at Cuesta College but cannot maintain good standing, he/she will be placed on probation.

**Good Standing:** A 2.00 (C) is the minimum Cuesta College standard for a satisfactory GPA. The college's minimum progress standard requires that a student complete at least 50 percent of the credits attempted with a letter grades.

**Academic Probation:** The student who has a grade point average (GPA) of less than 2.00 (C) for the most recently completed semester will be on academic probation. Second-time academic probation will results an academic dismissal exists if at the end of the student's next semester they have not achieved a 2.00 cumulative GPA.

**Progress Probation:** The student who has attempted twelve or more credits at Cuesta College, but has not completed at least 50 percent of those credits with a letter grade or a passing/credit grade will be on progress probation. Second-time progress probation exists if a student on first-time progress probation has not completed 50 percent of the attempted credits during the next semester. Third-time progress probation will result in a progress dismissal.

**Dismissal:** A student who does not meet the college's minimum standards while on second-time academic probation status or third-time progress probation will be subject to dismissal from the college. A dismissed student is not eligible to register for credit classes.

**Certification following reinstatement:** Veteran's Request for Certification must be received along with documentation from the counseling department that you are eligible to register for classes. Refer to the college catalog to review the procedures for reinstatement following dismissal.

**The following Privacy Statement is provided for you to read and understand pertaining to information sought of all claimants for VA benefits**

**Privacy Act of 1974**

Public Law 93-579 entitled the Privacy Act of 1974 requires that all claimants be informed of the purposes and uses to be made of the information which is solicited. The following is furnished to explain the reason why the information is requested and the general uses to which that information may be put.

**AUTHORITY:** The Veterans Administration is empowered to solicit the information requested in this form under the authority of Title 38, United States Code.

**PURPOSE:** The information requested by this form is considered relevant and necessary to determine maximum entitlement to the benefit for which you have applied.

**USES:** The information will be used in your best interests in determining eligibility to the maximum benefits allowable by law. The responses which are submitted may be disclosed as permitted by law outside the Veterans Administration.

**EFFECTS OF NON-DISCLOSURE:** Disclosure of the requested information is voluntary. No penalty will be imposed for failure to respond. However, the decision as to entitlement for the benefit you are claiming must then be made on the basis of the available evidence of record. This may result in a delay in the processing of the claim, payment of less than maximum benefits, or complete disallowance of your claim. Failure to provide information in connection with the benefit currently being sought will have no detrimental effect on any other benefit to which you are entitled.

## Veteran's Request for Certification

Complete this form, print clearly for each period of certification of enrollment for which you are registered.  
 Incomplete or inaccurate data may delay processing.

|   |                             |                                   |
|---|-----------------------------|-----------------------------------|
|   |                             |                                   |
| Name _____  | Date of Birth _____         | Cuesta ID Number _____            |
| Mailing Address _____   | City _____                  | Zip Code _____                    |
| Email Address _____   | Veteran's file number _____ | Student's Social Security # _____ |
| <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> Transfer |                             |                                   |
| Educational Goal (Must match SEP) _____   | Contact Phone Number _____  |                                   |

Which Chapter of educational benefits will you be using :

|   |                                 |  |   |   |  |
|---|---------------------------------|--|---|---|--|
| <input type="checkbox"/>                                | <input type="checkbox"/>        | <input type="checkbox"/>                                   | <input type="checkbox"/>  | <input type="checkbox"/>                                    | <input type="checkbox"/>                   |
| Chapter 30<br>Montgomery<br>GI Bill—Active Duty<br>VRAP | Chapter 33<br>Post 9/11 GI Bill | Chapter 1606<br>Montgomery<br>GI Bill--Selected<br>Reserve | Chapter 1607<br>Reserve Educational<br>Assistance Program<br>(REAP) | Chapter 35<br>Dependents<br>Educational<br>Assistance (DEA) | Chapter 31<br>Vocational<br>Rehabilitation |

Are you currently on active duty?  Yes    No

Have you attended any other college, school, or training establishment?  Yes    No (skip to next block)  
 If yes, how many total credits have you completed?   Semester Units: \_\_\_\_\_   Quarter Units: \_\_\_\_\_

Have you used your Veteran's educational benefits previously?  Yes    No (skip to next block)  
 If yes, at which school did you use them most recently? \_\_\_\_\_  
 If yes, and you were not at Cuesta, have you completed a *Request for Change of Program or Place of Training* form?  
 Yes, form completed and submitted online    Yes, signed form is attached or previously submitted    No  
 Note: Certification will not be processed if *Request for Change of Program or Place of Training* form has not been completed

Are you enrolled concurrently at another institution?  Yes    No (skip to next block)  
 If yes, what is the name of the institution? \_\_\_\_\_  
 If Cuesta is not the school where you plan on receiving your degree, you must have a Letter 315 (parent-school letter) sent from your degree-granting institution. Have you requested that letter from your other school?  
 Yes    No   (Note: Certification will not be processed until parent-school letter is received)  
 If Cuesta is the school where you plan on receiving your degree, you must request a Letter 315 (parent-school letter) be sent from the Cuesta Veteran's Office to the other school you are currently attending.

Requesting Certification for Semester/Year:   Fall \_\_\_\_\_   Spring \_\_\_\_\_   Summer \_\_\_\_\_   Other: \_\_\_\_\_  
 \*\*\*\*\*You will only be certified for courses listed on your Student Education Plan (SEP)\*\*\*\*\*

| CRN#  | Campus | Start/End Dates | Subject & Number | Length (weeks) | Units |
|-------|--------|-----------------|------------------|----------------|-------|
| _____ | _____  | _____           | _____            | _____          | _____ |
| _____ | _____  | _____           | _____            | _____          | _____ |
| _____ | _____  | _____           | _____            | _____          | _____ |
| _____ | _____  | _____           | _____            | _____          | _____ |
| _____ | _____  | _____           | _____            | _____          | _____ |

Please read, complete, and sign the back of this form

**READ CAREFULLY BEFORE SIGNING:**

1. I have read and I fully understand my responsibility to the Veterans Administration and to Cuesta College to maintain satisfactory attendance and progress standards as outlined in the Veterans Bulletin and the Cuesta College Catalog. I have received a copy of the Veterans Bulletin.
2. I fully understand my responsibilities to notify the Cuesta College Veterans Office of any changes in my educational status, (increase/reduction of credits) and that documentary evidence must accompany mitigating circumstances.
3. I assume full financial and legal responsibility for the appropriateness of courses to my program. I also understand that I cannot repeat any course for VA pay unless specifically approved in advance of registration.
4. I authorize the Cuesta College Veterans Office to disclose information necessary to the development of my claim and educational benefits to the Veterans Administration and/or to the County Veterans Service Office.
5. I have read and fully understand the Privacy Act of 1974 (Public Law 93-579)
6. I have on file or have requested all previous transcripts from all educational institutions attended including military evaluation.
7. I understand to be certified I must have a Student Education Plan (SEP) in my file.
8. I understand that VA assistance is not authorized for any course in which I am receiving reimbursement in whole or part under any other provision of the law where the payment would constitute a duplication of benefits from the U.S. Government (Active Duty Tuition Assistance, Government Employees' Training Act, Department of Health and Human Services, etc.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Use Only**

Ch. 33 Credit Hours: \_\_\_\_\_ Distance Hours: \_\_\_\_\_ R/D Hours: \_\_\_\_\_ Tuition: \_\_\_\_\_ Fees: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

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