

ACADEMIC INFORMATION

VETERAN'S BENEFITS

Veteran benefits may be used at Navarro College. Please contact Navarro College Veteran's Services for assistance with questions pertaining to using Veteran Education benefits at Navarro College. Since veteran's benefits are legislatively controlled, it is occasionally necessary to alter requirements for continued receipt of veteran's benefits as the laws and guidelines change. Consequently, the veteran's benefit recipient is advised that the standard of progress expressed previously in this catalog may not be the only standard of progress requirement he or she must meet. The recipient must consult with the Veterans Services at Navarro College about specific up-to-date requirements. Veterans with Active Duty military service, those that have served in the Reserves, National Guard, and dependents of veterans may be eligible for benefits while attending Navarro College. The Veterans Services School Certifying Official is assigned to help ensure the proper handling of veterans' educational benefits applications. It is critical that Veteran related education documents are submitted through Self Service each semester upon enrollment in courses to ensure security and timely processing of benefits.

Adherence to Degree Plan / Certificate:

The Veterans Administration (VA) requires the student using educational benefits enroll in courses that lead to his/her approved educational objective (degree or certificate). VA students may not receive benefits for courses in which they have already received credit, for courses that are in excess of degree requirements or for courses that do not apply to their planned degree/certificate. Academic Success Coaches are available to assist current and prospective students determine the courses they wish to take and qualify for VA educational benefits. When in question, they consult with the Certifying Official to ensure schedules will work as planned for the student.

FIRST-TIME APPLICANTS

CHAPTER 30 – MONTGOMERY GI BILL® (MGIB/AD) (SERVED ACTIVE DUTY)

Steps to Apply and Use Benefits:

- Learn more about Chapter 30 benefits. Visit the [Montgomery GI Bill® \(MGIB/AD\)](#) page for detailed information.
- Complete and submit the online [VA form 22-1990 Application for Education Benefits](#).
- Veterans must request Official Military Transcript: Veterans who served in the Army, Navy, Marines, or Coast Guard need to submit a request for an Official copy of their [Joint Service Transcript](#) to be sent to Navarro College.
- If the Veteran served in the Air Force or Space Force, they need to request an official transcript from [Air University](#).
- Once registered for classes, the Veteran must submit a VA Enrollment Certification request **every** semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be certified to the VA until this document is received. The VA Enrollment Certification Request can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification. The request will include a place to attach a JPEG or PDF copy of the Veterans DD214 and a copy of the Veteran's Certificate of Eligibility (COE).
- If the COE is not available at the time of submitting the VA Enrollment Certification, it can be submitted at the time the veteran receives the document, via Document Upload. This can be found on Self Service > Financial Aid Resources > Document Upload.
- The last portion of the VA Enrollment Certification request is a temporary Tuition and fee deferment request form. Completing the form allows a deferment to be added to the students account which gives them and/or the benefit provider more time to pay their tuition and fees. It does not, however, absolve the student of the responsibility to pay for their tuition and fees.
- The Veteran must verify his/her enrollment near the end of each month. This process can be set up on the [Verify your school enrollment](#) page. There are four options available, by text, by email, online through Ask VA, or by phone.

CHAPTER 31 – VETERAN READINESS AND EMPLOYMENT (VR&E) (DISABLED VETERANS)

Steps to Apply and Use Benefits:

- Find out more about (Chapter 31) [Veteran Readiness and Employment](#).
- Complete and submit the online [VA form 28-1900 Application for Veteran Readiness and Employment Benefits](#).
- Veterans must request an Official Military Transcript: Veterans who served in the Army, Navy, Marines, or Coast Guard need to submit a request for an Official copy of their [Joint Service Transcript](#) to be sent to Navarro College.
- If the Veteran served in the Air Force or Space Force, they need to request an Official transcript from [Air University](#).
- Veteran **MUST** apply in advance and be approved by the VA **before** registering for classes.
- Once registered for classes, the Veteran must submit a VA Enrollment Certification request **every** semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be certified to the VA until this document is received. The VA Enrollment Certification Request can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification. The request will include a place to attach a JPEG or Portable Document Format (PDF) copy of the Veterans DD214 and a copy of the Veteran's Certificate of Eligibility (COE).
- The last portion of the VA Enrollment Certification request is a temporary Tuition and fee deferment request form. Completing the form allows a deferment to be added to the students' account which

gives them more time to pay their tuition and fees. It does not, however, absolve the student of the responsibility to pay for their tuition and fees.

- Submit copy of DD Form 214 (Submit with VA Enrollment Certification request)
 - A Purchase Order which is the equivalent of a Certificate of Eligibility will be supplied on Tungsten by the VR&E counselor.

CHAPTER 33 – POST 9/11 GI BILL® (SERVED ACTIVE DUTY)

Steps to Apply and Use Benefits:

- Find out more about [Chapter 33 Post 9/11 GI Bill® \(Served Active Duty\)](#)
- Complete and submit the online [VA form 22-1990 Application for Education Benefits](#).
- Veterans must request an Official Military Transcript: Veterans who served in the Army, Navy, Marines, or Coast Guard need to submit a request for an Official copy of their [Joint Service Transcript](#) to be sent to Navarro College.
- If the Veteran served in the Air Force or Space Force, they need to request an Official transcript from [Air University](#).
- Submit copy of DD Form 214. (Submit with VA Enrollment Certification request)
- Submit Certificate of Eligibility, letter from the VA confirming eligibility for the Post 9/11 GI Bill®. (Submit with VA Enrollment Certification request. If it has not yet arrived, it can be submitted later, via Document Upload. This can be found on Self Service > Financial Aid Resources > Document Upload.
- Once registered for classes, the Veteran must submit a VA Enrollment Certification request EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be certified to the VA until this document is received. The VA Enrollment Certification Request can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification. The request will include a place to attach a JPEG or PDF copy of the Veterans DD214 and a copy of the Veteran's Certificate of Eligibility (COE).
- Every Veteran using this benefit will need to [verify enrollment](#) verify his/her enrollment near the end of each month.

CHAPTER 33 – POST 9/11 GI BILL® (TRANSFER EDUCATION BENEFITS TO DEPENDENTS)

Steps to Apply and Use Benefits:

- Find out more about [Chapter 33 Post 9/11 GI Bill® \(Transfer Education Benefits to Dependents\)](#).
- Service member must complete the approval process prior to release from active duty, and the DOD approves student's transfer and sends letter of approval to the student. To confirm the transfer of benefits, visit the [milConnect website](#).
- To apply to use the Post 9/11 GI Bill® as a transfer benefit at Navarro College Complete and submit the online [VA form Complete VA form 22-1990e Application for Education Benefits](#).
- Once registered for classes, the Veteran must submit a VA Enrollment Certification request EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be certified to the VA until this document is received. The VA Enrollment Certification Request can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification. The request will include a place to attach a JPEG or PDF copy of the Veterans DD214 and a copy of the Veteran's Certificate of Eligibility (COE).
- Submit copy of DD Form 214 with VA Enrollment Certification request unless Service member is still on Active Duty as it will be noted on COE
- Submit Certificate of Eligibility, letter from the VA confirming eligibility for the Post 9/11 GI Bill®. Submit with VA Enrollment Certification request. If it has not yet arrived, it can be submitted later, via Document Upload. This can be found on Self Service > Financial Aid Resources > Document Upload.
- Every student using this benefit must verify his/her enrollment near the end of each month, see [Verify your school enrollment](#) page for options.

CHAPTER 33 MARINE GUNNERY SERGEANT JOHN DAVID FRY SCHOLARSHIP

Steps to Apply and Use Benefits:

- Find out more about [Chapter 33 Marine Gunnery John David Fry Scholarship](#).
- Complete and submit the online [VA form 22-5490 Application for Education Benefits](#).
- Once registered for classes, the Veteran must submit a VA Enrollment Certification request **every** semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be certified to the VA until this document is received. The VA Enrollment Certification Request can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification. The request will include a place to attach a JPEG or PDF copy of the Veterans DD214 and a copy of the Veteran's Certificate of Eligibility (COE).
- Submit copy of DD1300 Report of Casualty (Submit with VA Enrollment Certification request).
- Submit Certificate of Eligibility, letter from the VA confirming eligibility for the Post 9/11 GI Bill®/ Fry Scholarship. Submit with VA Enrollment Certification request. If it has not yet arrived, it can be submitted later, via Document Upload. This can be found on Self Service > Financial Aid Resources > Document Upload.
- Every student using this benefit must verify his/her enrollment near the end of each month, visit the [Verify your school enrollment](#) page.

CHAPTER 35 – DEA (SPOUSE/CHILDREN/SURVIVORS)

Steps to Apply and Use Benefits:

- Complete and submit the online [VA form 22-5490 – Application for Survivor's and Dependents' Educational Assistance](#).

- Once registered for classes, the Veteran must submit a VA Enrollment Certification request EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be certified to the VA until this document is received. The VA Enrollment Certification Request can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification. The request will include a place to attach a JPEG or PDF copy of the Veterans DD214 and a copy of the Veteran's Certificate of Eligibility (COE).
- Submit copy of DD Form 214. (Submit with VA Enrollment Certification request)
- Submit Certificate of Eligibility, letter from the VA confirming eligibility for Chapter 35-DEA. (Submit with VA Enrollment Certification request. If it has not yet arrived, it can be submitted later, via Document Upload. This can be found on Self Service > Financial Aid Resources > Document Upload.
- Students pursuing Certificate programs must verify his/her enrollment near the end of each month, see [Verify your school enrollment](#) page for options.

CHAPTER 1606 – MGB/SR® (SELECTIVE RESERVIST AND GUARDSMEN)

Steps to Apply and Use Benefits:

- Request Official Military Transcripts: Official Joint Service Transcript request for Veterans who served in the Army, Navy, Marines, or Coast guard can request an Official copy of their [Joint Service Transcript](#) be sent to Navarro College.
- Veterans must request an Official Military Transcript: Veterans who served in the Army, Navy, Marines, or Coast Guard need to submit a request for an Official copy of their [Joint Service Transcript](#) to be sent to Navarro College.
- If the Veteran served in the Air Force, they need to request an Official transcript from Air University. The request can be made at [Air University](#)
- It is recommended that the Parchment option be used. It arrives much faster and is more reliable than the mail option.
- Once registered for classes, the Veteran must submit a VA Enrollment Certification request EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be certified to the VA until this document is received. The VA Enrollment Certification Request can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification. The request will include a place to attach a JPEG or PDF copy of the Veterans DD214 and a copy of the Veteran's Certificate of Eligibility (COE).
- Submit copy of DD Form 214. (Submit with the VA Enrollment Certification request)
- Submit Certificate of Eligibility, letter from the VA confirming eligibility for the (MGB-SR)®. (Submit with VA Enrollment Certification request. If it has not yet arrived, it can be submitted later, via Document Upload. This can be found on Self Service > Financial Aid Resources > Document Upload.
- The Veteran must verify his/her enrollment near the end of each month through the [Verify your school enrollment](#) page.
- Texas Military Department: [\(TMD\) State Tuition Assistance](#)

TRANSFER STUDENTS

Steps to Apply and Use Benefits:

- Transfer students using Chapters 30, 33, and 1606 need to complete the online [VA form 22-1995](#) to transfer benefits from your previous college to Navarro College. They also need the same documentation as students using the benefit for the first time, please see above.
- Transfer students using Chapters 35 or Fry Scholarship need to complete VA online form 22-5495 to transfer benefits from your previous college to Navarro College.
- Transfer students using Chapters 31 need to coordinate with their VR&E Counselor prior to the start of the new semester so an updated Purchase Order can be added in Tungsten for them. They also need the same documentation as students using the benefit for the first time. Please see above.

HAZLEWOOD ACT – CONTACT THE NAVARRO COLLEGE VETERAN'S SERVICES

Steps to Apply and Use Benefits:

- There are three main types of Hazlewood Veteran, Legacy, Spouse/Dependent but at minimum we will need the following and we will assist you further.
 - Veteran must have entered active-duty service in Texas or have Texas listed as his/her home of record on DD form 214.
 - Veteran must have served more than 180 days of active duty not including initial entry training.
 - Veterans can transfer his/her unused hours to a child under the Hazlewood Legacy Act.
 - If the Veteran is rated by the VA as Permanently and Totally Disabled or Individually Unemployable, we can assist Spouse and other dependents with the Dependent exemption, if not we can assist with Legacy.
 - All students wishing to use the Hazlewood exemption must submit a completed application with all required supporting documentation prior to the last date of the semester in which they wish to begin the exemption. Incomplete applications will not be accepted. There are four semesters within an academic year in which a student can apply for the exemption: Fall, Spring, First Summer, and Second Summer. You will be required to renew your exemption once per academic year.
 - **Important Notice:** Veterans should thoroughly review admissions standards and testing requirements before applying. In many cases it is in the Veterans' best interest to take the Texas Success Initiative (TSI) Assessment prior to registering for classes. The Certifying Official can discuss this with Veterans that have questions. Veterans should consult the school Veterans Affairs Certifying Official for information and assistance in applying or benefits.
 - Note: Allow four to eight weeks for VA application and / any paperwork to be processed by the Veterans Administration Regional Office in Muskogee, Oklahoma.

ADVANCE PAY

- Advance pay is available for eligible students upon request.
- Student must request advance pay at least 60 days prior to the beginning of class.
- Student must be enrolled in at least half-time.
- There must be more than 30 days between the terms.
- All financial responsibility rests upon the student and not Navarro College.

CAUTION

- VA students may be required to pay their tuition and fees. It is the responsibility of the student receiving benefits to immediately notify the Certifying Official in writing by email if there are any changes in his/her enrollment during each semester the student is attending and using any VA benefits (federal or state). If a student changes his/her curriculum or transfers to another college, the student should immediately notify the certifying official in writing by email.
- If a student changes his/her curriculum or transfers to another college, the veteran should notify the VA certifying official immediately.
- **Important Notice:** To remain eligible for benefits, students utilizing VA benefits must meet school standards of conduct, academic (satisfactory) progress, and class attendance. Students should, therefore, report to the Office of Admissions & Records to withdraw if they do not plan to pursue their courses or to attend regularly. If a student drops classes or is placed on academic probation, he or she may become ineligible for further VA benefits. It is the student's responsibility to request VA Enrollment Certification immediately after registering for classes via the form on Self Service on the Financial Aid tab so the Certifying Official can review the students classes for certification in a timely manner and certify them to the VA for processing. If there are any changes in enrollment status from the point of registration to the end of the beginning of the term, such as swapping classes, or dropping a class the student needs to immediately notify the Certifying Official via email.

ADDITIONAL TOOLS AND INFORMATION

- TMD - Navarro College participates in State of Texas Tuition Assistance.
- The State of Texas Tuition assistance is a program that can assist Army National Guard Soldiers with their tuition and most fees. Please visit the [\(TMD\) State Tuition Assistance](#) website to apply for financial assistance.
- Chapter 1606 can also be used in conjunction with this benefit as can Financial Aid.
- [Apply for Financial Aid](#)
- [VA Comparison tool](#). This tool can help students anticipate benefit amounts gather cost approximations and more.
- Federal Shopping Sheet is available on the students self service via Financial Aid Immediate Access.

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on [SACSCOC's website](#).