

# **Columbia-Greene Community College**



## **Student Veterans' Guide**



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# Admissions Process

All applicants, regardless of entering status or desired program, may complete the no fee Columbia-Greene Application for Admission or a SUNY Application.

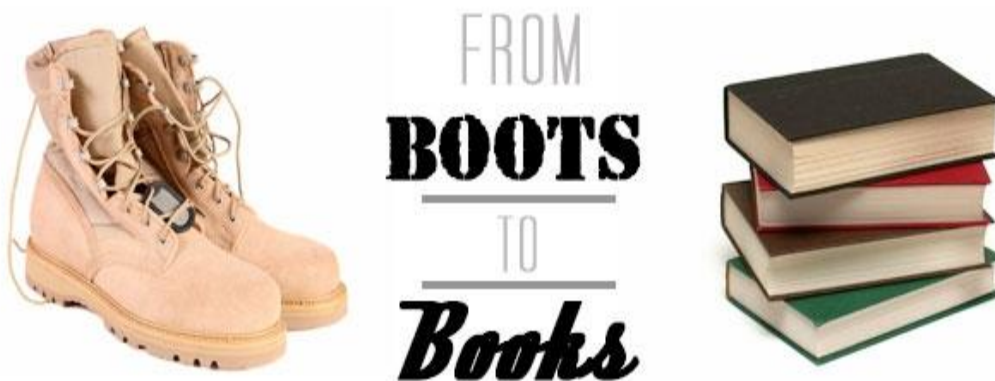
You may [fill out the no-fee application online](#), or, if you prefer, you may print out, complete by hand and mail the completed [no fee paper application](#) with all supporting documents to:

**Columbia-Greene Community College**  
**Office of Admissions**  
**4400 Route 23**  
**Hudson, NY 12534**



**Important Note:** Depending on your incoming status, previous education experience, personal circumstances and/or the program of study you wish to pursue, there may be other specific requirements and/or resources available. Please see the links to the left and right on this page for more details.

To apply to multiple SUNY colleges, [fill out a SUNY application at the SUNY website at http://www.suny.edu/student/Apply/Apply.cfm](http://www.suny.edu/student/Apply/Apply.cfm) (link opens a new browser window to SUNY application page). There is a \$50 application fee payable to the SUNY Application Processing Center to fill out the SUNY application.



## Admissions Checklist

- **Complete a Columbia-Greene Application for Admissions.** We recommend [applying on-line](#). Paper applications are available to [download from our website](#) or from our Admissions Office. There is a no fee for applying.
- **Submit an official high school or GED transcript.** All applicants must request an official high school or GED transcript be sent directly to our Admissions Office in a sealed envelope. New York State requires that you request your GED in writing and remit a \$4 money order or certified check. GED request forms are available at the [New York State Education Department website](#) (link opens in a new browser window) or from our [Admissions Office](#).
- **Submit all official college transcripts.** Transfer students or applicants with any prior college experience must request official transcripts be forwarded to our Admissions Office in a sealed envelope from every college attended.
- **Military Transcripts.** A copy of the SMART/ ARTS or Military Transcripts which can be obtained from the [Joint Services Transcript](#) website.
  - C-GCC uses the credit recommendation of the American Council on Education (ACE) Military Guide when awarding transfer credit.
- **DD214.** A copy of your DD214 (Member 4) or DD2384 (NOBE)
- **Request an admissions interview if your major/status requires.** Applicants who meet the following criteria are required to meet with an admissions counselor:
  - Homeschooled applicants
  - Non-high school degree/non-GED holders whose high school class has already graduated
- Applicants may call the Admissions Office at (518) 697-6500 to schedule their individual appointment.
- **Attend an information session if your major requires.** Applicants to the following programs of study are required to attend an Information Session:
  - [Automotive Technology](#)
  - [Nursing](#)
- If you are interested in any of these majors, we recommend that you attend an Information Session as the **first step** in the admissions process. Dates and times for Information Sessions are available on [our website](#) or from our [Admissions Office](#). Resources are available for [adult applicants](#) and [applicants with disabilities](#).
- **Take any required placement tests.** All applications are reviewed individually by an admissions counselor to determine the need for testing. Applicants are notified by the staff of any required tests. Dates and times for placement tests are available on [our website](#) or from our [Admissions Office](#).

# Registration Process

Upon the completion of the admissions process, you will receive an acceptance letter which will contain detailed instructions on what program you were accepted into and what you should do to obtain a class schedule.

Your letter will provide you with contact information on who you should contact to set up an appointment with your Academic Advisor.

Before your appointment, be sure to obtain a registration form from the Records and Registration Office. You will need to bring this form with you to your appointment.

At your appointment, you will work with your Academic Advisor to create a class schedule for the upcoming semester.

**If you have applied for educational benefits through the DOD and/or NY National Guard:**

After your appointment, notify the Bursar's Office that you have completed the application process for DOD/NY National Guard benefits.

(Please see the section "**Department of Defense (DOD) and New York State Military Educational Benefits**" for more details).

**If you have applied for educational benefits through the VA:**

After your appointment, print out your class schedule and submit it to the School Veteran Service Official (VSO), which is located in the Records and Registration Office, along with your *Certificate of Eligibility* (Please see the section "**Veterans Administration (VA) Educational Benefits**" for more details).

If you have a disability for which you will need accommodations, please contact the [Accessibility Services Office](#) or call (518)697-6437.



# Department of Defense (DOD) and New York State Military Educational Benefits

## **Federal Tuition Assistance (DOD)**

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its members.

Each service has its own criteria for eligibility, obligated service, application processes and restrictions. This money is usually paid directly to the institution by the individual services.

### **Applying for Federal Tuition Assistance Benefits:**

[Air Force Tuition Assistance Benefits \(USAF\)](#)

[Army Tuition Assistance Benefits \(USA\)](#)

[Navy Tuition Assistance Benefits \(USN\)](#)

[Marines Tuition Assistance Benefits \(USMC\)](#)

[Coast Guard Tuition Assistance Benefits \(USCG\)](#)

## **Air Force Tuition Assistance Benefits**

Air Force Tuition Assistance (TA) is an important quality of life program that provides 100% tuition and fees for courses taken by active duty personnel. The program is one of the most frequent reasons given for enlisting and re-enlisting in the Air Force.

### **Payment**

**The maximum amount paid for Tuition Assistance:** 100% Tuition and Fees

#### **Not to exceed:**

- \$250 @ Semester Credit Hour, or
- \$166 @ Quarter Credit Hour, and
- \$4500 @ Fiscal Year

### **Application Process**

The advantages of this new system are that there are no lines, the forms are simple and intuitive, and you can complete the entire process without having to drive to your local education center. In addition, it increases efficiency by allowing you to track and manage your TA requests and account directly through your AFVEC logon.

Before you can access the online TA request process, you must create a user name and password on the AFVEC. This can be done through the Air Force Portal at <https://www.my.af.mil/>.

There are six steps to completing your online application. As you progress through the steps there will be checkmark on the form that indicates that you have successfully completed the step and can proceed.

#### **Step One - Select Reason for Request**

Enrollment Reason options are available for the Air Force to better determine why you choose to utilize TA for off-duty education. Please select the reason that best identifies why you are using TA. Definitions of each of the four options are available to help you make a selection.

#### **Step Two - Select the School Name (Civilian Institution)**

Select the school or civilian institution that you will be attending from the list provided. If the school you wish to attend is not available in the list, you must report to your base education office to obtain the TA form.

#### **Step Three - Enter Term Dates**

Enter the beginning and end dates for the term you will be taking. Please note that term dates are inclusive dates of a specific term and do not necessarily represent the exact start date for your specific course (i.e., term starts on Monday, Jan 10, but your course does not start until Wednesday, Jan 12). The dates must be exact or the TA will be disapproved.

#### **Step Four - Enter the Course Information**

Enter the course information by either selecting from a preloaded course catalog or by manually entering the course information. If you try to enter a course and find that it is not in the database, you will be required to enter the information manually. You can get this information by viewing your institution's student handbook or website.

**Note:** If your local education center is maintaining a current course catalog and the term dates you have selected match, then a list of courses will appear in a pop up window. Select the course you are enrolling for by clicking on the course number hyperlink. The Course Data Form will either automatically be populated based on a course you selected in the catalog.

Continue to add courses to the form until you have added all courses that you will be taking for that SCHOOL and TERM. (Remember, HQ ACC recommends only one course in an 8 or 12 week semester, two courses in a 16 week semester).

**Note:** If you attend school at multiple locations or attending multiple schools, you must use multiple TA forms (i.e., one for on-base, one for off-base).

#### **Step Five - Enter the Registration Fees**

Select the registration fees from the drop down list. These fees are only paid by the Air Force if payment of these fees is MANDATORY as a condition of enrollment. Enter each fee type and cost separately.

#### **Step Six - Verify TA Information and Submit Request**

Verify that all of the TA information on the form is correct. Be careful to note school, term and course information to ensure that the information provided is accurate. Use the back buttons to correct any errors.

If AFVEC finds that TA cannot cover some or all of the tuition, you will be notified and given the option to elect the "VA Top-up" GI Bill option. You may use this option to supplement any cost not covered by TA if you are GI Bill qualified. Lastly, make sure your email address is updated! This is the address where all communications between you and the education office will occur. You must use your military account unless you do not have one.

Be sure to read each of the conditions and certifications. You must agree to all conditions and certifications by checking them off prior to submitting your application for approval. Once you have agreed to all conditions and certifications, enter your full name and "MY AFVEC" password to submit.

Your application will be submitted to your local education center for final approval/disapproval. Do not factor this TA into defraying tuition costs until you receive final approval from the education center.

#### **After your request is approved**

- You will receive notification of approved TA form.
- The approved TA form will have both the approval official's and your digitally signed signatures.
- You MUST send a copy of the approved TA form to your school



**You will be unable to apply online for TA if the following applies to you:**

- Missing grades over 60 days from course end date.
- Suspense dates that have expired.
- Missing personal data in the education record including: Phone, DOS, DOB, Unit, Office Symbol, Mailing Address, Email Address, base, and Education Level.
- Requesting TA for courses that start more than 30 days into the future.
- Requesting TA for courses that have already started.
- Requesting TA for lower level courses which are less than highest ed level awarded.
- No degree plan in records.

TA is not authorized for courses leading to a lateral or lower level degree than you already possess (i.e. Second Associate's or Bachelor's degree).

**CCAF Exception**

- TA will be provided for a Community College of the Air Force (CCAF) degree regardless of your current education level.
- TA will be provided for a civilian college associate degree even if you have a CCAF associate degree provided you do not possess a civilian associate or higher degree.
- You are no longer required to obtain your supervisor's signature on your TA form; however, you are expected to discuss your schedule with your supervisor to ensure that participation has his/her support.

**Additional Information**

After you have completed your tuition assistance form and registered for class, you may still drop/change courses without penalty as long as you notify both the base education center and the school. If you drop a course after the drop/ add period, you must still notify the base ed center and the school but you are liable for the cost of tuition, unless you qualify for waiver of tuition assistance reimbursement.

If you receive a grade of incomplete from a school, you have as much time as the school allows you to clear the incomplete or 12 months from the end of the term, whichever comes first, to clear the incomplete. If you fail to provide a grade that clears the incomplete by that time, we are obligated to recover the tuition assistance.

No Tuition Assistance for post-master's degree course work or degree

## **Army Tuition Assistance Benefits**

**Army TA Update (8/2014):** Changes are taking place for those who receive tuition assistance from the Army. According to ALARACT 317/13 -- FY14 Tuition Assistance Policy, as of Jan. 1, 2015 Soldiers eligible for TA must have successfully completed one year of service following graduation from Advanced Individual Training (AIT). Beginning in FY15, all Soldiers must have ten years of service to receive graduate level TA if any portion of their undergraduate degree was paid through TA.

In addition, significant changes have been made to Department of Defense Instruction 1322.25. Beginning Oct. 1, the Army will no longer pay fees such as laboratory and course fees. Also, TA requests must be submitted and approved before the start date of the class, without exception. Beginning Sept. 6, reimbursement will be required from the service member if a successful course completion is not obtained.

For more information, visit your base education center and speak with education services specialist.

### **Program Overview**

Army Tuition Assistance (TA) provides financial assistance for voluntary off-duty education programs in support of a soldier's professional and personal self-development goals. The program is open to nearly all soldiers (officers, warrant officers, enlisted) including Army Reserve, and Army National Guard on active duty.

There are some restrictions to who may use Army Tuition Assistance and what courses it can be used for. Download AR 621-5 (Army Continuing Education System Regulations) to get further details.

### **Payments**

The maximum amount paid for tuition assistance: 100% Tuition and authorized fees charged by a school up to the established per semester hour cap for up to 16 semester hours of TA funded courses per fiscal year:  
\$250 @ Semester Credit Hour, or  
\$166 @ Quarter Credit Hour, and  
\$4000 @ Fiscal Year

Current Army policy limits TA to 130 semester hours of undergraduate credit or baccalaureate degree, whichever comes first and 39 semester hours of graduate credit or master's degree whichever comes first. The 39 semester hour limit applies to all credits taken after completion of a baccalaureate degree.

### **Application Process**

To Apply for Army Tuition Assistance, complete the on-line application at [www.armyignited.army.mil/student/public/welcome](http://www.armyignited.army.mil/student/public/welcome)

## **Navy Tuition Assistance Benefits**

The Navy Tuition Assistance program pays 100% of tuition and required fees charged by educational institutions for course enrollments.

TA is available to both Naval Officer and Enlisted active duty personnel and Naval Reservists on continuous active duty. It is also available to enlisted Naval Reservists ordered to active duty 120 days and to Naval Reservist Officers ordered to active duty for 2 years or more. To qualify, service members must:

- Be on active duty for the whole length of the course.
- Attend an institution accredited by a regional, national, or professional accrediting agency recognized by the Department of Education.
- receive counseling from a <https://www.navycollege.navy.mil/sailors/tuition-assistance-ncpace.htm>
- (Optional).. Determine if a CLEP/DSST exam could take the place of the course to be funded (either ask your school or your Navy College Office). If a CLEP/DSST exam credit could apply, consult with your Navy College Office for instructions on taking the practice test and scheduling an appointment for the test.
- Provide all grades from previously funded TA courses and reimburse all W and F grades. (Withdrawals for involuntary reasons may be granted with command verification.)
- Agree, if an officer, to remain on active duty for at least two years upon completion of courses funded by TA. This obligation runs concurrently with remaining obligated service time. Those who fail to serve the obligation must repay the TA funds expended on their behalf during the last two years of active duty on a pro-rated basis.

### **Payments**

The maximum amount paid for tuition assistance: 100% Tuition and Fees

#### **Not to exceed:**

- \$250 @ Semester Credit Hour, or
- \$166 @ Quarter Credit Hour, and
- 16 Semester Hours (24 Quarter Hours or 240 Clock Hours)@ Fiscal Year

### **Application Process**

- Contact your [Navy College Office](#) to receive educational counseling in person, by phone or email. With your Navy College advisor, determine which courses will be requested for TA funding.
- Complete a TA Application form NETPDTC 1560/3 listing course(s) and fee(s). Check with your institution to make sure the amounts for tuition and fees you list are correct. Allowable fees that can be funded under Tuition Assistance are:
  - Fees directly required for course enrollment may be combined with tuition. Navy will pay fees that are published, mandatory, and charged for course enrollment.
  - Mandatory non-reimbursable fees meeting the criteria listed above may be funded with TA. However, if the course is canceled allowing the tuition to be refunded, the student is responsible for paying the non-reimbursable fee.
  - Sailors requesting payment of fees with tuition are responsible for providing accurate fee information to their Navy College Office when applying for TA.

- Carefully read the second page of the TA Application, the Tuition Assistance Application Agreement, and complete the requested information at the bottom of the page. Your signature on this form indicates you understand the current rules relating to Tuition Assistance funding. Receive command approval signature to enroll in the course(s).
- Your TA Application MUST be returned to your Navy College Office for processing.

Read the OPNAV 1560.9A for further details on the Navy's VOLED programs.

Visit: [NavyCollege.mil](http://NavyCollege.mil) website to learn about requesting credit limit waivers and other TA details.

## **Marines Tuition Assistance Benefits**

Marine Corps Tuition Assistance (TA) offers financial assistance to service members who elect to pursue Off-Duty or Voluntary Education.

### **Payment**

The Marine Corps maximum amount paid for tuition assistance: 100% Tuition and Fees

### **Not to exceed:**

- \$250 @ Semester Credit Hour, or
- \$166 @ Quarter Credit Hour, and
- \$4500 @ Fiscal Year

### **Application Process**

- First-time students must complete a TA Orientation Class PRIOR to using TA.
- Marines at remote sites (non-Marine Corps installations) may access the course by clicking on the TA Orientation link below. All others: Please proceed to your local base Lifelong Learning or Education Office.
- Marines must apply for and receive written authorization for TA through the appropriate education office, PRIOR to enrollment. Use form [NETPDTC 1560](#).
- TA for remote Marines and those assigned to other service sites is processed at Camp Lejeune for those east of the Mississippi and Camp Pendleton for those west of the Mississippi. I-I duty Marines apply through MARFORRES, New Orleans. Recruiters apply via their recruiting district or region headquarters.

### **Additional Information**

- Once a Marine is enrolled with TA he or she must submit a degree plan before exceeding 12 semester hours.
- TA will fund up to 100% of institution charges for tuition, instructional fees, laboratory fees, computer fees and mandatory enrollment fees combined for postsecondary education, from vocational certification through graduate study.
- TA is not authorized for books.
- TA is not authorized for courses leading to a lateral or lower level degree than you already possess (i.e. second Associate's or Bachelor's degree).
- Officers using TA agree to remain on active duty for two (2) years following the completion of the TA funded course

## **Coast Guard Tuition Assistance Benefits**

Coast Guard Tuition Assistance assists eligible personnel in their professional development by providing funding for off-duty voluntary education courses to broaden their academic or Coast Guard technical background.

### **Payment**

The maximum amount paid for tuition assistance: 75% Tuition

### **Not to exceed:**

- \$187 @ Semester Credit Hour, or
- \$125 @ Quarter Credit Hour, and
- \$2200 @ Fiscal Year

### **Application Process**

The management of TA is centralized at the USCG Institute through a consolidated tuition assistance processing system managed by the U.S. Naval Education and Training Professional Development and Technology Center (NETPDTC) in Pensacola, Florida.

The Coast Guard Institute approves the [TA Application \(CG-4147\)](#) , inputs data into the Navy's computer database, and issues the TA Authorization form (CGI-1560).

The applicant then takes the CGI-1560 to the academic institution during registration; the institution bills the Navy (NETPDTC) for payment of the government's share of tuition assistance.

### **Additional Information**

- Tuition assistance is not authorized for use to meet unit specific operational training requirements.
- Eligibility and benefits are standardized service wide for Coast Guard active duty and reserve on active duty for more than 180 days.
- TA will be authorized "up-front" for traditional college coursework for courses less than 18 weeks in length. Courses may be resident or remote.
- There is no limitation on the use of TA when a member is receiving "financial aid" such as a student loan, Sallie Mae, Stafford loan, etc.
- All courses must be taken from a nationally or regionally accredited institution, resulting in college credit or accredited clock or contact hours.
- TA is not authorized for reimbursement for books.
- Developmental courses may be authorized if required by the institution prior to taking a freshman level course. Many colleges require a developmental course in Math, English and reading if the applicant has been out of school for several years. Applicants should note that these courses (usually numbered starting with zero "0" as the first digit) are not transferable.

**TA does *not* cover** Application, entrance or enrollment fees, Record-maintenance fees, Student activity fees/ Student ID, Course registration fees, Textbooks, manuals, Non-consumable materials, Assembled items available commercially such as computers, televisions, robots, Fees for flight time, flying lessons, or noncredit aviation classes, Parking fee, Cost of tools, protective or other equipment that becomes the property of the student, Certification courses and tests, or licenses.

## **Selective Reserve Tuition Assistance Benefits**

Members of the Selective Reserves are eligible for tuition assistance. However each of the Armed Forces determines how to administer their own Tuition Assistance (TA). In addition each state may offer its National Guard service members state funded education incentives based on state guidelines and eligibility (i.e. TA, waivers, exemptions, student loan repayment, etc.). Military.com has gathered the following information about reserve TA benefits for each service:

- [Air Force Reserve \(USAFR\)](#)
- [Army Reserve \(USAR\)](#)
- [Navy Reserve \(USNR\)](#)
- [Marine Reserve \(USMCR\)](#)
- [Coast Guard Reserve \(USCGR\)](#)

### **Air Force Reserve (USAFR)**

In an effort to support the professional and education goals of Air Force Reservists, the Air Force provides several voluntary education programs for its reserve members.

USAFR offers:

- Undergraduate (Associates and Bachelor's Degrees)
  - 100% tuition assistance for undergraduate degree programs
  - Not to exceed \$250 per semester hour, or \$166.67 per quarter hour
  - Up to \$4,500 annually per Servicemember.
- Graduate Studies (Master's Degree)
  - 75% tuition assistance for graduate degree programs
  - Not to exceed \$250 per semester hour, or \$166 per quarter hour
  - Up to \$4,500 annually.
- Note: The Defense Activity for Non-Traditional Education Support ([DANTES](#)) manages payment of the USAFR tuition assistance program.

For additional information on the Air Force Reserve voluntary education programs, please contact: Headquarters Air Force Reserve Command, Training Support Branch, Robins AFB, Georgia, at Commercial phone number: (478) 327-1276, DSN 497-1276

Visit the [Air Force Reserve Website \(www.afrc.af.mil\)](http://www.afrc.af.mil) or the [Air Force Education Services Programs \(www.aetc.af.mil\)](http://www.aetc.af.mil) website for more information.

### **Army Reserve (USAR)**

The Army Reserve offers opportunities for selected reserve soldiers to pursue their education on a voluntary basis. Voluntary education plays a vital role in a reservist's career because it enhances promotional opportunities. Voluntary education differs from military education and training which is required for MOS/AOC. If you are interested in participating, voluntary education must be completed on personal time with financial assistance provided by the Army Reserve. You are strongly encouraged to become familiar with and utilize all available education benefits and programs.

Army Reservists may go to [Army Knowledge Online](#) and sign in using their AKO login and password to submit TA requests online.

**The USAR offers:**

- 100% tuition assistance up to \$250 per semester hour, or \$166 per quarter hour, not to exceed \$4,500 annually per service member.
- 75% up to \$250 per SH, \$166 per quarter hour, and \$4500 per FY for officers pursuing a bachelor's degree.

**Eligibility**

- The soldier must be a drilling reservist in good standing.
- The soldier must declare an educational goal leading to a credential higher than current degree level.
- Enlisted soldiers and warrant officers must have sufficient time remaining on their term of service to complete the course before separation.
- Commissioned officers must have at least four years of Selected Reserve service remaining from the date of completion of the course for which tuition assistance is provided.
- The soldier must enroll for the independent study course following Army Reserve procedures.

Contact your local Army Reserve Education Office for assistance with TA or any other voluntary education assistance.

**Navy Reserve (USNR)**

There are currently no Tuition Assistance programs for the Navy Reserve.

**Marine Corps Reserve (USMCR)**

There are currently no Tuition Assistance programs for the Marine Corps Reserve.

**Coast Guard Reserve (USCGR)**

Coast Guard Reserve units have integrated with active duty sites, so in the spirit of "Team Coast Guard," USCG reservists have access to all of the educational programs available to active duty members. The [Coast Guard Institute \(www.uscg.mil/hq/cgi/\)](http://www.uscg.mil/hq/cgi/) website has a complete synopsis of available programs and applications.

**The Coast Guard offers selected reservists:**

- 100% tuition assistance up to \$250 per semester hour, or \$166.67 per quarter hour
- Not to exceed \$4,500 annually per service member.
- Contact your Coast Guard ESO for information on how to apply for tuition assistance and other programs.



## TA Benefits Chart

Service	Amount Covered	Covered Fees	Who is Eligible	Form
<b>Air Force</b>	100% Tuition and Fees, not to exceed:  \$250 @ Semester Credit Hour \$166 @ Quarter Credit Hour \$4500 @ Fiscal Year  75% Tuition and Fees Not to Exceed: \$187.50 @ S.H. \$3500 @ FY	Tuition  Lab Fees Enrollment fees Special Fees Computer Fees	Active duty  Reserves	<a href="https://www.my.af.mil">Online Application Process https://www.my.af.mil</a>
<b>Army</b>	100% Tuition and Fees, not to exceed:  \$250 @ Semester Credit Hour \$166 @ Quarter Credit Hour \$4500 @ Fiscal Year	Tuition  Lab Fees Enrollment fees Special Fees Computer Fees	Active Duty  ARNG on Active Duty  Army Reserves	<a href="https://www.goarmyed.com">Online Application Process https://www.goarmyed.com</a>
<b>Navy</b>	100% Tuition and Fees, not to exceed:  \$250 @ Semester Credit Hour \$166 @ Quarter Credit Hour 16 Semester Hours @ Fiscal Year	Tuition  Lab Fees Enrollment fees Special Fees Computer Fees	Active Duty  Naval Reserves in AD status	<a href="#">NETPDTC 1560</a>
<b>Marines</b>	100% Tuition and Fees Not to exceed:  \$250 @ Semester Credit Hour \$166 @ Quarter Credit Hour \$4500 @ Fiscal Year	Tuition  Lab Fees Enrollment fees Special Fees Computer Fees	Active Duty only	<a href="#">NETPDTC 1560</a>
<b>Coast Guard</b>	75% Tuition and Fees, Not to exceed:  \$187 @ Semester Credit Hour \$125 @ Quarter Credit Hour \$2200 @ Fiscal Year	Tuition  Lab Fees	Active Duty  Reserves in AD status	<a href="#">CG-4147</a>

# **NY National Guard Recruitment Incentive and Retention Program (RIRP)**

Students may be eligible to earn up to \$4,350 per year in college tuition assistance.

1. Read the Policy and procedures for the New York State DMNA Recruitment Incentive and Retention Program [DMNA REG 621-1](#)
2. All Applicants must download and complete the [Memorandum of Understanding](#).

The Recruitment Incentive and Retention Program (RIRP) is a New York State program designed to recruit and retain quality members for the State Military Forces (Army and Air National Guard, and Naval Militia). This competitive program will pay the cost of tuition up to a maximum of \$4,350 per calendar year for eligible qualified applicants.

The following are basic RIRP eligibility requirements:

- Be in good standing in the State Military Forces (attend or make-up all drills and annual training)
- Be accepted and enrolled in college in an undergraduate, degree-producing program for a minimum of six (6) credit hours per semester or four (4) credit hours per quarter;
- Maintain eligibility for the entire period of your application;
- Be a resident of the State of New York for a period of 186 days prior to using the program for the first time and 186 days per year, excluding Active Duty periods.

To apply for the RIRP, a Service Member must:

1. Obtain a Letter of Acceptance from the college or university that they wish to attend.
2. Complete the FAFSA (PELL), and apply for TAP and any other Financial Aid.
3. Complete the RIRP application in accordance with DMNA Regulation 621-1.
4. Complete and file the Memorandum of Understanding, in accordance with DMNA Reg 621-1
5. Submit the RIRP application to their military unit full-time representative or appropriate Education Service Representative.

ARNG Soldiers must complete the electronic application at <https://www.us.army.mil/suite/page/535774>.

Applications (DMNA Form 96-1) must be received by the appropriate Education Service Representative at DMNA Headquarters by **15 August for the Fall semester** and **15 December for the Spring semester**.

**Note:** See your Education Service Representative for Summer semester guidance.

For additional information contact an Education Service Representative:

**Army National Guard**  
(518) 272-4051

**Air National Guard**  
(518) 786-4326

**New York Naval Militia**  
(518) 786-4585.

## **NYS Veterans Tuition Award (VTA)**

The Veterans Tuition Award (VTA) is an award for full-time study and part-time study for eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State. NOTE: Students previously approved for this award must apply for payment each year. Those students attending a vocational school or who are attending an approved undergraduate or graduate program part-time may apply for payment for the current academic year by completing the supplement.

### **Full-Time Study**

For full-time study, a recipient shall receive an award of up to the full cost of undergraduate tuition for New York state residents at the State University of New York, or actual tuition charged, whichever is less. Full-time study is defined as twelve or more credits per semester (or the equivalent) at a degree-granting institution, or twenty-four or more hours per week in a vocational training program.

- **Undergraduate Degree-Granting Programs** - Awards are available for up to eight semesters (four years) of undergraduate study. Awards can be made available for up to semesters of undergraduate study for enrollment in an approved five-year program or for enrollment in an approved program of remedial study.
- **Graduate Degree-Granting Programs** - Awards are available for up to six semesters (three years) of graduate study.
- **Vocational Training Programs** - Awards are available for up to a maximum of four semesters (two years) of study in an approved vocational training program.

### **Part-time Study**

For part-time study, awards will be prorated by credit hour. Part-time study is defined as at least three but fewer than twelve credits per semester (or the equivalent) at a degree-granting institution, or six to twenty-three hours per week in a vocational training program

- **Undergraduate Degree-Granting Programs** - Awards are available for up to the equivalent of eight semesters (four years) of full-time undergraduate study in a four-year program. Awards can be made available for up to the equivalent of ten semesters (five years) of full-time study for enrollment in an approved five-year undergraduate program which normally requires five academic years of full-time study.
- **Graduate Degree-Granting Programs** - Awards are available for up to the equivalent of six semesters (three years) of full-time graduate study.
- **Vocational Training Programs** - Awards are available for up to a maximum of eight semesters (four years) of part-time study in an approved vocational training program.

Approved programs are defined as undergraduate degree, graduate degree, diploma, and certificate programs at degree-granting institutions, or noncredit vocational training programs of at least 320 clock hours specifically approved by the New York State Division of Veterans Affairs' Bureau of Veterans Education.

## Eligible Veterans

Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are:

- Vietnam Veterans who served in Indochina between February 28, 1961 and May 7, 1975.
- Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.
- Afghanistan & Iraq Veterans who served during hostilities on or after September 11, 2001.
- Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

### These students must also:

- Establish eligibility by applying to HESC.
- Be New York State residents.
- Be US Citizens or eligible noncitizens.
- Be matriculated full or part- time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State.
- Have applied for the Tuition Assistance Program for full-time undergraduate or graduate study.

## How to Establish Eligibility

Complete the New York State Veterans Tuition Award Supplement or contact HESC. Be sure to print the Web Supplement Confirmation, sign and return it along with the required documentation according to the instructions. Questions regarding eligible service or how to document service should be directed to the HESC Scholarship Unit at 1-888-697-4372.

## How to Apply

Once you have established your eligibility, you must apply for payment. While you need only establish your eligibility once, you must apply for payment each year.

Apply for payment as follows:

- ***Undergraduate and Graduate Full-time Study*** - Apply for payment by doing one of the following:
  1. Apply online by completing the Free Application for Federal Student Aid (FAFSA) - the form used by most colleges, universities and vocational schools for awarding federal student aid and most state and college aid - and then linking to the TAP on the Web application, or
  2. For veterans who do not anticipate filing a FAFSA, complete a Scholarship Grant Payment Application. For a copy of the application call HESC at 1-888-697-4372.
- ***Undergraduate Part-time Study*** - Complete only the Veterans Tuition Award Supplement.
- ***Graduate Part-time Study*** - Complete only the Veterans Tuition Award Supplement.
- ***Vocational Training Program*** - Complete only the Veterans Tuition Award Supplement.

### Additional Information for Current NYARNG Members:

**NOTE:** Current NYARNG members can use the Veterans Tuition Assistance award in conjunction with their NYARNG Tuition Assistance and GI Bill Education Benefits. However, the combined total Tuition Assistance cannot exceed the costs of tuition and mandatory fees.

# Veterans Administration (VA) Educational Benefits

## Description of the Veterans' Program Chapters:

### Chapter 30 - The Montgomery GI Bill

This program provides educational benefits to individuals who served on active duty. The Member 4 copy of your DD 214 is required.

### Chapter 31 - Vocational Rehabilitation for Service-Disabled Veterans (VRAP)

This program is for individuals who have a service connected disability. The U.S. Department of Veteran Affairs determines that training and rehabilitation services are needed to overcome an employment barrier. Veterans should contact the Chapter 31 Case Manager by telephone at (518) 626-5692 or (518) 626-5693 or at VA Medical Center, 113 Holland Avenue, Albany, NY 12208.

Once eligibility has been established, the Case Manager will issue a signed 22-1905.

#### **NEW as of July 1, 2012: Veterans' Retraining Assistance Program (VRAP)**

The VRAP offers 12 months of training assistance to Veterans who:

- Are at least 35 but no more than 60 years old
- Are unemployed on the date of application
- Received an other than dishonorable discharge
- Are not be eligible for any other VA education benefit program (e.g.: the Post-9/11 GI Bill, Montgomery GI Bill, Vocational Rehabilitation and Employment Assistance)
- Are not in receipt of VA compensation due to unemployment.
- Are not enrolled in a federal or state job training program

Visit the [ebenefits](#) page to apply for VRAP.

### Chapter 33 – Post-9/11 GI Bill

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. This program will pay eligible individuals tuition & fees directly to the school. Students will also receive an annual books & supplies stipend of up to \$1,000 (paid directly to students at a rate of \$41 per credit hour). The program will also pay a monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school. Information on the housing allowance rates can be found at <http://www.defensetravel.dod.mil/site/bahCalc.cfm>

## **Recent Changes to the Post 9/11 GI Bill announced February 25, 2011:**

- Effective August 1, 2011, monthly housing benefits will be prorated based upon rate of pursuit, rounded to the nearest multiple of 10. For example: If you are enrolled in 9 credit hours for the Fall 2011 semester when 12 credit hours is considered full time, the VA calculates your rate of pursuit as .75 and you will receive 80% of the applicable Basic Allowance for Housing (BAH) rate.
- Break or interval pay will no longer be covered. This means that BAH will only cover dates that you are attending classes.

### **In order to be considered full time for BAH purposes:**

- For 3 week terms (our Winter session): must be enrolled in 3 or more credit hours.
- For 6 week terms (our First Half or Second Half Summer session): must be enrolled in 4 or more credit hours.
- For 8 week terms (our 8 Week Summer session): must be enrolled in 6 or more credit hours.
- For Fall and Spring semesters: must be enrolled in 12 or more credit hours.

## **Chapter 35 - Dependents Education Assistance Program**

This program is for the dependents (spouse or children) of individuals who die or are permanently disabled from service connected causes. To apply for this benefit please visit <http://www.vba.va.gov/pubs/forms/VBA-22-5490-ARE.pdf>.

## **Chapter 1606 and/or 1607 - Montgomery GI Bill-Selected Reserve**

These programs are available to members of the Selected Reserve, including the National Guard. The form [DD2384 \(NOBE\)](#) is required.

### **Selected Reserve Montgomery GI Bill Kicker Program**

Eligible soldiers can receive up to either \$7,200 or \$12,600 in educational assistance under this program. The purpose of the Montgomery GI Bill Kicker Program is to encourage enlistment and retain high quality soldiers in the New York Army National Guard. The Kicker is an incentive not an entitlement; therefore soldiers must apply for and be approved to receive this incentive.

A \$200 monthly rate is available for:

- Non-Prior Service and Prior Service applicants,
- Current ARNG soldiers and,
- Current ARNG Lieutenants who have NOT yet completed a bachelor's degree.

A \$350 monthly rate is available for Officer Candidates who are enrolled in one of the following:

- State or Federal Officer Candidate School
- Warrant Officer Candidate School
- ROTC Simultaneous Membership Program

To be eligible for the Kicker Program, soldiers must:

- Be eligible to receive educational assistance under either the Selected Reserve or Active Duty Montgomery GI Bill programs
- Be attending a VA-Approved training program
- Enlist, reenlist or extend in a high-priority ARNG unit for not less than six-years on the same day they sign the Kicker contract.

# How to Apply

[VA Form 22-1990](#) is used to apply for education benefits under the following programs:

- Post- 9/11 GI Bill chapter 33
- Montgomery GI Bill (MGIB) chapter 30
- Montgomery GI Bill - Selected Reserve (MGIB-SR) chapter 1606
- Reserve Educational Assistance Program (REAP) chapter 1607
- Post-Vietnam Era Veterans' Educational Assistance Program (VEAP) chapter 32

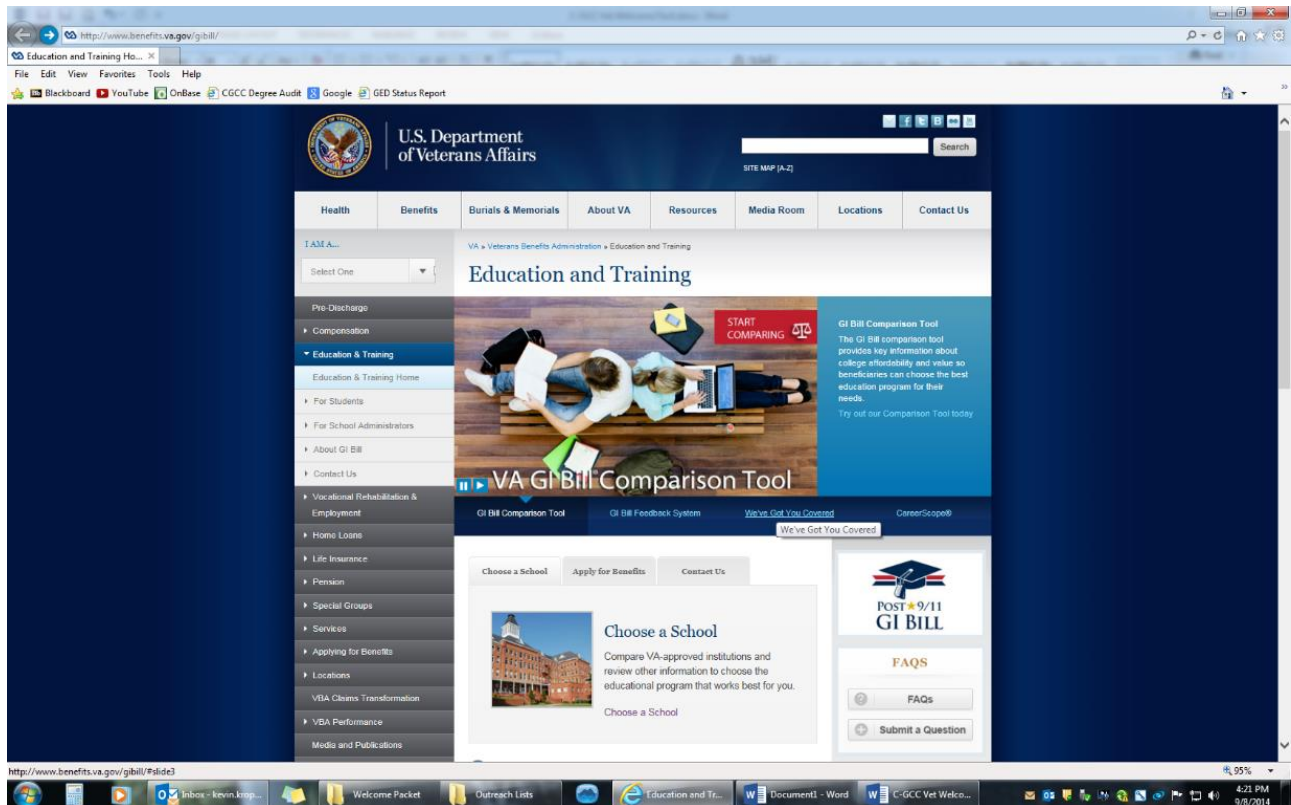
Complete the Veterans' Application to obtain a copy of your Certificate of Eligibility for Educational Benefits:

- Students applying for Chapter 30, 33, 1606, or 1607 benefits complete [VA Form 22-1990](#).
- Students applying for Dependents' Benefits: Chapter 35 complete [VA Form 22-5490](#).

It is **HIGHLY RECOMMENDED** that you **[APPLY ON-LINE](#)**  
([www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/))

Create a VONAPP account by following the instructions below:

1. On the menu on the left, select the tab labeled “Education and Training”
2. Then select the tab labeled “For Students”
3. Under the heading, “Get Started”
4. Select “Apply for Benefits”.



On this screen, please select the link “Find your education benefits form” and answer the questions accordingly

• Basic information about the school or training facility you want to attend or are attending now

### How do I apply?

You can apply online right now. Just answer a few questions, and we'll help you get started with the education benefits form that's right for you.

[Find your education benefits form](#)

Are you applying for a benefit or updating your program or place of training?

- ☐ Applying for a new benefit
- ☐ Updating my program of study or place of training
- ☐ Applying to extend my Post-9/11 or Fry Scholarship benefits using the Edith Nourse Rogers STEM Scholarship

#### You can also apply:

##### By mail

Call 888-442-4551, Monday through Friday, 8:00 a.m. to 7:00 p.m. ET, to request that we send the application to you. Fill it out and mail it to the VA regional claims processing office that's in the same location as your school.  
[See a list of regional claims processing offices](#)

##### In person

Select “Sign In to Start Your Application” or “Start New Application” if you don’t have an account yet

## Apply for VA Education Benefits

Equal to VA Form 22-1990 (Application for VA Education Benefits).

### 1 Save time—and save your work in progress—by signing in before starting your application

When you're signed in to your VA.gov account:

- We can prefill part of your application based on your account details.
- You can save your application in progress, and come back later to finish filling it out. You'll have 60 days from the date you start or update your application to submit it. After 60 days, we'll delete the application and you'll need to start over.

**Note:** If you sign in after you've started your application, you won't be able to save the information you've already filled in.

[Sign in to start your application](#)

[Start your application without signing in](#)

Then, you NEED select “Start the Education Application”

Apply for education benefits

Equal to VA Form 22-1990 (Application for VA Education Benefits).

You can save this form in progress, and come back later to finish filling it out.  
[Sign in to your account.](#)

[Start the Education Application](#)

Follow the steps below to apply for education benefits.

1 Prepare

To fill out this application, you'll need your:

- Social Security number (required)
- Military history (required)
- Basic information about the school or training facility you want to attend (required)
- Bank account direct deposit information
- Education history

What if I need help filling out my application? An accredited representative with a Veterans Service Organization (VSO) can help you fill out your claim. [Find an accredited representative.](#)

[Learn about educational programs](#)



Complete steps 1-8 by filling in the appropriate information

Apply for education benefits

Form 22-1990

1 of 8 Applicant Information

You aren't required to fill in all fields, but we can review your application faster if you provide more information.

First name (\*Required)

Middle name

Last name (\*Required)

Suffix

Social Security number (\*Required)

Date of birth (\*Required)

Month Day Year

Choose the VA educational package the is applicable

If you are uncertain which benefits you are entitled to, please review the previous section on **“Veterans Administration (VA) Educational Benefits”** or contact your local VA rep.

The screenshot shows a web browser window with the URL <https://www.va.gov/education/apply-for-education-benefits/applications/0000/benefits-eligibility/benefits-selection>. The page title is "Apply for education benefits" and the subtitle is "Form 22-1990". A progress bar indicates the current step is "2 of 8 Benefits Eligibility".

Under the heading "2 of 8 Benefits Eligibility", there is a list of four bullet points, each preceded by an information icon (i):

- You may be eligible for more than 1 education benefit program.
- You can only get payments from 1 program at a time.
- You can't get more than 48 months of benefits under any combination of VA education programs.

Below the list, the text reads: "Select the benefit that is the best match for you. (\*Required)".

There are four options, each with a checkbox and a "Learn more" link:

- ☐ Post-9/11 GI Bill (Chapter 33) [Learn more](#)
- ☐ Montgomery GI Bill (MGIB-AD, Chapter 30) [Learn more](#)
- ☐ Montgomery GI Bill Selected Reserve (MGIB-SR, Chapter 1606) [Learn more](#)
- ☐ Post-Vietnam Era Veterans' Educational Assistance Program (VEAP, Chapter 32) [Learn more](#)

At the bottom, there are two buttons: "Back" and "Continue". The "Continue" button is highlighted in blue.

At the very bottom of the browser window, a message says: "Save and finish this application later."

Answer the questions to the best of your ability and then select “Submit” when you are complete.

The screenshot shows a web browser window with the URL <https://www.va.gov/education/apply-for-education-benefits/application/1990/review-and-submit>. The page title is "Apply for education benefit...". The main content area features a vertical list of sections, each with a plus sign icon to its right: "Benefits Eligibility", "Military History", "Education History", "Employment History", "School Selection", and "Personal Information". Below this list is a "Note" stating: "According to federal law, there are criminal penalties, including a fine and/or imprisonment for up to 5 years, for withholding information or for providing incorrect information. (See 18 U.S.C. 1001)". A checkbox labeled "I have read and accept the privacy policy" is checked. Below the checkbox are two buttons: "Back" and "Submit Application". A link "Save and finish this application later" is also present. At the bottom of the page is a "Need help?" link. The browser's address bar and taskbar are visible at the top and bottom of the window.

You have now submitted the VA Form 22-1990 electronically and completed the application for educational benefits process.

After completing this process, you will receive a Certificate of Eligibility for Educational Benefits from the Department of Veterans Affairs.

**\*NOTE: This document may take 2-3 weeks to obtain in the mail, based on the time the application was submitted. Submission during peak times (AUG/SEP or DEC/JAN) may take longer.**

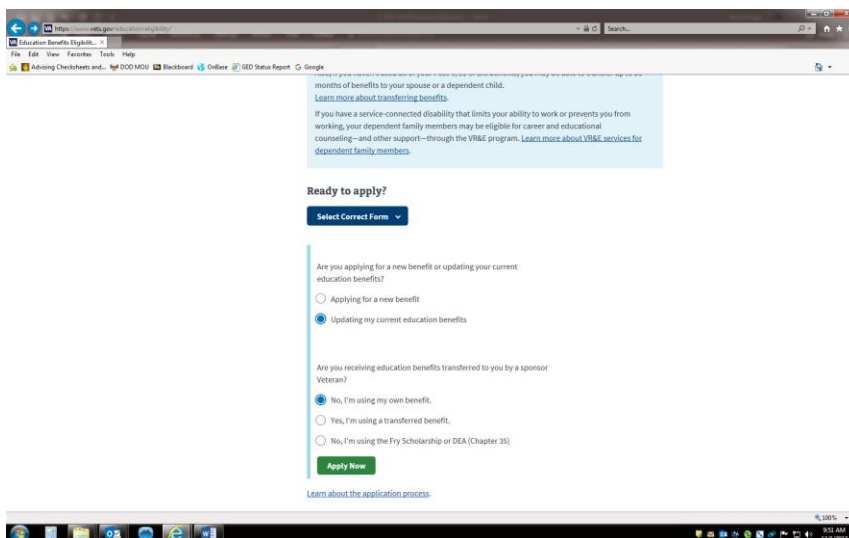
When received, please bring a copy of your Certificate of Eligibility, along with your class schedule, to the School's Veteran Service Officer (VSO), located in the records and registration office.

**\*\*NOTE: It is important to inform the college's VSO of any changes in your schedule or if you wish not to use your benefits the following semesters (summer semester, etc..). Failure to do so may result in overpayments, which may require you to owe money back to the VA and/or educational institution.**

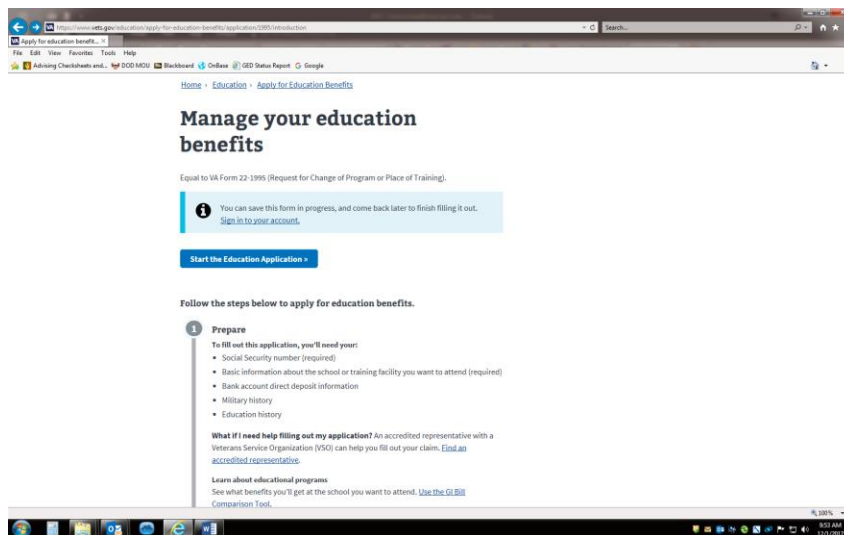
## Received VA Educational Benefits at another School before Attending C-GCC

For Students Who Received Educational Benefits at another School before Attending C-GCC must complete Form VA Form 22-1995 (Request for Change of Program or Place of Training)

To re-applying or update your VA educational benefits, you should select “Updating my current educational benefits” on the main screen.

A screenshot of a web browser displaying the VA Education Benefits Eligibility page. The page has a blue header with the title "Education Benefits Eligibility". Below the header, there is a section titled "Ready to apply?" with a dropdown menu labeled "Select Correct Form". Under this menu, there are two radio button options: "Applying for a new benefit" and "Updating my current education benefits", with the latter being selected. Below these options, there is a section titled "Are you receiving education benefits transferred to you by a sponsor?" with three radio button options: "No, I'm using my own benefit" (selected), "Yes, I'm using a transferred benefit", and "No, I'm using the Fry Scholarship or DEA (Chapter 35)". At the bottom of this section is a green "Apply Now" button. There are also links for "Learn more about transferring benefits" and "Learn more about VR&E services for dependent family members" at the top of the page.

Please follow the directions and answer the questions to the best of your ability and then select “Submit” when you are complete.

A screenshot of a web browser displaying the VA "Manage your education benefits" page. The page has a blue header with the title "Manage your education benefits". Below the header, there is a section titled "Follow the steps below to apply for education benefits." with a numbered list of steps. The first step is "Prepare", which includes a list of required information: Social Security number (required), Basic information about the school or training facility you want to attend (required), Bank account direct deposit information, Military history, and Education history. Below this list, there is a section titled "What if I need help filling out my application?" with a link to "Find an accredited representative". At the bottom of the page, there is a link to "Learn about educational programs" and a link to "Use the GI Bill Comparison Tool".

When received, please bring a copy of your Certificate of Eligibility, along with your class schedule, to the School’s Veteran Officer (VSO), located in the records and registration office.

**\*\*NOTE: It is important to inform the college’s VSO of any changes in your schedule or if you wish not to use your benefits the following semesters (summer semester, etc..). Failure to do so may result in overpayments, which may require you to owe money back to the VA and/or educational institution.**

## VA Enrollment Certification

After you have applied for your Veteran's Benefits you will receive a *Certificate of Eligibility Letter* from the VA stating the type of benefits, the amount of benefits, the number of months of eligibility and the date the benefits expire. Once you have registered for classes, you will need to submit a copy of your DD214 or DD2384 (NOBE) to the school Veteran Service Officer (VSO) located in the Records and Registration Office, along with a copy of your Certificate of Eligibility Letter from the VA.

For each academic year you want your coursework certified to the VA by the college, you must submit the Veterans Agreement Form to college VSO. The school Veteran Service Official will prepare an enrollment certification stating the number of credits you are enrolled in and will submit this information electronically to the VA Regional Office in Buffalo, NY.

**\*\*\*NOTE: It may take from 6 to 12 weeks before payment authorization is made. \*\*\***

## WAVE Enrollment Certification

On the 30th/31st of each month, all Chapter 30, 1606, and 1607 recipients must call **1-877-823-2378** or access the Website <https://www.gibill.va.gov/wave/index.do> to verify their enrollment status. Please call (888) 442-4551 if you need to speak with a Veterans' Counselor for Assistance.

## C-GCC Student Veterans' Club



C-GCC students have formed a Veterans' Student Club, under the guidelines of the Student Veterans of America (SVA), for matriculated students who are currently on Active Duty, Selected Reserve, National Guard, or is considered a Military Veteran.

C-GCC defines a Veteran as an individual who has completed at least 90 days of active service and/or received an honorable discharge. The purpose of this Club is to help students connect with one another and share resources and ideas.

This group is a non-profit organization devoted to advocate for student veterans and provide veteran related community service.

For more information, please contact Kevin Kropp at [kevin.kropp@sunycgcc.edu](mailto:kevin.kropp@sunycgcc.edu) or (518)697-6502. Visit us on Facebook at <https://www.facebook.com/CGCCVeteransClub/>



# Veterans' Support and Resource Center (VSRC)



This Battle Buddy Center is designed to create a space on campus dedicated to the student veteran experience, where they may congregate to form a cohesive group to collaborate with one another and provide camaraderie to one another on issues that are specific to student veterans. This room also serves as a command center for veterans to obtain information on transitioning from military life to campus and civilian life, military educational benefits in addition to academic and community support resources.

It is located in the Main Building at Columbia-Greene Community College, Room 318, which is located in the back hallway, just down from the fitness center and next to the college's health office. Please note that the VSRC is locked and requires an access code to enter.

In order to obtain an access code, student veterans need to complete an application and sign a Memorandum of Understanding of the VSRC rules and regulations.

Students will also receive a student veteran Identification sticker, which will be located on the back of the student ID.



## Additional Veteran Benefits at C-GCC



C-GCC is proud to be considered a Military Friendly School by GI-Jobs Magazine; however, we would like to consider ourselves a veteran supportive school. To show our support for our student veterans, C-GCC will be providing the following benefits, with proper veteran identification:

- Numerous Veteran-Only Scholarships provided by the C-GCC Foundation and community veteran organizations.

# Military Deployment Policy

## **Purpose:**

Columbia-Greene Community College recognizes the challenges military personnel face when it comes to deployment. The college encourages all its military members to continue their education and assures them that Columbia-Greene Community College will remain flexible and responsive to their needs. This policy provides for consistent handling of military duty, while encouraging the completion of educational goals during deployment and upon return to the classroom.

## **Involuntary Deployment:**

In the event a member of the National Guard or other reserve components of the armed forces of the United States is ordered to active duty (including federal and/or state active mobilization) while enrolled in courses at Columbia-Greene Community College he/she is eligible to select one of the options below. The College and the affected student will work together to determine which of the options is the most feasible.

This policy will not be applicable unless a copy of the appropriate deployment orders are submitted to the Dean of Students and College Bursar preferably prior to mobilization; however, if orders are not available by time of mobilization, students are required to provide a copy of their orders within 30 days of the date of deployment. Failure to do so may result in the student being denied the protections of the deployment policy.

Please refer to the C-GCC College Catalog for a description of policies and procedures regarding the grading system as it applies to early departure. In addition to the options outlined in the College Catalog, the options below may be available to a student veteran, upon request of the student, in recognition of deployment as an extenuating circumstance:

### **Option 1: Military Leave of Absence**

A military leave of absence allows the affected student to drop their course(s) without any academic or financial penalties from the college. The student veteran is encouraged to seek counseling from the Financial Aid Office prior to mobilization. There are financial considerations, obligations as well as future eligibility implications that may need to be addressed.

### **Option 2: Course Completion Through Distance Learning**

When possible, student veterans are encouraged to complete coursework through C-GCC's distance learning platform, Blackboard, or through submission of assignments in digital format. If it is determined prior to the student's departure that course work cannot be completed through electronic submission, the student will be counseled to consider an alternative option.

### **Option 3: Incomplete Grade Agreement**

In compliance with the college's grading system policy, the student may be counseled to consider applying for an incomplete grade in those courses for which this option is feasible. The affected student will work together with the applicable faculty members to develop a schedule of completion following military deployment. Please refer to the College Catalog, under Academic Status, for a description of the policies and procedures regarding a grade of Incomplete.



**Military Training:**

In the event a student is called to duty for the purpose of training, the affected student must notify the Dean of Student's Office and their course instructor(s) with the specific dates of training in which the student would be absent from class. A copy of the affected student's training orders should be given to the Dean of Student's Office. It is the responsibility of the affected student to work out a suitable arrangement with each instructor, and if possible, to make up or complete any material and/or work missed.

**Military Enlistment:**

In the event a student voluntarily enlists in the Armed Services during the semester, the affected student must follow standard college drop or withdraw procedures, as outlined in the College Catalog.

*Revised: 17AUG2022*

# Veteran Related Contact Information

## **C-GCC Veterans & Military Affairs Advisor**

Kevin James Kropp, Assistant Director of Admissions / Adjunct Faculty

Telephone: (518) 697-6502

[kevin.kropp@sunycgcc.edu](mailto:kevin.kropp@sunycgcc.edu)

## **C-GCC Veteran Service Officer (VSO) (For VA Educational Benefits)**

Jon Collier-Takahashi, Registrar

Telephone: (518) 697-6421

[jon.collertakahashi@sunycgcc.edu](mailto:jon.collertakahashi@sunycgcc.edu)

## **C-GCC – DOD / New York National Guard Tuition Reimbursement (TA/RIRP Benefits)**

Jessica Sachs, Bursar

Telephone: (518) 697-6300

[Jessica.sachs@sunycgcc.edu](mailto:Jessica.sachs@sunycgcc.edu)

## **C-GCC Office of Accessibility Services**

Catherine Carlson, Director

Telephone: (518) 697-6437

[catherine.carlson@sunycgcc.edu](mailto:catherine.carlson@sunycgcc.edu)

## **Greene County Veterans Service Agency**

Director – Michelle Deyo

159 Jefferson Hts.

Suite A104

Catskill, NY 12414

Phone: 518-943-3703

Fax: 518-943-1928

<http://greenegovernment.com/departments/veterans-service>

## **Columbia County Veterans Service Agency**

Director – Gary Flaherty

401 State Street

Hudson, NY 12534-1915

Phone: (518) 828-3610

Fax: (518) 828-0410

<https://www.nyconnects.ny.gov/services/veterans-service-agency-sofa47256>



# Veteran's FAQ

## **Q) Will my books be covered under the Chapter 33 Post 9/11 GI Bill?**

A) The VA pays an annual books & supplies stipend of \$1,000 paid proportionately based on enrollment. This money will be made available to students when the VA sends the first housing stipend (BAH). Please note that students are expected to pay for books out of pocket, since the VA funds do not arrive until after classes begin.

## **Q) How does the housing stipend (BAH) work under the Chapter 33 Post 9/11 GI Bill?**

A) Students are awarded a monthly housing allowance based on the [Basic Allowance for Housing](#) for an E-5 with dependents at the location of the school. For those enrolled solely in distance learning the housing allowance payable is equal to ½ the national average BAH for an E-5 with dependents. If you are on active duty you will not receive the housing allowance or books & supplies stipend. This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following your release from active duty.

In order to be considered full time for BAH purposes:

For a 3 week term (our Winter session): must be enrolled in 3 or more credit hours.

For a 6 week term (our First Half or Second Half Summer session): must be enrolled in 4 or more credit hours.

For an 8 week term (our 8 Week Summer session): must be enrolled in 6 or more credit hours.

For an 11 week term (our Full term Summer session): must be enrolled in 8 or more credit hours.

For Fall and Spring semesters: must be enrolled in 12 or more credit hours. \*Please note, the 12 credits must be for the entire semester.

## **Q) What happens to my VA benefits if I withdraw from classes?**

A) If your enrollment status changes, the VA will bill you for any overpayments made.

## **Q) Will the VA pay for me to repeat a course?**

A) The VA will only cover courses that are being repeated to replace a failing grade or for which the grade does not meet minimum grade requirements for graduation.

## **Q) I haven't received my monthly stipend from the VA?**

A) Stop by the Records and Registration Office to see the colleges VSO to see if your VA benefits have been certified. If so, you can contact the VA Regional Office in Buffalo at 1-888-442-4551, select option 1 and then option 0 to check on the status of your claim. Please note that VA processing times vary and it could take up to 12 weeks for your claim to be processed.