



GATEWAY TECHNICAL COLLEGE

VETERAN EDUCATION BENEFITS STUDENT GUIDE

TABLE OF CONTENTS

- **INTRODUCTION**
- **SCHOOL CERTIFYING OFFICIAL**
- **STUDENT RESPONSIBILITIES**
- **CONSENT TO PROCESS BENEFITS**
- **SUBMISSION OF ENROLLMENT INFORMATION TO THE VA**
- **COURSES ELIGIBLE FOR BENEFITS**
- **REMEDIAL COURSES**
- **SCHEDULE CHANGES (ADDING OR DROPPING CLASSES)**
- **PAYMENT ARRANGEMENTS**
- **VETERAN SUPPORT SERVICES**
- **SCHOLARSHIPS**
- **SATISFACTORY ACADEMIC PROGRESS POLICY**
- **WITHDRAWAL DUE TO MILITARY SERVICE**
- **POLICIES**

INTRODUCTION

Congratulations on beginning your educational journey with Gateway Technical College!

We understand that navigating veterans and military education benefits can be overwhelming due to the many rules and regulations involved. That's why we're here – to make the process as simple and stress-free as possible. Our goal is to help you access your education benefits with ease and get the answers you need without delay.

This guide is designed to provide supplemental information to help you better understand the policies and procedures that may impact your veteran's education benefits. We recommend keeping it on hand throughout your time at Gateway – it contains helpful details to answer common questions and directs you to the appropriate staff who can provide additional support.

This guide provides information for any spouse, dependent, or veteran that is using any of the federal VA education benefits at Gateway Technical College:

- Post 9/11 GI Bill (Chapter 33)
- Montgomery GI Bill – Active Duty (Chapter 30)
- Montgomery GI Bill – Selected Reserve (Chapter 1606)
- Survivors and Dependents Assistance (Chapter 35)

**Please note that the Gateway Student Handbook has information regarding Gateway Technical College policies and procedures. You can also go to the Department of Veterans Affairs website at gibill.va.gov for additional information regarding your benefits.*

SCHOOL CERTIFYING OFFICIAL

Gateway Technical College's School Certifying Official (SCO) is in charge of processing all federal and state VA education benefits. They make sure all required information/documents are on file and report student enrollment information (e.g. course information, tuition and fees, schedule changes) to the Department of Veterans Affairs.

The School Certifying Official (SCO) will keep you informed about important account updates regarding your VA benefits. This may include requests for documents, benefit processing, certification changes, or delays. All updates will be sent to your Gateway student email, so be sure to check it regularly to avoid any delays. If you have any questions regarding your benefits, you can email your School Certifying Official at veterans@gtc.edu.

**Please note: Gateway Technical College staff are not a part of the Department of Veterans Affairs and are not trained on eligibility for education benefits. All questions regarding eligibility should be directed to the agency you want to get benefits through.*

STUDENT RESPONSIBILITIES

Now that you have your benefits in place for this semester at Gateway Technical College, it is important that you always do the following:

- Check your Gateway student email on a regular basis for any important updates regarding your benefits
- Make sure your email, phone number, and mailing address are always up to date with Gateway
- Speak to your School Certifying Official prior to making any changes to your schedule (dropping, adding classes, no longer attending, etc.)
- Always register for classes required for your program of study. We always recommend you meet with your advisor to plan out your classes
- Keep an eye out for and review any paperwork received from the VA
- Reach out to us with any questions you may have regarding your benefits

CONSENT TO PROCESS BENEFITS

Students are required to submit a VA-Education Benefit Request Form (VA-EBRF) for every semester they want to use their benefits. By submitting this form, the student is stating they would like to use their VA benefit for the semester selected on the form, and they are requesting that Gateway Technical College process their benefits and submit enrollment information to the Department of Veterans Affairs.

If you wish to withdraw this request, please email us at veterans@gtc.edu.

Once your School Certifying Official receives your VA-EBRF, they will review your account and follow up with you to let you know next steps.

SUBMISSION OF ENROLLMENT INFORMATION TO THE VA

Once a student registers for class and submits all required paperwork for their benefits, Gateway Technical College School Certifying Officials will review that paperwork and reach out to the student with any questions or issues. Once they have everything they need, they will submit all eligible course information electronically to the Department of Veterans Affairs. Once the VA receives and processes everything, they will send payment. They will also send the student a letter explaining the information that was reported to them, and the amount of the payment.

COURSES ELIGIBLE FOR BENEFITS

The Department of Veterans Affairs will only pay for classes that are required for you to complete your program.

REMEDIAL COURSES

The VA will not pay for remedial courses taken online.

SCHEDULE CHANGES (Adding or Dropping Classes)

School Certifying Officials are required to report all schedule changes (added or dropped classes) to the VA. It is important that students using VA benefits speak with their School Certifying Official prior to making any schedule changes so they are aware of any negative impact that change may have on their benefits.

If a student ends up dropping/withdrawing from a course during the semester, they may end up responsible for repaying the amount they were overpaid in their benefits.

PAYMENT ARRANGEMENTS

Students must select a payment arrangement when registering for classes. A payment arrangement is how you will be paying for the tuition and fee charges for your classes. If you don't have a payment arrangement in place, you will be removed from your classes.

Please see below for a list of payment arrangements available or click [HERE](#) to learn more:

- Pay In Full
- Student Payment Plan
- Third Party/Employer Funding
- Scholarships
- Financial Aid
- Employer Tuition Reimbursement
- Veterans Education Benefits*

*The VA benefits listed below are the only ones that qualify as a payment arrangement:

- Post 9/11 GI Bill (Chapter 33)
- Veterans Readiness & Employment (Chapter 31)
- Wisconsin GI Bill

Students using the above benefits should submit their VA-Education Benefit Request Form (VA-EBRF) prior to registering so a hold can be placed on their account. The hold will prevent you from being removed from your classes.

Students using all other VA education benefits (Chapter 35, Chapter 30, and Chapter 1606) must have other funding in place to pay for their tuition and fees.

VETERAN SUPPORT SERVICES

Gateway Technical College has a Veteran Student Support Specialist available to help all military connected students throughout your journey at Gateway. This staff member can assist you in connecting with career exploration, tutoring, student finance, academic advising, and remediation services. They can also assist you in working with your instructor, connect you with the correct department/staff member to resolve an issue, or connect you with external resources for personal issues. Please see below for contact information:

Veteran Support Specialist

- Eduardo Vargas III
- Phone: 262-564-2459
- Email: vargase@gtc.edu

SCHOLARSHIPS

The Gateway Foundation offers more than 160 scholarships annually. Several of the scholarships offered are specifically for veteran students. You can use the money for your tuition charges, books, and/or supplies. If you receive a scholarship, it will **not** impact your VA education benefits.

For more information and to apply, please go to the following link: [Foundation Scholarships | Gateway Technical College](#)

SATISFACTORY ACADEMIC PROGRESS POLICY

Students receiving Federal VA Education Benefits are required to maintain satisfactory academic progress by earning a minimum 2.0 semester grade point average (GPA) and complete at least 67% of the courses attempted within the semester. Repeated failure to meet satisfactory academic progress will cause your VA benefits to be suspended. Please click [HERE](#) to view the full policy.

WITHDRAWAL DUE TO MILITARY SERVICE

Students who withdraw from their courses/or are unable to complete them due to military service may be eligible for a full refund of tuition and fees for impacted courses. Students may also have an option to receive an incomplete from their instructor. Please connect with your School Certifying Official for more information.

POLICIES

To view our most up to date policies for students using veteran education benefits, please click [here](#).