

FAQ – Military, Veterans, and their families



I may be eligible to attend Northern Virginia Community College (NOVA) using VA benefits. Who do I contact for this information?

Veteran Inquiries:

The Office of Military Service has been tasked by NOVA to serve veterans who are using Veteran Administration (VA) Educational Benefits to pursue college degrees. MilitaryServices@nvcc.edu

What do I need to do to get my educational benefits started at NOVA?

The first step is to apply for admission to the College and bring your Certificate of Eligibility (COE) from the Veterans Administration (VA). If you do not have your COE, once you are accepted you will need to apply for your Veterans Administration (VA) Educational Benefits by filling out VA Form 22-1990. This process may take several weeks and the form can be completed online using the VA's website VONAPP. Once your COE is provided, ensure you bring it with you to register.

How do I find out if I have any benefits left?

Contact the Department of Veterans Affairs at 1.800.827.1000.

How do I know what type of veteran education benefits I am entitled to?

Eligibility depends on a number of factors:

- whether you are the service person
- dependent of a service person
- spouse of a service person
- the type and length of military service
- the service members' monetary contribution at the time of service.

For some general information regarding these types of benefits please visit the [Education Benefits](#) section of this site. Additional questions regarding your specific eligibility should be directed to the Office of Military Service or the Department of Veteran Affairs

How do I get my benefits and how much will I receive?

The VA will determine your eligibility and calculate your benefit amount. Once the Veterans Administration (VA) has processed your application and provided your COE your benefits will be calculated by the VA based on enrollment. This process can take (6-8 weeks).

I received benefits at NOVA last semester. What do I need to do to get benefits for my new semester?

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Continuing students wishing to renew their benefits for another semester must submit a [Veteran Registration Reporting Form](#) (VRRF) in order to continue receiving benefits.

Those students changing degree plans must submit a VA Change of Program or Place of Training form appropriate to their eligibility chapter. These forms can be completed online using the VA's website [VONAPP](#).

- Chapter 30, 33, 1606 & 1607: VA Form 22-1995
- Chapter 31 students must review their case with their VA caseworker and then submit a new VA Form 28-1905
- Chapter 35: VA Form 22-5495

Do I have to pay for all my tuition/fees before the semester starts and receipt of my VA benefits?

All tuition is due before classes begin; therefore a payment arrangement must be resolved before starting classes. Depending on which program you fall under you may be eligible for a Veteran MOU agreement which will help define payment of tuition plan before the semester starts. However, every veteran's circumstances are unique to them, therefore it is recommended that you plan and submit as soon as possible to reduce the challenges associated with payment. This procedure is important and will elevate student's being dropped from their registered classes.

What other types of educational programs are available to me?

Veterans may take non-college degree training for diplomas, licenses, certifications, and continuing education courses that are approved by the VA. Check with your VA representative for your specific program.

What other types of educational programs are available to me to help cover my education-related costs?

Veteran and military students may be eligible for a variety of other need or non-need based tuition assistance programs such as federal financial aid, institutional and private scholarships, work-study, grants and loans. NOVA's Financial Aid Office can assist students in the application process for these types of aid.

For more information please contact the Financial Aid Office.

How do I transfer to NOVA when I am receiving educational benefits at another school?

First, seek your VA Advisors for advice and recommended procedures.

Veteran students who have used VA educational benefits at another institution can transfer between schools with minimal paperwork. Those students changing place of training must submit a VA Change of Program or Place of Training form appropriate to their eligibility chapter. These forms can be completed online using the VA's website [VONAPP](#).

- Chapter 30, 33, 1606 & 1607: VA Form 22-1995
- Chapter 31 students must review their case with their VA caseworker and then submit a new VA Form 28-1905
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Why do I have to choose a program of study? Once I choose a program of study for VA educational benefit payment, am I permitted to switch programs?

The VA requires that students choose a degree plan to ensure that progress is made toward a clear educational objective while the veteran is receiving benefits. Students are permitted to take classes that do not fit toward their plan; however, these courses will not be counted toward benefit payment for the semester during which they are taken.

Once veteran students choose their initial degree plan they may change it at any time by submitting a VA Change of Program or Place of Training form appropriate to their eligibility chapter. These forms can be completed online using the VA's website [VONAPP](#).

- Chapter 30, 33, 1606 & 1607: VA Form 22-1995
- Chapter 31 students must review their case with their VA caseworker and then submit a new VA Form 28-1905
- Chapter 35: VA Form 22-5495

Can I attend more than one college or university at a time and be certified for VA benefits at both?

First, seek your VA Advisors for advice and recommended procedures.

Yes. In order to establish certifications for two or more schools you must first establish a parent school (this is generally the school you intend to complete your current educational goal with). Next, inform the parent school that you plan to attend another school, either in part or totally for the next semester.

The parent school will then generate a letter of authorization to the supplemental schools that the student will be attending. This letter will allow the supplemental schools to certify courses that the student will be attending at the institution.

Remember, the courses taken at the supplemental school still must meet with the parent school degree plan requirements.

I did not receive my monthly check from the VA. What do I do?

The most common reason veterans do not get paid is because they have not verified their enrollment online or over the touch-tone system. Once verification is completed, a check should be received within 15 days. Another common reason is because the student failed to submit a [Veteran Registration Reporting Form](#) (VRRF) each semester in order to continue receiving benefits.

I have to withdraw from a class. How will this impact my VA benefits?

First, seek your VA Advisors for advice and recommended procedures.

Withdrawals at any time in the semester without "mitigating circumstances" or good reason, as decided by the VA, will be recouped- and have to be paid back (**incur a student debt to VA, for full tuition, book stipend, and housing allowance as well**) from the beginning of the enrollment period. The VA Regional Office may follow-up with the veteran if any additional information is needed to determine if any re-payment of benefits is required.

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I have been called to active military service or deployed for a military mobilization. What do I need to do to withdraw from school?

First, seek your VA Advisors for advice and recommended procedures.

A student in the Armed Forces or the Virginia National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Our Military Activation Policy goes into further detail on options available to the student as well as university requirement. For additional questions please contact the Office of Military Services.

MyCAA (Spouse Program) Inquiries:

What Does MyCAA Provide?

Training and Education Financial Assistance, annual fiscal year cap of \$2,000 to assist eligible military spouses, an annual cap waivers are available if there is an up-front tuition cost that exceeds \$2,000 (up to the maximum benefit of \$4,000). Tuition costs for education and training courses leading to an Associates Degree (excluding General Studies), license, certificate or certification at accredited schools

How to Get Started

First, establish a MyCAA account by visiting the MyCAA website.

<https://aiportal.acc.af.mil/mycaa/default.aspx>

Once your profile information is provided, MyCAA will verify eligibility through a real-time DEERS eligibly check. If you are eligible, you can create your Career and Training Plan and request Financial Assistance when you are within 90 days of your course start date.

Establish and request a training plan. Latoya Sivells at militaryservices@nvcc.edu for credit programs and Stephanie Loving for Workforce Development programs at WDveterans@nvcc.edu .

Eligible spouses that have received their verification notice from MyCAA should contact Deena Corron, at the Woodbridge Business Office. <http://www.nvcc.edu/current-students/paying-for-college/business-office/index.html>

For more Information please visit MilitaryOneSource.

<http://www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx>

Please contact the Office of Military Services at militaryservices@nvcc.edu if you have any questions.

Military Active Duty, Tuition Assistance Inquiries: Contact Base Representative/School Liaison at Military Site:

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Ft. Myers/Henderson Hall

Alicia Street

Phone: 703.527.5976

tstreet@nvcc.edu

Ft. Belvoir

Victoria Esannason

Barden Education Center, Room 127

Phone: 703.360.8524

vesannason@nvcc.edu

MCB Quantico

Dan Duffy

Lifelong Learning Center

Phone: 703.640.6303

dduffy@nvcc.edu

<http://www.nvcc.edu/current-students/military/benefits/tuition.html>

Benefit Guidelines

Armed Forces Tuition Assistance (TA) 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 percent for the tuition expenses of its members.

Each service has its own criteria for eligibility, obligated service, application processes and restrictions.

Student utilizing Tuition Assistance (TA) should be aware of performance standards.

Meet with Site Representative first; DON'T enroll prior to meeting with Site Representative.

Registration: Soldiers requesting TA for your classes SHOULD do so at least 10 days prior to the class start date. TA Requests submitted less than 10 days prior to the class start date may not get approved by the class start date. Please ensure that Soldiers requesting TA have the proper documentation (Student Agreement/Documented Degree Plan, cost verification/ bill) to ensure their TA Requests are processed (submitted and approved) before the start date of the class. The 10 days allows time for the TA Request to be submitted and an ESO-CE to approve it. TA Requests must be submitted and approved before the start date of the class.

Grades: Grades received below a C for undergraduate work, grades below a B for graduate work and "Fail" for "Pass/Fail" grades will be recouped for classes with a start date of 5 September 2014 or after. The language in the (Department of Defense Instruction) DoDI does not address "+" or "-" grades; GoArmyEd will not collect on undergraduate C- grades or graduate B- grades.

Fees: No fees to include any supporting instructional fees will be paid using TA; only the actual cost of tuition up to \$250/ semester hour will be funded. Any fees associated with the course should be listed as Soldier Funded Fees.

Virginia Military Survivors and Dependents Education Program

<http://www.nvcc.edu/current-students/military/benefits/survivors-dependents.html>

The Military Survivors and Dependents Program (MSDEP) provides education benefits to spouses and children of military service members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict. Military service includes service in the United States Armed Forces, United States Armed Forces Reserves, the Virginia National Guard, or the Virginia National Guard Reserves. Armed conflict includes military operations against terrorism or as the result of a terrorist act, a peace-keeping mission, or any armed conflict after December 6, 1941.

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This program may pay for tuition and fees at any state-supported college or university. This program waives tuition and fees in Virginia. Benefits are available for up to four years.