



Office of Veterans Affairs

Student Handbook

Los Angeles Trade-Technical College
400 W. Washington Blvd.
Los Angeles, CA 90059
(213) 763-5305

Welcome to Los Angeles Trade Technical College. Our friendly Financial Aid and Veterans Office Staff will be available to answer any questions you may have and will assist you in applying for both financial aid and Veterans benefits. Our VA staff will forward all documents required by the Veterans Administration directly to their Muskogee Regional Office.

Eligibility for Veterans Benefits (Chapter Eligibility) can only be determined by the Veterans Administration Muskogee Regional Office. Your documentation will be reviewed and, if eligible, your certification will be transmitted to that office.

You will have the opportunity to speak with one of our Veterans Counselors who will assist you in selecting a course of study that will be approved by the Veterans Administration. All VA Educational benefits are paid based on your enrollment and attendance in the specific courses which are applicable to your approved VA objective.

For specific questions regarding your Veterans Benefits we suggest that you contact:

MUSKOGEE REGIONAL OFFICE

P.O. Box 8888,

Muskogee, Oklahoma 74402-8888

Office hours: 7:30 a.m. 4:00 p.m. (Mon – Fri)

Toll Free Phone Hours: 8:00 a.m. – 6:00 p.m. (Mon – Fri)

TOLL FREE EDUCATION LINE: 1-888-442-4551

IMPORTANT: We suggest that you ask the name of the VA Representative assisting you, in case you need to contact that person again.

How to Apply For Veterans Benefits

Before claiming your benefits, please be sure to complete the registration process and enroll in classes in the Los Angeles Trade-Technical College Admissions/Records Office. Additional documents may be required in individual cases.

Required Documentation

Please be sure to make two legible copies of all requested documents for your own records. Be sure to collect and submit all appropriate documentation. Please refer to the instructions and the list of documents required in each of the following VA Chapters.

**MONTGOMERY GIBILL SELECTIVE RESERVE AND ACTIVE
DUTY EDUCATIONAL PROGRAMS, CHAPTERS 30 & 1606
and
RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP)
CHAPTER 1607**

1. Complete VA 22-1990 form
2. Complete VA information sheets
3. DD-214 (copy member-4) or NOBE (Notice of Basic Eligibility DD-2384)
4. Registration Fee Receipt (Schedule of Classes) signed and dated by a Veterans Counselor.
5. Agreement for Army College Fund (kicker), if eligible.
6. Official Transcripts (see notes)
7. Educational Plan and Evaluation of Transcripts signed by VA Counselor.

NOTE: Copies of Transcripts **MUST** be in our office at the end of the first semester in which you were first certified. You will need to see the Veteran's Counselor in the Counseling Office for an Evaluation of your Transcript.

Once you have been certified, all you need to do in subsequent semesters is to bring your class schedule, signed by a counselor, to our Los Angeles Trade-Technical College Office for certification.

****Please note: In order to expedite your monthly payment, Veterans receiving funding from the Montgomery GI Bill Program are required to call VA phone number (877) 823-2378 at the end of each month to verify the status of their enrollment for that month.**

**IF YOU ARE REQUESTING A CHANGE OF PROGRAM OR PLACE
OF TRAINING PLEASE ASK FOR THE APPROPRIATE FORM**

**THE CERTIFICATION PROCESS WILL NOT BE COMPLETED
UNTIL ALL THE REQUIRED DOCUMENTATION IS SUBMITTED.**

VOCATIONAL REHABILITATION CHAPTER 31

1. Authorization form VA 28-1905
 2. VA Standards/Los Angeles Trade-Technical College Agreement Sheet
 3. Registration Fee Receipt (Schedule of Classes) signed and dated by the Veterans Counselor.
 4. DD-214 (copy member 4)
 5. Official transcripts from previous colleges (see notes).
 6. Educational Plan and Evaluation of Transcripts signed by the VA Counselor.
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NOTE: Transcripts MUST be in our office at the end of the first semester in which you were first certified. You will need to see the Veteran's Counselor, in the Counseling Office, for an evaluation of your transcript.

Once you have been certified, all you need to do in subsequent semesters is to bring your class schedule, signed by a Counselor, to our office for certification.

IF YOU ARE REQUESTING A CHANGE OF PROGRAM OR PLACE OF TRAINING, PLEASE CONTACT THE VA CASE MANAGER IN CHARGE OF YOUR FILE.

WE CANNOT COMPLETE THE CERTIFICATION PROCESS UNTIL ALL THE REQUIRED DOCUMENTATION IS SUBMITTED.

SURVIVORS AND DEPENDENTS OF DISABLED OR DECEASED VETERANS EDUCATIONAL PROGRAM CHAPTER 35

1. Complete VA 22-5490 form
2. Complete Information sheets
3. Submit military veteran's DD-214 form and file number
4. Dependent children Birth Certificate or spouses Marriage Certificate
5. Registration Fee Receipt (Schedule of Classes) signed and dated by a Veterans Counselor.
6. Official Transcripts (see notes)
7. Educational Plan and Evaluation of Transcripts signed by VA Counselor.

Note: Transcripts **MUST** be in our office at the end of the first semester in which you first certified. You will need to see the Veteran's Counselor in the Counseling Office for an evaluation of your transcript.

Once you have been certified, all you need to do in subsequent semesters is to bring your class schedule signed by a Counselor to our office for certification.

At the end of each month, please call the VA number (877) 823-2378 to verify the status of your enrollment for that month. This call will expedite your payment.

IF YOU ARE REQUESTING A CHANGE OF PROGRAM OR PLACE OF TRAINING PLEASE ASK FOR THE APPROPRIATE FORM.

THE LOS ANGELES TRADE-TECHNICAL COLLEGE-VA OFFICE CANNOT COMPLETE THE CERTIFICATION PROCESS UNTIL ALL THE REQUIRED DOCUMENTATION IS SUBMITTED.

Advance Payment Requests, New, Returning Or Transfer Students

Advance pay may only be requested during your first semester of receiving Veterans benefits, or if you have had at least a one calendar month break in attendance and you are not eligible to receive benefits for that time period.

Advance pay may not be requested, if you have attended the semester **immediately** prior to using your VA benefits at another educational institution.

Advance payment must be requested thirty days prior to the first day of the semester for continuing students. New students must request advance payment forty five days prior to the first day of the semester.

Veterans, not requesting advance payment, may expect to receive their first regular payment approximately 8 to 12 weeks after classes begin.

Please be sure to notify the Los Angeles Trade-Technical College-VA of any changes in your name, address or telephone number.

(Changes submitted to the VA Regional Office will NOT update Los Angeles Trade-Technical College-VA files.)

Please note that a change in your class schedule may affect your VA benefits. It may also delay your certification process, especially if non-required course are taken.

Los Angeles Trade- Technical College-VA needs to be notified of all changes in Educational Plans. If you add any classes, Los Angeles Trade-Technical College-VA requires a new enrollment schedule listing new course(s).

All added classes must be submitted to the LATTTC College-VA for certification.

Monthly Verification Procedures

Currently, CH 30 and CH 1606 recipients must verify attendance on a monthly basis. **Veterans may call the VA Office at 1-877-823-2378 and follow the instructions provided OR Veterans may prefer to access the internet at <http://www.gibill.va.gov>. Click on the link to the WAVE Program and follow the instructions provided.**

Direct Deposit

Veterans using CHAPTER 30, CHAPTER 1606, CHAPTER 1607 and CHAPTER 31 benefits have the option to have their VA payments directly deposited into a checking/savings account of their choice. **Interested Veterans should contact the VA Office at 1-877-838-2778 to set up an account or update a current direct deposit account.**

Pay Status

Veterans enrolled in **Community Colleges** are considered to be **full time** students by the VA if they are enrolled in 12 semester hours of fifteen week courses or, **three-quarter time** students, if they are enrolled in 9 semester hours of 15 week courses or **half-time** students enrolled in 6 semester hours of 15 week courses. Student enrolled in less than 6 units in regular sessions are considered less than half time and are paid accordingly. Students enrolled in five week summer sessions are considered full time students if enrolled in 4 units and half time if enrolled in two units.

****Requirements may differ at upper division schools and universities.**

With the exception of CH 31 recipients, **all less than half time students will be paid in a lump sum payment.** Enrollment certifications for these Veterans must be processed by the VA Regional Office **on the first day of the semester** as a confirmed enrollment.

VA educational benefits are non-taxable.

GI Bill Benefits – As of August 1, 2009, there will be a new GI Bill

Post 9/11 – Chapter 33

Applications and information sheets are available

in

the Admissions Office “R” Building

GI Bill Benefits

CHAPTER 30— NEW MGIB

Three or more years active service

Full Time	3/4 Time	Half Time
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\$1,321	\$990	\$660
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Less than 1/2 time: **tuition and fees only**

CHAPTER 30 – NEW MGIB

Less than three years active service

Full Time	3/4 Time	Half Time
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\$1,073	\$804.75	\$536.50
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Less than 1/2 time: **tuition and fees only**

CHAPTER 35 – SURVIVOR AND DEPENDENT BENEFITS

(Effective: 07-01-04)

Full Time	3/4 Time	Half Time
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\$915	\$686	\$456
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Less than 1/2 time: **tuition and fees only**

CHAPTER 1606 – RESERVES/NATIONAL GUARD

Selected Reserve MGIB

Full Time	3/4 Time	Half Time
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\$329	\$246	\$168
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Less than 1/2 time: **tuition and fees only**

CHAPTER 1607
RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP)

(Effective: 08/01/08)

Full Time	3/4 Time	Half Time	Service
\$528.40	\$369.30	\$264.20	90 days < 1 yr
\$792.60	\$594.45	\$396.30	1 yr < 2 yrs
\$1,056.80	\$792.60	\$528.40	2 yr +

Less than 1/2 time: Reimburse tuition and fees, not to exceed 1/2 time rate with no dependents.

Quarter time or less: Reimburse tuition and fees not to exceed XX full-time rate with no dependents.

Los Angeles Trade –Technical College VA Educational Plan

All VA students must obtain an Educational Plan from the Counselor of Veterans Affairs in the Counseling Office. - The VA requires the Los Angeles Trade-Technical College VA Office to maintain an Educational Plan for each Veteran’s educational objective.

Appointments with our Veterans Counselors must be made after all prior official college transcripts have been received in the Los Angeles Trade-Technical College Admissions/Registrar’s Office. To make an appointment with a Veterans Counselor please call (818) 710-4341. The appointment hours are: Monday through Thursday from 8:00 a.m. to 8:00 p.m. and on Friday from 8:00 a.m. to 4:00 p.m.

Failure to obtain an Educational Plan from a Veterans Counselor during the first semester of attendance will result in a delay in processing your Veterans Benefits. Your Educational Plan must be completed by a Veterans Counselor and submitted to the Los Angeles Trade-Technical College-VA office for certification prior to your enrollment in a second semester at Los Angeles Trade-Technical College.

If you have not obtained and submitted an Educational Plan from a Veterans Counselor for the first semester, your status with the VA will be certified as “pending” as the Los Angeles Trade-Technical College-VA Office will be unable to determine your eligibility for payment.

You will be held responsible for selecting and enrolling in classes which are required by your major. The VA will not pay for “repeat courses” which have been successfully completed, regardless of where and when they were completed.

****The Los Angeles Trade-Technical College-VA Office must be notified of all changes in Educational Plans.**

Military Credit

A Military Credit Evaluation requires the student to submit a request for an evaluation. The student also needs to submit to the Los Angeles Trade-Technical College-VA office, **clear and readable copies**, of his/her DD 214. If there are any courses you wish to have evaluated, which do not appear on your DD 214, please submit copies of your Certificates of Completion for evaluation.

Air Force Personnel—The Los Angeles Trade-Technical College-VA Office requests all Air Force Personnel to obtain an official CCAF (Community College of the Air Force) transcript. Air Force Personnel may receive more college credit from a CCAF transcript than with a military evaluation done by Los Angeles Trade-Technical College. **All Air Force students must have at least one paid enrollment at Los Angeles Trade-Technical College before a military credit evaluation will be done.**

Continuation Of VA Benefits

Enroll early and bring your class schedule to the Los Angeles Trade-Technical College-VA Office each semester. Our office will review both your class schedule and your Educational Plan in order to determine eligibility for your VA educational benefits for that term. Los Angeles Trade-Technical College-VA will not certify a course for VA payment unless an enrollment schedule and an Educational Plan have been submitted by the student.

If you are a **continuing student**, take advantage of the **early enrollment period. The sooner you submit your schedule to the Los Angeles Trade-Technical College-VA office, the less likely you are to have a break in your monthly payments.**

However, Los Angeles Trade-Technical College-VA Office cannot guarantee when you will be paid. **Multiple schedule changes will cause a delay in processing your schedule.**

Extending Your VA Benefits

If you are using CH 30 or CH 35, you may be eligible for an extension of your benefits. If you have at least one day of benefits remaining at the beginning of any new semester, you may request an extension of your GI benefits from the VA Regional Office.

Note: If you are using CH 30 benefits and are receiving additional funding for approved dependents or from the **Army College Fund or a Kicker** with your GI Bill benefits, please be advised that if you are approved for the extension of your benefits, the amount you will receive will be paid out at the **new MGIB base rate (CH 30)** (See payment chart on page 7).

Additional payments for CH 1606 and dependents **cannot** be extended as the original benefits were exhausted. The Army College Fund, Kicker, and the Reserve/National Guard Kicker Program cannot be extended past the original monetary amount approved.

Non-Required Courses

The Veterans Administration will **pay only for required courses** listed on your Educational Plan. These approved courses must meet the minimum requirements for graduation established by the Los Angeles Community College District.

Repeat Courses

The VA will not pay for repeated courses which were successfully completed. Letter grades of “A”, “B”, “C” or “D” are approved for payment of required courses. Students who repeat a course(s) for the purpose of obtaining Academic Forgiveness **will not be paid.**

****Exception:** There are some courses which require a specific minimum grade for successful completion. Please refer to the Los Angeles Trade-Technical College Catalog for specific course requirements.

Standards Of Satisfactory Progress

Students who fail to maintain satisfactory progress for three consecutive semesters will no longer be eligible for certification for Veterans Benefits.

“INC”, “F” and “NCR” Grades

If you received a grade of “F” or “INC” in a class, you will have one year to complete the course before **the VA will charge you with an overpayment. You will receive a letter from our Veterans Office regarding these grades. Please complete and return the letter within two weeks of the date of the letter.**

You are responsible to notify the Los Angeles Trade-Technical College-VA when the course grades change from an “Inc” to a letter grade on your transcript. Students who receive a grade of “F” for nonattendance will be charged with an overpayment.

If role is not taken in class by the instructor, then nonattendance is determined by your last date of attendance in class from tests taken and homework submitted. Mitigating circumstances may be submitted to the Muskogee VA.

Tutorial Assistance

If you need the services of a tutor be sure to obtain prior approval from the Veterans Affairs Office. Tutors must be approved by the VA in order for a VA student to become eligible for reimbursement for the costs of tutorial assistance. Please contact the Los Angeles Trade-Technical College-VA Office for the necessary forms if you either wish to receive reimbursement for tutorial assistance or if you wish to become a tutor in your area of expertise. Difficulty in a course is not a basis for the VA to fund a tutor. If you are making a “D” or an “F” grade, as verified by your instructor and/or lab director (if applicable), you may be eligible to receive reimbursement for individual tutoring up to \$100.00 per calendar month.

****Exception:** Chapter 31 students need to contact their VA Case Manager.

Financial Assistance (FA)

Check with the Los Angeles Trade-Technical College Financial Aid Office for both federal and state financial aid programs (grants, loans and scholarships) which may be available to assist you

with your educational expenses. If eligible, you may receive both VA and financial aid funds during the same semester **however, the amount of VA assistance you receive will affect the amount of Financial Aid you may be eligible to receive.**

Military Tuition Assistance (TA) Active Duty Status

Servicepersons and Veterans eligible for CH 30 benefits and approved for TA are eligible for the **Top-Up** program. The Top-Up Program will pay the difference between the cost of the course(s) and TA. A service person must have at least two years of active duty in order to be eligible for Chapter 30 benefits.

If a student receives Top-Up funding, the student's Chapter 30 benefits are reduced. The Top-Up benefit is **not processed** by the Los Angeles Trade-Technical College-VA Office. You will need to contact your VA Educational Center for additional information.

Veterans applying for and receiving both VA benefits and Financial Aid funds must notify the Financial Aid Office that they are receiving Tuition Assistance from the Veterans Administration. Failure to notify the Los Angeles Trade-Technical College-VA Office may result in an overpayment of VA educational benefits.

National Guard Tuition Waivers

National Guard (1606) students may also be entitled to an Oklahoma National Guard Tuition Waiver. **This waiver may be used in conjunction with their GI Bill education benefits.** More information can be obtained through individual National Guard units. **All tuition waivers must be processed through the VA Financial Assistance Office.** The Los Angeles Trade-Technical College-VA Office cannot process these waivers.

Parent School Letters

Parent School Letters are issued to students taking courses simultaneously at more than one school. The school that will grant the degree is the student's "primary" school. All other schools are "secondary" schools. Students seeking a degree at another institution and attending courses at Los Angeles Trade-Technical College **must have approval from the degree granting institution** in order to certify the courses taken at Los Angeles Trade-Technical College. A **Parent School Letter Statement of Understanding** request form must be completed by the student **each semester**. The student **must** inform the Los Angeles Trade-Technical College-VA Office if changes have been made to their enrollment schedule or degree objective after completing the initial Parent School Letter Statement of Understanding. The Los Angeles Trade-Technical College-VA office **will not issue Parent School Letters without the receipt of an enrollment schedule**. The enrollment schedule must list all courses required for approval by the Parent School.

Students not seeking degrees at Los Angeles Trade-Technical College will not be certified for required courses until a Parent School Letter of approval is received from the degree granting institution.

Website Information

If you are interested in browsing the National VA Education Website, you may do so by using the following internet address: <http://www.gibill.va.gov/>.