

## Financial Aid Office- Veteran Services

Sugar Grove Campus  
Route 47 at Waubensee Drive  
Sugar Grove, IL 60554  
Office: (630) 466-5774  
Fax: (630) 966-4846  
Financial Aid questions:  
financialaid@waubensee.edu  
Veterans Aid or Advising questions:  
veteransservices@waubensee.edu  
www.waubensee.edu/veterans

***For assistance with getting started,  
academic advising, benefit/referral  
information, and the evaluation of  
military training for college credit,  
please contact:***

### Heather Watson

Transfer and Veterans Advisor  
Student Center, Room 278  
Office: (630) 466-2091  
Fax: (630) 966-4853  
hwatson@waubensee.edu  
Office Hours: 8 a.m.-4:30 p.m.,  
M, T, Th and F  
10:30 a.m.-7 p.m., W

***For assistance with financial aid and  
veterans' benefits, please contact:***

### If last name A-M:

#### Allison Guziec

Financial Aid Advisor  
Student Center, Room 244  
Office: (630) 466-2902  
Fax: (630) 966-4846  
aguziec@waubensee.edu  
Office Hours: 8 a.m.-4:30 p.m.,  
M,W,Th and F  
10:30 a.m.-7 p.m., T

### If last name N-Z:

#### Andrea Wheeler

Financial Aid Advisor  
Student Center, Room 246  
Office: (630) 466-2797  
Fax: (630) 966-4846  
awheeler@waubensee.edu  
Office Hours: 8 a.m.-4:30 p.m., T,W,Th  
and F  
10:30 a.m.-7 p.m., M

## Table of Contents

Quick References and Resources .....	2
Connecting with Other WCC Veterans .....	3
Prior Credit/Military Training .....	3
Federal Veterans Benefits at Waubensee .....	4
State Veterans Benefits at Waubensee.....	5
Military Tuition Assistance.....	5
Using Your Benefits at Waubensee.....	6
Withdrawal Due to Call to Active Duty .....	8
Tuition Appeal Process .....	10
Academic Progress Policy .....	10
Academic Resources .....	11
Evaluation of Military Training Form .....	12

## Quick References and Resources

### **Necessary Paperwork**

Paperwork Waubonsee's Financial Aid Office will need from you:

- DD-214 Member 4 Copy if using Chapter 33 Post 9/11 GI Bill\*
- Certificate of Eligibility (COE) for federal and/or state veteran benefits
- WCC Veterans Certification Request Form (VECR): This document must be completed every semester you wish to use your benefit at Waubonsee Community College. Usage of state grants/tuition waivers (i.e. IVG, ING, and MIA-POW) must be requested through this form before you register for courses.
- Free Application for Federal Student Aid (FAFSA): Complete online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **Waubonsee Community College Contacts:**

Admissions .....	(630) 466-5756
Registration & Records .....	(630) 466-2370
Counseling, Advising and Transfer Center.....	(630) 466-2361
Tutoring .....	(630) 466-2576
Career Development .....	(630) 466-2368
Student Support Services .....	(630) 466-5767
Access Center for Disability Resources .....	(630) 466-2564

### **VA & DoD Hotlines**

VA Education Office .....	1-888-442-4551
VA Healthcare Office.....	1-877-222-8387
All other VA Benefits.....	1-800-827-1000
VA Direct Deposit.....	1-877-838-2778
W.A.V.E. (Verify Attendance) .....	1-877-823-2378
DoD Direct Veterans Hotline .....	1-800-497-6261
Suicide Hotline .....	1-800-273-8255
Kendall County VA Office(VACKC) .....	(630) 553-8354
Kane County VA Office.....	(630) 232-3550
DuPage County Vet Center .....	(630) 585-1853 or
.....	(877) 927-8387

### **Useful Websites**

Waubonsee Veterans Information.....	<a href="http://www.waubonsee.edu/veterans">www.waubonsee.edu/veterans</a>
VA Education and Application (VONAPP).....	<a href="http://www.vets.gov">www.vets.gov</a>
Free Application for Federal Student Aid .....	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
Waubonsee School Code: 006931	
Other VA Education Funding Options .....	<a href="http://benefits.va.gov/benefits">http://benefits.va.gov/benefits</a>
National Center for PTSD .....	<a href="http://neptsd.va.gov/nemain/ndex.jsp">http://neptsd.va.gov/nemain/ndex.jsp</a>
Troops to Teachers .....	<a href="http://www.proudtoserveagain.com">http://www.proudtoserveagain.com</a>
eBenefits.....	<a href="http://www.ebenefits.va.gov">www.ebenefits.va.gov</a>
Military.com .....	<a href="http://www.military.com">www.military.com</a>
VA GI Bill® Feedback System ...	<a href="http://www.benefits.va.gov/gibill/feedback.asp">http://www.benefits.va.gov/gibill/feedback.asp</a>

## **We Care**

Waubonsee Veterans Services wants your experience here to be a great one. If you ever have a concern or question regarding any portion of your time on campus, please contact a member of our staff.

The Department of Veteran Affairs, together with the Department of Education, have also created a VA GI Bill® feedback system that allows you to submit any concerns you feel have not been addressed by a member of our administration. You can access this system by going to <http://www.benefits.va.gov/gibill/feedback.asp>.

## ***New Students***

If you are new to Waubonsee Community College, it is important that you complete a New Student Information Form (NSIF). The completion of the NSIF generates your Waubonsee X-number or student ID number. Your X-number is used to log in to your mywcc account to access registration and financial information pertaining to your file. You can complete an NSIF by going to [www.waubonsee.edu/admissions](http://www.waubonsee.edu/admissions) and clicking on the Enroll tab.

## ***Funding for CLEP Testing***

If you are an eligible veteran, you can receive full reimbursement for CLEP exams and applicable administration fees from the U.S. Department of Veterans Affairs. Veterans must pay for testing upfront and then request reimbursement for all fees by submitting a VA claim form. For additional information on this process, visit [www.gibill.va.gov](http://www.gibill.va.gov)

## **Connecting with Other Veterans**

### ***The Veterans Club***

The Waubonsee Community College Veterans Club serves to connect student veterans on campus and to provide opportunities for camaraderie between individuals with similar backgrounds and experiences. The group also serves as a peer network, sponsoring monthly social gatherings.

To learn more, contact Student Activities at (630) 466-2369, or visit the “Waubonsee’s Veterans Club” Facebook page.

### ***SALUTE Veterans National Honor Society***

SALUTE Veterans National Honor Society recognizes the hard work and dedication to higher education by American military and veteran students. Students selected for induction must have completed 12 semester hours with an overall GPA of 3.0. There is a minimal one-time membership fee and a formal induction ceremony for new members.

Members of SALUTE will be eligible to wear a red/white/blue honor cord during graduation and will receive a national SALUTE challenge coin and certificate of achievement.

## **Reviewing Prior Credit and Testing**

### ***Evaluation of Prior College Credit***

If you have previously used your VA Education Benefit at another institution, you will need to complete the transcript evaluation process here at Waubonsee. The Transcript Evaluation Request Form (TERF) can be found in mywcc; click on the Student tab and scroll to the Student Forms box.

### ***Evaluation of Military Training***

*Military Basic Training* – You may be granted a total 4 semester hours of credit as a result of your basic training – 3 credits in health education and 1 credit in physical education.

Required documentation for review includes:

- Evaluation of Military Basic/Occupational Training Request for Evaluation Form (see page 12 or [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans))
- VA Form DD-214
- Separation Record or Certificate of Completion (available at [www.archives.gov](http://www.archives.gov))

*Military Occupational Training* – You may be granted credit for training if it is equivalent to a Waubonsee course.

Required documentation for review includes:

- Evaluation of Military Basic/Occupational Training Request for Evaluation Form (see page 12 or [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans))
- Joint Services Transcript or Community College of the Air Force transcript.

For more information on this process, please visit [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans).

## Federal Veterans Benefits at Waubonsee

### Chapter 33 – Post 9/11 GI Bill®

Individuals who served a minimum of 90 days on active duty after September 10, 2001, are eligible for educational assistance under the Post 9/11 GI Bill®. Chapter 33 will pay applicable tuition and fee charges, as well as provide a book stipend and a monthly basic allowance for housing based on E-5 with dependent criteria. The amount of funds released for each category is dependent on the veteran's level of entitlement for Chapter 33. For those whose last discharge date was on or after January 1, 2013, the 15-year limitation on benefit usage has been removed. (Forever GI Bill ®)

*Out-of-State Students:* Please be mindful that as a community college, we will only be allowed to report your tuition charges to the VA at our in-district or out-of-district rate. The remainder of your charges will be your responsibility.

*Dependents:* Dependents of eligible servicemen/women could be eligible for transferred entitlement of Chapter 33 benefits. The determination of transferability is made by the Department of Defense (DOD) and requires prior approval before Waubonsee will submit information to VA Education or hold registration.

### Chapter 30 – Montgomery GI Bill® – Active Duty

The Chapter 30-Active Duty GI Bill® provides up to 36 months of education benefits to eligible veterans. Monthly benefits are paid directly to the veteran.

### Chapter 31 - Vocational Rehabilitation and Employment Service

Veterans Vocational Rehabilitation and Employment Service is available to veterans who have been determined eligible by the U.S. Department of Veterans Affairs to have a service connected disability. Chapter 31 will make payment to the campus for tuition and fees, books and supplies, and a monthly basic allowance for housing. For additional information on this benefit visit [www.vba.va.gov/bln/vre/](http://www.vba.va.gov/bln/vre/).

### Chapter 1606 – Montgomery GI Bill® - Selected Reserve

Service members of the Selected Reserve can apply for this benefit that provides a monthly basic allowance for housing and 36 months of entitlement. Selected Reserve service branches include Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard and the Air National Guard.

### Chapter 1607 – Reserve Educational Assistance Program (REAP)

Effective November 25, 2015 the National Defense Authorization Act (NDAA) of 2016 discontinued the approval of REAP; however, students can still use this benefit under the following circumstances:

*Current REAP beneficiaries* - If you were attending an educational institution during the semester, quarter, or term that immediately preceded Nov. 25, 2015, you may continue to receive REAP benefits.

*REAP beneficiaries not attending school* - Beneficiaries who applied for REAP but were not attending an institution during the semester, quarter, or term that immediately preceded Nov. 25, 2015, are not eligible to receive REAP benefits.

*New REAP applicants* - If VA received your initial REAP application after Nov. 24, 2015, you are no longer eligible for REAP benefits.

### Chapter 35 – Survivor's and Dependent's Educational Assistance

Chapter 35 provides 36 months of full-time or equivalent educational benefits for the spouse or child(ren) of a veteran who dies or is permanently and totally disabled as a result of a service-connected disability, or a spouse or child of a veteran who has been listed as a POW or MIA for a period of 90 days. The monthly benefit is paid directly to the survivor or dependent. If you began using your Chapter 35 benefit prior to August 1, 2018, your previously approved 45 months of entitlement is still effective.

### How to Apply for Federal Veteran Benefits (Ch. 30, 31, 33, 35, 1606 and 1607):

Soldiers or veterans must complete the 22-1990 Application for VA Educational Benefits, and dependents and spouses must complete the 22-5490 Dependents' Application for VA Education Benefits online at [www.gibill.va.gov](http://www.gibill.va.gov) for faster processing. The standard processing time for the application is six to eight weeks. You will need to provide the Waubonsee Community College Financial Aid Office with a copy of your Certificate of Eligibility (COE) once you have been approved for your benefit.

For more help in choosing which benefit will work best for you, visit the [www.vets.gov/education/apply](http://www.vets.gov/education/apply) website and select "Road Map to Success" to view a side-by-side comparison of your benefit options.

**IMPORTANT:** Students using Chapter 30, Chapter 1606, REAP or VRAP must verify attendance through the VA at the end of every month before payment is issued. Verification of attendance is completed through the VA's W.A.V.E. system at [www.ebenefits.va.gov](http://www.ebenefits.va.gov) or by phone at 1-877-823-2378.

## Military Tuition Assistance

Tuition Assistance (TA) is a Department of Defense (DoD) program. TA rules will vary between military branches and units depending on whether the unit is active, reserve or National Guard. Servicemembers are able to use a Federal VA Education benefit and Federal Student Aid in combination with TA.

You will need to print your semester-specific TA Approval Form from your service's TA approval system prior to the start of each semester and submit it to a member of Veterans Services.

## State Waiver Unit/Credit Conversation Chart (IVG, ING and MIA-POW)

Hours Taken	Units Used
0-2.99 hours	1 unit
3-5.99 hours	3 units
6-8 hours	6 units
9-11 hours	9 units
12+ hours	12 units

## State Veterans Benefits

### Illinois Veterans Grant (IVG)

The program is available through the Illinois Student Assistance Commission (ISAC). The grant pays in-district and out-of-district tuition and the per credit hour student fee. Any additional fees billed to your student account cannot be billed to IVG. Once approved by ISAC, the 120 unit eligibility is equivalent to four full-time years of enrollment at an Illinois public college or university. IVG cannot be used towards noncredit courses at Waubonsee.

To be eligible for IVG, you must:

- Have served at least one year of active duty
- Have been a legal resident physically residing in Illinois within six months prior to entering the U.S. Armed Forces
- Have physically returned to Illinois within six months of separation from the service and now be living in Illinois
- Have an honorable discharge status
- Not be in default on any federal student loan
- Maintain Satisfactory Academic Progress

For an application and additional information, visit [www.isac.org](http://www.isac.org).

### Illinois National Guard (ING) Grant

The program is available through the Illinois Student Assistance Commission (ISAC). The grant pays in-district and out-of-district tuition and the per credit hour student fee. Any additional fees billed to your student account cannot be billed to ING. Once approved by ISAC, the 120 unit eligibility is equivalent to four full-time years of enrollment at an Illinois public college or university. ING cannot be used towards noncredit courses at Waubonsee.

To be eligible for ING, you must:

- Be on active duty status and have served at least one year in Illinois National Guard
- Have been active in the IL National Guard for at least five consecutive years and had studies interrupted due to Title 10 (federal) orders for at least six months and be within 12 months after your discharge date from IL National Guard
- Not be in default on any federal student loan
- Maintain Satisfactory Academic Progress

For an application and additional information, visit [www.isac.org](http://www.isac.org).

### MIA-POW Scholarship

The program is available through the Illinois Department of Veteran Affairs (IDVA). The grant pays in-district and out-of-district tuition and the per credit hour student fee. Any additional fees billed to your student account cannot be billed to MIA-POW. Once approved by IDVA, the 120 unit eligibility is equivalent to four full-time years of enrollment at an Illinois public college or university. MIA-POW cannot be used toward noncredit courses at Waubonsee.

To be eligible for MIA-POW, you must:

- Be a dependent of a service person whose status is or has been that of prisoner of war, missing in action, killed in service or died as a result of a service-connected disability, or is 100 percent permanently disabled as recognized by the U.S. Department of Veteran Affairs or U.S. Department of Defense
- Maintain Satisfactory Academic Progress

For an application and additional information, visit [www2.illinois.gov/veterans](http://www2.illinois.gov/veterans).



## Using Your Benefits at Waubonsee

### **Federal Benefits (Chapter 30, 31, 33, 35, 1606, or 1607)**

- If you are a new student at Waubonsee, visit our website at [www.waubonsee.edu/nsif](http://www.waubonsee.edu/nsif) and complete our New Student Information Form. This generates your Waubonsee student ID or X-number.
- If you have never applied for VA Education benefits before or are looking to change your current benefit, you will need to complete the VA Form 22-1990 Application for VA Education Benefits for all Federal Benefits. You can complete it online at [www.vets.gov](http://www.vets.gov) or send it to:  
Central Region: VA Regional Office  
PO Box 32432  
St. Louis, MO 63132-0832
- If you are applying for the Chapter 33 Post 9/11 GI Bill®, you will need to provide the Financial Aid Office with a copy of your most recent VA Form DD-214 Member 4 copy.
- You must provide a copy of your Federal VA Education Certificate of Eligibility for each benefit you wish to use.
- *Dependent Students:* If you are using dependent benefit Chapter 35, you must provide the social security number of the veteran and your code number when submitting your letter to our office. This information is considered your VA file number and is required for processing.

### **State Benefits (IVG, ING or MIA/POW)**

If you believe you may be eligible for one of the above state benefits to use in conjunction with your federal benefit, you must apply online at [www.isac.org](http://www.isac.org) (IVG, ING) or [www2.illinois.gov/veterans](http://www2.illinois.gov/veterans) (MIA/POW).

Once you receive your Certificate of Eligibility, you must submit a copy to the Financial Aid Office.

*FYI Guard Members:* If you apply for the Illinois National Guard Grant (ING), you will need to reapply every academic year to continue your eligibility. New applications are available every summer.

### **Free Application for Federal Student Aid (FAFSA)**

You are asked to complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to determine your eligibility for additional aid. Completion of the FAFSA and subsequent awarding of grants, work-study and/or loans can help defray cost when the VA is delayed in payments for things like books, travel and living expenses.

### **Veteran's Enrollment Certification Request (VECR)**

This form, found on the Student tab in your mywcc account, must be completed every semester you wish the Financial Aid Office to certify your federal and/or state benefit (i.e. Chapter 30, Chapter 33, Chapter 31, 1606, 1607, Chapter 35 and Tuition Assistance), and/or apply your state veteran funding (IVG, ING or MIA/POW).

**FYI:** This form **MUST** also be submitted when you add or drop courses after your semester has been certified. Failure to notify our office in a timely manner could result in a higher overpayment.

## Coming from Another School?

A Request for Change of Program or Place of Training Form (VA Form 22-1995) is required for transfer students. If you previously attended Waubonsee, you will not need to complete this form unless your registration gap is larger than 16 weeks.

You will also be required to complete a Transcript Evaluation Form (TERF) for schools previously attended. The Financial Aid Office will only certify one semester without a review of prior credit. The TERF can be found in mywcc; click on the Student tab and scroll to the Student Forms box.

## Using Your Benefits at Waubonsee

### ROTC Transfer Option

U.S. Army Reserve Officers' Training Program (ROTC) provides college students who graduate with a bachelor's degree the opportunity to become commissioned officers in the U.S. Army, the Army National Guard and the U.S. Army Reserve.

Waubonsee students, cross-enrolled with the Northern Illinois University (NIU) Army ROTC program, can complete the first two years of military science classes as electives in an Associate of Arts or Science Degree.

For more information, contact NIU Army ROTC:  
1050 Lucinda Avenue  
DeKalb, IL 60115  
(815)752)7682  
NIU\_ROTTC@niu.edu

### **Guest Students/Concurrent Enrollment**

A "guest" student, as defined by the VA, is a student who is not matriculated at Waubonsee and is pursuing a degree at another college or university. Guest students attending Waubonsee who would like to apply their federal G.I. Bill® benefit need to contact their home institution and request a Guest Letter be forwarded to their Waubonsee VA School Certifying Official. A VERC and Certificate of Eligibility for your previous benefit should also be submitted.

### **Things You Need to Know**

- You must submit a Veterans Enrollment Certification Request (VECR) form after you register for courses each semester in order to receive federal VA benefits, and before you register to receive any state benefits.
- The campus is not able to certify enrollment in distance/online remedial courses. These include developmental courses at the <100 level.
- For those students using Chapter 33 Post 9/11 G.I. Bill®, Waubonsee does not submit tuition and fee charges to the VA until after the 16-week 100 percent refund period has passed (second Friday of fall/spring semesters and end of first week for summer). You will continue to see a balance on your student account until payment has been received by the campus. If you are a financial aid recipient, this will delay the receipt of credits from the application of aid to your student account, or delay the use of a WCC book voucher.
- When using a federal VA education benefit, it is important to successfully complete all courses for which you are certified. Drops, withdrawals, incompletes and failing grades will create a debt for you with the VA. These debts will be your responsibility to pay.

The campus will review registration every 30 days for those students who were certified for a semester to the VA. If you have adjusted your registration, it is important to submit a VECR online through mywcc immediately so that your file can be updated promptly. This will reduce the amount you will owe for the change in enrollment.

You must notify the VA of any mitigating circumstance that led to your reduction in hours for a semester. Failure to notify the VA of mitigating circumstances will result in a debt effective the first day of your enrollment period or of the semester. Questions regarding your debt should be directed to VA Education at 1-888-442-4551 or VA Debt Management at 1-800-827-0648.

- The VA will always pay in the arrears (back pay), and your first payment for a semester will only include the two weeks you attended in the month the semester began.
- You must maintain a cumulative G.P.A. of 2.0 to continue to use your benefits, state and/or federal, at Waubonsee Community College.
- Due to delays by the VA in processing, it is highly recommended that you complete a FAFSA to determine your eligibility for grants, work-study and loans. These funds can assist you in supplementing book, travel and living expenses until the VA can make payment to you. For more information, visit [www.waubonsee.edu/financialaid](http://www.waubonsee.edu/financialaid).
- When using a federal VA Education benefit, ALL registration will be reviewed by the VA Academic Advisor, Heather Watson. If there is a problem with your registration, you will be contacted by email. Any issue found with your registration will delay submission to the VA, so please be prompt in your responses back to Heather.

## Withdrawal Due to Call to Active Duty

The following procedures are for students who are enrolled in classes and who are members of the National Guard, Reserves, or active duty United States military that have been called to serve with their military units. Students may elect either option in this situation.

### 1. Full refund for complete withdrawal

- a. In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees applicable to their registration, when called to duty for a period of 7 or more consecutive days.
- b. To initiate the withdrawal process, eligible students should complete the Tuition Appeal Form printable from their mywcc portal and attach a copy of their orders.
- c. Withdrawn students will receive a notation on their official transcript that reflects that the withdrawal is due to military service.

### 2. Remain enrolled in classes for current term

- a. Complete course requirements early
  - i. Students make individual arrangements with instructors
  - ii. Course work is completed prior to reporting for duty
  - iii. Earned final grades are reported by the instructors at end of term
- b. Request an incomplete- The student may arrange, with written permission of the instructor, to receive an incomplete for the course. The student and instructor will agree upon specific timeframes and procedures for completing the course based on the College's incomplete guidelines (see "Incomplete Grades" in Waubensee Catalog). A final grade of "I" will be assigned pending completion of course requirements. Students who select an incomplete grade are not eligible for a textbook refund. The usual textbook buy back policies are available.

## Students Receiving Financial Aid

Student must contact the School Certifying Official in the Financial Aid Office.

1. The School Certifying Official will notify the Veterans Administration about withdrawals and last dates of attendance for students who are receiving VA benefits and who are called to duty
2. If the student withdraws from all classes in a term and had federal financial aid, the "Federal Return of Title IV Policy" applies
3. Any refunds for tuition and fees will be reviewed and calculated by the Financial Aid Office



## Textbook Refunds

A full refund for textbooks shall be granted to those students who receive a full tuition refund when a Tuition Appeal has been approved based on being called to active duty or an approved military service connected withdrawal. The textbooks must be returned to the bookstore during the semester of withdrawal, and should be accompanied by the Tuition Appeal approval letter.

## Readmission - Limited Admission Programs

Higher Education Act of 2008 – Public Law 110-315 ensures entitlement to readmission of military service members returning from more than 30 days of active duty who have completely withdrawn from Waubonsee Community College.

1. Limited Admission Programs include:
  - a. Nursing
  - b. Medical Assistant
  - c. Surgical Technology
  - d. Therapeutic Massage
  - e. Interpreter Training
2. Readmission requirements apply to those students who perform service under Federal authority for a period of more than 30 consecutive days under a call to order to active duty.
3. Readmission requirements apply to those students who have completely withdrawn from an institution.
4. Readmission requirements do not apply to a servicemember's absence from class to attend training.
5. The servicemember who is eligible for readmission will be readmitted into the next class or classes in the servicemember's program beginning after the servicemember provides notice of his or her intent to reenroll.
6. The cumulative length of absences due to service must not exceed five years.
7. A servicemember's eligibility for readmission terminates upon the occurrence of a dishonorable or bad conduct discharge.

## Non-Attendance Due to Military Service

In accordance with Illinois Statute (330 ILCS 60/5.2) a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans).

If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be readmitted in the next class or classes in their program after giving notice to re-enroll.

## Satisfactory Academic Progress Policy

### VA Academic Progress Standards

In accordance with the United State Department of Veterans Affairs and State of Illinois regulations, Waubonsee Community College has established minimum Academic Progress guidelines for all veterans educational benefit recipients. These standards apply to all students receiving federal and state veteran educational funding.

### Grade-Point Average Requirement

A veteran student must maintain a 2.0 cumulative grade-point average. The veteran student's total academic performance at Waubonsee Community College will be reviewed to determine the current semester's cumulative grade-point average.

### Evaluation and Academic Progress Statuses

A veteran student is evaluated for academic progress when the veteran applies for benefits and at end of each academic term. This evaluation includes all coursework taken at Waubonsee.

- VAPASS** Student meeting the 2.0 GPA standard. A student not meeting the standard who improves his/her cumulative GPA will automatically go to VAPASS.
- VAWARN** First term the student is not meeting the GPA standard. The student can be certified for benefits while on VAWARN.
- VAFAIL** Student is not meeting the GPA requirement after the end of the VAWARN term. Processing of benefit is suspended.
- VAPEAL** Veteran student has appealed their VAFAIL status and the appeal was approved. The student is placed on VAPEAL and must meet the 2.0 GPA for the term to retain this status. If the veteran student fails a course while on a VAPEAL status, the academic progress status will revert back to VAFAIL for the following semester.

### Appeal Procedures

A veteran student may submit a written appeal within 30 calendar days following the end of the semester in which he/she was ruled ineligible. An Appeal Form may be obtained online at [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans). Failure to meet this deadline may result in the denial of reinstatement. If the veteran student believes there were mitigating circumstances that affected their academic progress, the veteran student may appeal the suspension of benefits. In order to be considered for possible reinstatement to a probationary status, a veteran student must have uncontrollable mitigating circumstances such as a family illness, death or medical problems that may have caused the student difficulty in achieving satisfactory academic progress requirements. These appeals should include documentation such as medical bills, insurance claims, etc.

Appeals will be considered on an individual basis by the Academic Progress Review Committee and will be responded to within 14 calendar days of receipt of the appeal. Appeals will be reviewed and either approved with provisions or denied.

### Tuition Appeal Process

Tuition refunds are issued based upon the official date of the withdrawal. The academic calendar for each semester lists the last day for refunds for 16-week courses. An appeal process is available for extenuating medical circumstances, and supporting documentation must be submitted with the appeal. The Tuition Appeal Form can be found in the Student Forms box located on the Student tab of mywcc.

**For more information on this process, please contact Registration and Records at (630) 466-2370.**

### Additional Resources

#### •The College Scorecard

Consumer planning tool and resource that can be used to assist you and your family evaluate Waubonsee side by side with other institutions

<http://collegecost.ed.gov/scorecard>

#### •The College Navigator

Utilize this to obtain information on tuition and fees, retention and graduation rates, use of financial aid, and student loan default rates, while comparing schools side by side.

<http://nces.ed.gov/collegenavigator/>

#### •The Financial Aid Shopping Sheet

The shopping sheet is designed to give you a simplified look at possible financial aid and costs associated with your enrollment at Waubonsee. You will find your Shopping Sheet in the Veterans Services tools box located on your Student tab of mywcc.

#### • Paying for College

This Web page can be used to manually enter your financial aid award information to allow a comparison of how far your aid will go at three different schools.

<http://www.consumerfinance.gov/paying-for-college/>

### Access Center for Disability Resources

The Access Center for Disability Resources makes educational opportunities more accessible by coordinating accommodations to student who have disabilities. The Access Center assists students toward further independence and greater self-determination.

Available services include:

- Counseling
- Assistance with admissions and registration
- Interpreting (sign language)
- Readers
- Writers services
- Advocacy

Admission to the program is open to all students who qualify based on school records, diagnostic testing information and an optional personal interview. For more information contact the Access Center at (630) 466-2564.

### TRiO/Student Support Services

Student Support Services provides educational support services for eligible Waubonsee Community College students. The program helps students successfully complete their college degree or certificate programs. First-generation college students, students who need financial assistance or students who have a disability and demonstrate a need for academic support may qualify. For more information please contact Student Support Services at (630) 466-5767.

### Tutoring Centers

Free tutoring is available to students currently enrolled in classes. Schedules are posted every semester. No appointments are required when seeking tutoring at the walk-in labs located in Collins Hall on the Sugar Grove Campus, at the Aurora Campus, Room 215, and Plano Campus, Room 213. For more information call (630) 466-2576.



**REQUEST FOR EVALUATION OF MILITARY CREDIT**

Veterans of a United States military service may be granted a total of four-semester hour's credit as a result of their basic military service training. Not all military training will be granted college credit. Experience is evaluated based on recommendations by the Commission on Accreditation of Service Experience of the American Council of Education (ACE). Training that is not equal to a Waubonsee course cannot be granted credit.

- Complete this request for evaluation of military credit.
- **ATTACH** a copy of the form DD-214 and/or Joint Services Transcript (Army, Marine Corps, Navy and Coast Guard personnel) or the Community College of the Air Force Transcript

- Submit to:  
Counseling, STC  
Waubonsee Community College  
Rt. 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454

X-Number: \_\_\_\_\_ DATE: \_\_\_\_\_ Phone#: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First MI (former last name)

Email \_\_\_\_\_

BRANCH OF SERVICE:     Air Force                       Marine Corps  
                                   Army                                       National Guard  
                                   Coast Guard                       Navy

DATES OF SERVICE: From \_\_\_\_\_ To \_\_\_\_\_

DEGREE/MAJOR: \_\_\_\_\_ Have you registered? YES \_\_\_\_\_ NO \_\_\_\_\_

**MILITARY TRANSCRIPT REQUEST LINKS:**

Joint Services Transcript: <http://jst.doded.mil>  
Community College of the Air Force: <http://www.au.af.mil/au/ccaf/transcripts.asp>