

## CHAPTER 30 & 32

Welcome to Sierra College! This information is designed to assist you in applying for your V.A. education benefits (Chapter 30 or Chapter 32) at Sierra College. Please do not hesitate to contact this office if you have any questions or need clarification. We look forward to working with you to meet your educational goal!

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- ❑ **COMPLETE AN APPLICATION FOR ADMISSION** to Sierra College. The application can be obtained from the Sierra College Admissions Office located in the Administration Building.
- ❑ **COMPLETE VA FORM 22-1990**, Application for Education Benefits. (If you are transferring here from another school at which you used V.A. Education Benefits, you must complete **VA FORM 22-1995** instead).
- ❑ **COMPLETE THE VETERANS ENROLLMENT CARD** for the term you want to receive benefits.
- ❑ **BRING THIS OFFICE A COPY OF YOUR DD214, MEMBER 4 COPY.** This is required for evaluation for Military Service Credit. See catalog for more information.
- ❑ If you had remaining entitlement under the Vietnam Era GI Bill on December 31, 1989, and meet the eligibility requirements, you can claim dependents for additional money. You must **COMPLETE VA FORM 21-686c** and **provide certified copies of birth certificates, marriage certificates, divorce declarations, etc.**
- ❑ If you want to receive Advance Payment, and you are eligible and within the deadline to apply, **COMPLETE VA FORM 21-4138.**
- ❑ **TAKE THE ASSESSMENT TESTS** for math, English, and reading and provide this office with the test results. Testing schedules are available from the Assessment Office. If you took these tests at another college, you may contact that college and request the scores be sent to Sierra College.
- ❑ **PROVIDE THIS OFFICE WITH OFFICIAL TRANSCRIPTS OF ALL OTHER COLLEGES ATTENDED.** This includes any colleges you attended, before, during, or after your military service.

When the above steps have been completed:

- ❑ **MEET WITH AN ACADEMIC COUNSELOR FOR A STUDENT EDUCATION PLAN (SEP).** This education plan is an evaluation of prior college credit and will also list out each class you need to take in order to reach your education goal.

Your VA educational benefits are payable only for courses which are required to meet General Education and Major requirements. These courses must be listed on the Student Education Plan (SEP) Should Students choose to take other than required courses they will not receive educational benefits for those classes.

NOTE: Prepare early! Counseling appointments are limited and could delay certification of enrollment.  
*Please call 781-0439 to schedule your SEP appointment.*

- **REGISTER FOR COURSES**. This step may fall anywhere in this process. Be sure to register according to the PASS appointment you are assigned by the Admissions Office. Although you may register for any courses, only those courses that are listed on your SEP will be certified to V.A.

NOTE: Some types of courses can have an effect on your education benefits, such as: Television courses, short-term courses, field trips, non-degree credit courses, open-entry/open exit courses, course repeats, remedial/deficiency courses. Please contact this office for more information.

**This is the point where the Sierra College Veterans Affairs Office certifies to VA that you are enrolled in the College. The classes listed on the SEP will be the only classes that can be certified for your benefits.**

**Other Important Information:**

- You are responsible for notifying this office within 30 days of *any* changes to your enrollment.
- Once a semester you will be required to complete a Verification of Attendance Form. This is a form that will be mailed to you (at the address you have on file with the Sierra College Records Office) from this office and that you must have each of your instructors sign. If you fail to turn this form in by the listed deadline your benefits may be terminated.
- You will need to complete a new Veterans Enrollment Card according to the deadlines posted in the Veterans Affairs Office each semester; benefits do not automatically roll over to the next semester.
- All students who receive V.A. education benefits are required to maintain a 2.0 G.P.A. to meet minimum standards of progress. See the Sierra College catalog for more information.

*Please contact the Sierra College Veterans Affairs Office at (916) 781-0439 if you have any questions.*



**REQUEST FOR CHANGE OF VA EDUCATION PROGRAM OR PLACE OF TRAINING**

<b>IMPORTANT:</b> Please read the attached instructions <u>before</u> completing this form. Please type or use ink to complete the form. If you need more space, use the back of this form and write the item number next to your answer.		1. VA FILE NUMBER AND/OR SOCIAL SECURITY NUMBER
2. FIRST-MIDDLE-LAST NAME OF APPLICANT	3A. HOME TELEPHONE NO. <i>(Include Area Code)</i>	3B. WORK TELEPHONE NO. <i>(Include Area Code)</i>
4. MAILING ADDRESS <i>(No. and address or rural route, city or P.O., State and ZIP Code)</i>	5. ANSWER ONLY IF YOU'RE A FEDERAL GOVERNMENT EMPLOYEE: DO YOU EXPECT TO RECEIVE EDUCATIONAL BENEFITS UNDER THE GOVERNMENT EMPLOYEE'S TRAINING ACT FOR THE SAME TIME YOU WILL RECEIVE VA EDUCATION BENEFITS? YES <input type="checkbox"/> NO <input type="checkbox"/>	

**YOUR PROGRAM**

6. WHAT EDUCATION, PROFESSIONAL OR VOCATIONAL GOAL ARE YOU WORKING TOWARD? <i>(Highest degree or occupation)</i>	7. WHAT'S THE NAME OF THE PROGRAM YOU'RE REQUESTING? <i>(Specific degree, major, certificate, diploma)</i>
8. HOW WILL YOU TAKE THIS TRAINING? <input type="checkbox"/> SCHOOL ATTENDANCE <input type="checkbox"/> COOPERATIVE TRAINING <input type="checkbox"/> CORRESPONDENCE <input type="checkbox"/> FLIGHT TRAINING <input type="checkbox"/> APPRENTICESHIP OR ON-THE-JOB TRAINING <input type="checkbox"/> INDEPENDENT STUDY DISTANCE LEARNING/INTERNET	9A. NAME OF YOUR <b>NEW</b> SCHOOL OR TRAINING ESTABLISHMENT
	9B. NAME OF YOUR <b>OLD</b> SCHOOL OR TRAINING ESTABLISHMENT
10. TELL US <b>WHEN</b> AND <b>WHY</b> YOU STOPPED TRAINING AT YOUR PRIOR SCHOOL OR ESTABLISHMENT.	

**CURRENT DEPENDENCY INFORMATION**

ANSWER ONLY IF YOU'RE RECEIVING CHAPTER 30 (MGIB) BENEFITS AND SERVED ON ACTIVE DUTY BEFORE JANUARY 2, 1978.

11A. ARE YOU CURRENTLY MARRIED? YES <input type="checkbox"/> NO <input type="checkbox"/>	12. HOW MANY DEPENDENT CHILDREN DO YOU CLAIM? _____
11B. SPOUSE'S NAME	13. DO YOU CLAIM ANY PARENTS AS DEPENDENTS? YES <input type="checkbox"/> NO <input type="checkbox"/>

**CURRENT ACTIVE DUTY INFORMATION**

14. ARE YOU NOW ON ACTIVE DUTY?  <input type="checkbox"/> NO (IF NO, GO TO ITEM 16A) <input type="checkbox"/> YES (IF YES, GIVE DATE ACTIVE DUTY BEGAN) _____
15. DO YOU EXPECT TO RECEIVE EDUCATIONAL BENEFITS FROM THE ARMED FORCES OR PUBLIC HEALTH SERVICE DURING ANY PART OF YOUR TRAINING?  <input type="checkbox"/> YES <input type="checkbox"/> NO (BE SURE TO HAVE YOUR EDUCATION SERVICE OFFICER COMPLETE ITEM 17.)

**CERTIFICATION AND SIGNATURE OF APPLICANT**

I HEREBY CERTIFY THAT all my statements on this form are true and complete to the best of my knowledge and belief.

PENALTY: Willful false statements as to a material fact in a claim for educational benefits is a punishable offense and may result in forfeiture of these and other benefits, and in criminal penalties.

16A. SIGNATURE OF APPLICANT <i>(Do Not Print)</i>	16B. DATE SIGNED
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**CERTIFICATION NEEDED FOR PERSONS ON ACTIVE DUTY**

(THIS ITEM DOESN'T APPLY TO SELECTED RESERVISTS OR VETERANS NOT ON ACTIVE DUTY.)

I CERTIFY THAT this individual is a member of the Armed Forces and has consulted with me regarding his or her education program.

17A. SIGNATURE, TITLE, AND BRANCH OF SERVICE OF EDUCATION SERVICE OFFICER	17B. DATE SIGNED
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## INSTRUCTIONS & INFORMATION

### When Should You Use This Form?

You should use this form if:

- you're changing schools, **or**
- you're changing your educational, professional, vocational goal, **or**
- you left your program due to unsatisfactory attendance, progress, or conduct; and you're now reentering the same program, **or**
- you were receiving VA education benefits as a veteran and now wish to receive benefits while on active military duty.

### Instructions for Specific Items on the Form

Most items on this form request information that you know. Here are a few things you should keep in mind when completing the following items:

**Item #1** The number that appears on your benefit checks and on all mail we've sent is your VA File number. Usually your Social Security number is your VA file number. Write your Social Security number in item #1. If you also have a VA File number that's different from your Social Security number, write it in the box as well.

**Item #6** Here are some examples of what we mean by "goals":

- Educational goal: GED certificate, high school diploma, bachelor degree, master degree, Ph.D.
- Profession goal: lawyer, physician, teacher, physical therapist, medical technologist, medical records librarian.
- Vocational goal: stenographer, machinist, electronic technician, X-ray technician, radio and TV service technician, automobile mechanic, practical nurse

**Item #9A** If you're changing schools or training establishments, show your **new** school or training establishment here.

**Items #11, 12 & 13** If you're receiving Montgomery GI Bill benefits (also known as chapter 30 or MGIB) and you had military service before January 2, 1998, you may qualify for increased education benefits for having dependents. Complete a VA Form 686c if there's been a change in your dependents.

**Item #17** Your Education Service Officer must sign the form if you're on active duty. This doesn't apply if you're in the Selected Reserves, or if you're been discharged from service.

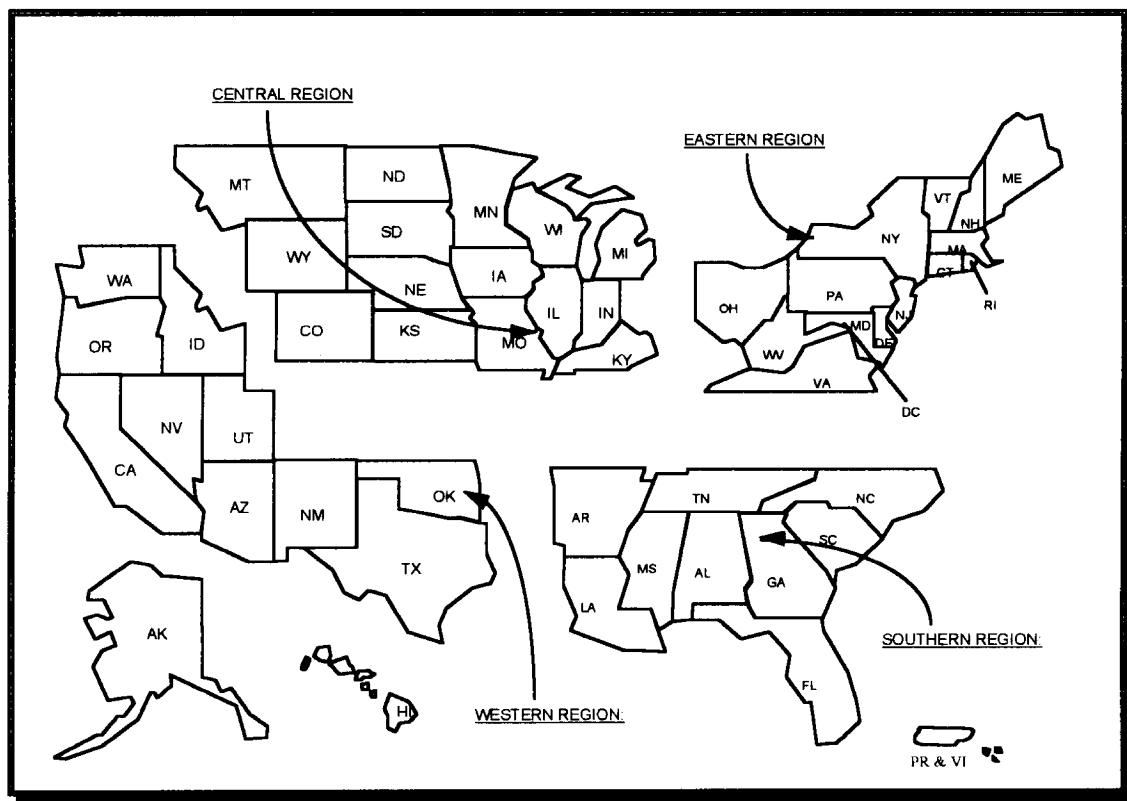
### If You Need Help

If you need help in completing this form, or if you want information about our work-study program or direct deposit, call us toll free at 1-888-GI-BILL-1 (1-888-442-4551.) If you're hearing impaired call 1-800-829-4833. Please call 1-800-827-1000 if you want a VA counselor to help you in planning your program. You can also contact us through our home page on the World Wide Web (internet.) Our national home page address is:

<http://www.gibill.va.gov>

## Where Do You Send The Completed Form?

There are four regional education processing offices that handle education claims for the entire country, which we have divided into regions. The map below shows the states in each region. Find the state where you'll be attending school or job training. You should **mail** your completed form to the processing office for that region.



### WESTERN REGION:

VA Regional Office  
PO Box 8888  
Muskogee, OK 74402-8888

### EASTERN REGION:

VA Regional Office  
PO Box 4616  
Buffalo, NY 14240-4616

### CENTRAL REGION:

VA Regional Office  
PO Box 66830  
St. Louis, MO 63166-6830

### SOUTHERN REGION:

VA Regional Office  
PO Box 100022  
Decatur, GA 30031-7022

**RESPONDENT BURDEN:** You don't have to complete this form and VA can't require you to respond unless this form's OMB Control Number which is 2900-0074 is valid. The OMB Internet Home Page ("[www.whitehouse.gov/OMB/index.html](http://www.whitehouse.gov/OMB/index.html)") shows the OMB Control Numbers for VA approved forms. However, we can't take any further action on your claim unless you send us the information requested on this form. We estimate you'll need about 12 minutes to review the instructions find the information, and complete this form. Call 1-888-GI-BILL-1 (1-888-442-4551) if you have comments regarding this 12 minute estimate or any other aspect of this collection of information.

**PRIVACY ACT INFORMATION:** We'll use the information on this form to determine your continuing eligibility for educational benefits. We cannot take any action on your claim for benefits until we receive your completed form (38 U.S.C. 3471) Your responses are confidential (38 U. S. C. 5701). They may be given outside VA only if authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58 VA 21/22, Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register. The information you send may be verified through computer matching programs with other agencies.