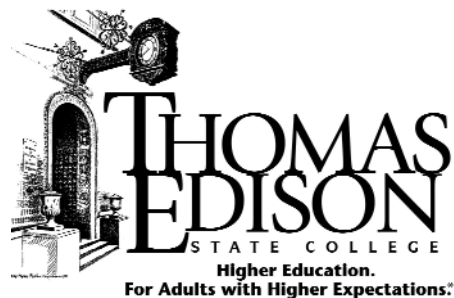
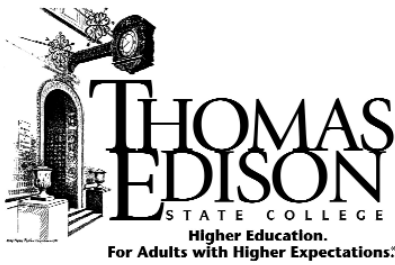


**THOMAS EDISON STATE COLLEGE**

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# **Procedure for Obtaining Veteran Benefits**





101 W. State St.  
Trenton, NJ 08608-1176  
www.tesc.edu

Dear Veteran,

Thank you for your inquiry concerning veterans' benefits. The attached material, "Procedure for Obtaining Veteran Benefits at Thomas Edison State College," explains how to obtain educational benefits from the U.S. Department of Veterans Affairs (VA).

To qualify for veterans' educational benefits, it is important to remember the following:

- You must be enrolled in the College and registered for Guided Study and/or online courses and/or courses at another college/university to qualify for VA benefits.
- The VA does not provide reimbursement for e-Pack<sup>®</sup> courses, PLA courses, TECEP<sup>®</sup> examinations or CLEP examinations.
- Before your claim can be processed, you must have approval (via your Academic Program Evaluation) from a Thomas Edison State College academic advisor for the courses you plan to take during a semester.
- Thomas Edison State College does not participate in the VA's Advanced Payment Program. You will be required to pay all fees out of pocket. The VA will reimburse you.

Please complete and forward the following (see instructions on page 2):

- **VA Form 22-1990** "Application for Education Benefits" (if you never used your VA educational benefits).

OR

- **VA Form 22-1995** "Request for Change of Place of Training" (if you used your VA educational benefits at another college/university).

AND

- The **Thomas Edison State College Veteran Educational Benefits Form (A or B)**. You must indicate the semester in which you will be taking the courses listed. It is recommended that you make multiple copies of these forms beforehand as you are required to submit these forms during each semester you are enrolled.

Please allow eight to 10 weeks for processing of initial claims. If you are a continuing student, plan on allowing three to four weeks for processing.

All enrollment certifications are submitted to the Veterans Administration 10 days after the start of the semester.

- **Information Sheet**

Also included in this information packet is the College's academic progress policy for veterans, as well as a VA educational assistance allowance schedule.

If you have any further questions or need assistance completing these forms, please call the Thomas Edison State College Office of Military and Veteran Education at 1(866) 446-1804 or (609) 281-5215.

We look forward to serving you.

Sincerely,

Louis Martini

Director of Military and Veteran Education

# PROCEDURE FOR OBTAINING VETERANS' EDUCATIONAL BENEFITS AT THOMAS EDISON STATE COLLEGE

## STEP 1

- **If you have not previously received veterans' education benefits**, you must establish your eligibility by completing VA Form 22-1990, "Application for Education Benefits."

OR

- If you have previously attended a college/university and received veterans' education benefits, it is necessary that you complete VA Form 22-1995, "Request for Change of Program or Place of Training."

For your convenience, you may complete both forms at [www.gibill.va.gov/education/education\\_forms.htm](http://www.gibill.va.gov/education/education_forms.htm). Only complete the form that applies to you. If you have any questions about your status, or concerns regarding eligibility, you may call the Veterans Administration at (800) 827-1000. Mail your completed form to:

**Buffalo Regional VA Office  
PO Box 4616  
Buffalo, NY 14240-4616  
ATTN: Education Unit**

- Forms A and/or B with Information Sheet should be sent to:

**Thomas Edison State College  
Office of Military & Veteran Education  
101 W. State Street  
Trenton, NJ 08608**

## STEP 2

Veteran benefits for enrolled Thomas Edison State College students apply to Guided Study and online courses at Thomas Edison State College and/or courses at other approved colleges/universities. You must be enrolled in one of these learning modes to be eligible for veteran benefits. You may call the Advisement Center at Thomas Edison State College for course approval after you have received an official evaluation of any previous college credits and are enrolled in the College. Certification will be sent to the VA after you have registered for your courses.

If you are taking courses at another college/university, the veteran education office at that school is responsible for completing and submitting the VA certification form concerning your enrollment. Before you can be certified, the college where you are attending classes will need a letter from Thomas Edison State College indicating that your courses apply to the degree program you are pursuing at Thomas Edison State College. The Thomas Edison State College Office of Financial Aid will send this letter once an academic advisor has approved your courses.

## STEP 3

The VA will send your benefits to you after receipt of your enrollment certification and your eligibility has been established.

## ESTABLISHING YOUR COURSE PLAN

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Please follow the procedure outlined below when notifying the Thomas Edison State College Office of Military and Veteran Education of the courses you plan to take during a particular semester.

- Veterans planning to take courses at another college/university should complete Form A.
- If you are taking Thomas Edison State College Guided Study or online courses, please complete Form B.
- Students who are taking Guided Study or online courses at Thomas Edison State College and are attending another college/university simultaneously should complete BOTH Forms A and B.

The appropriate form(s) must be completed each term and sent to the Office of Military and Veteran Education at Thomas Edison State College.

Since your academic progress must be monitored, it is necessary that you comply with the following requirements:

### ***Reporting Course Work From Outside Institutions***

If you are taking courses at another college/university, it is necessary that you notify that school and have them send an official transcript to the Office of the Registrar at Thomas Edison State College after each semester attended. Certification for subsequent courses will not be completed unless you have submitted your grades from the previous semester.

### ***Dropping or Withdrawing From a Course***

If you drop or withdraw from courses, you must notify the Veterans Administration (VA) and the Office of Military and Veteran Education at Thomas Edison State College and/or the veterans' coordinator at the college/university where courses were taken. The law prohibits payment of veterans' benefits for a course from which a student withdraws.

### ***Reimbursement of Tuition and Fees***

Tuition and fees for all courses must be paid at the time of registration. If you are eligible for educational benefits, the Veterans Administration (VA) will mail a check to you after the semester has begun.

### ***Academic Progress for Veterans at Thomas Edison State College***

To be eligible for benefits, the student must maintain a cumulative grade point average of at least 2.0 (C) to meet the minimum standard for satisfactory academic performance. In addition, the student must complete 66 percent of all courses attempted. Satisfactory academic progress will be monitored at the end of each academic year. If a student's cumulative average falls below 2.0 (C) or does not meet the 66 percent criteria, the student will not be maintaining satisfactory academic performance. Students will be notified in writing if they fail to comply with this policy.

There is also a maximum number of credit hours for which you can receive VA educational benefits. Sixty credits are required to earn an associate degree. The student may only attempt 90 credit hours toward an associate degree program. For a bachelor's degree program (120 credit hours required), the maximum attempted credit hours that may be accumulated is 180. All credit hours attempted, whether or not they are completed or passed, are counted toward the maximum amount allowed in the degree program. If you exceed the maximum number of credits attempted in a degree program, you will not be eligible for further benefits. This limit includes credits you have transferred in toward your degree program.

Students not making Satisfactory Academic Progress will be placed on probation for the next semester. Benefits will be processed for that semester to give the student an opportunity to regain satisfactory progress as determined by Thomas Edison State College policy.

# ESTABLISHING YOUR COURSE PLAN

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## **APPEALS**

Students who do not maintain satisfactory academic progress after the probation period will be denied additional benefits. If, because of mitigating circumstances, a student falls below the required standards, he/she may appeal by explaining the circumstance to the Appeals Committee within 30 days of notification concerning their below standard performance. All appeals should be in writing and forwarded to:

Financial Aid and Veteran Affairs Appeals Committee  
THOMAS EDISON STATE COLLEGE  
101 W. State St.  
Trenton, NJ 08608-1176

## **ACADEMIC STATUS FOR VETERANS**

### **STATUS BASED ON ENROLLMENT**

#### **ASSOCIATE OR BACHELOR'S DEGREE PROGRAM**

<b>CREDIT HOURS</b>	<b>CLASSIFICATION</b>
3	Less than half-time
6	Half-time status
9	Three-quarter time status
12	Full-time status

#### **GRADUATE DEGREE PROGRAM**

<b>CREDIT HOURS</b>	<b>CLASSIFICATION</b>
5	Half-time status
9 or more	Full-time status

Twelve or more credit hours of Guided Study, online and/or courses from another college/university during a semester constitutes full-time status for undergraduate degree-seeking students, and 9 credit hours is considered full time for graduate degree-seeking students.

Nine to 11 credits in Guided Study, online and/or courses from another college/university during a semester constitute three-quarter time status for undergraduate degree-seeking students.

Six to eight credits in Guided Study, online and/or courses from another college/university during a semester constitute half-time status for undergraduate degree-seeking students.

Five credits in Guided Study, online and/or courses from another college/university during a semester constitute half-time status for graduate degree-seeking students.

Less than 6 credits in Guided Study, online and/or courses from another college/university during a semester constitutes less than half-time status for undergraduate degree-seeking students.

### **CLASS STANDING FOR VETERANS**

Classification of Thomas Edison State College students as freshmen, sophomores, juniors or seniors for the purpose of certifying class standing:

<b>CREDIT HOURS</b>	<b>CLASSIFICATION</b>
0-27	Freshman
28-57	Sophomore
58-85	Junior
86-120	Senior

**THOMAS EDISON STATE COLLEGE  
VETERAN EDUCATIONAL BENEFITS  
FORM A**

Complete this form only if you are taking courses at ANOTHER college/university.  
You may make copies of this form for future semesters.

Please have all courses approved by your academic advisor at Thomas Edison State College.

\_\_\_\_\_ I am taking \_\_\_\_\_ I plan to take the following courses at:

\_\_\_\_\_  
NAME OF OTHER COLLEGE/UNIVERSITY

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Semester/Year	Course Code	Course Title	Credits

Please notify the veterans' coordinator at the above named college that the courses that I am taking apply to the degree program I am pursuing at Thomas Edison State College.

\_\_\_\_\_  
Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_

\_\_\_\_\_  
Social Security Number \_\_\_\_\_

\_\_\_\_\_  
VA File Number \_\_\_\_\_

\_\_\_\_\_  
VA Office Holding Your Records \_\_\_\_\_

Please return to:

Louis, Martini, Director, Office of Military and Veteran Education  
THOMAS EDISON STATE COLLEGE  
101 W. State St.  
Trenton, NJ 08608-1176





THOMAS EDISON STATE COLLEGE  
VETERAN EDUCATIONAL BENEFIT  
FORM B

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Complete this form if you are taking Thomas Edison State College Guided Study or online courses.  
You may make copies of this form for future semesters.

\_\_\_\_\_  
Name (Please Print) Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
VA File Number

\_\_\_\_\_  
VA Office Holding Your Records

Please check one of the following:

\_\_\_\_\_ I am registered for courses at Thomas Edison State College.

\_\_\_\_\_ I plan to register for the following Guided Study or online course(s) at Thomas Edison State College:

Semester/Year	Course Code	Course Title	Credits

Please return to:

Louis Martini, Director, Office of Military and Veteran Education  
THOMAS EDISON STATE COLLEGE  
101 W. State St.  
Trenton, NJ 08608-1176



THOMAS EDISON STATE COLLEGE  
VETERAN EDUCATIONAL BENEFITS  
INFORMATION SHEET

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\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
ID#

Place a check mark next to the educational benefits program that applies to you.

\_\_\_\_\_ Montgomery GI Bill (Chapter 30).

\_\_\_\_\_ Select Reserve Educational Assistance Program (Chapter 1606 or 1607).

\_\_\_\_\_ VEAP - Post-Vietnam Era Veterans' Educational Assistance Program (Chapter 32).

\_\_\_\_\_ Vocational Rehabilitation for Disabled Veterans (Chapter 31).

\_\_\_\_\_ Survivors & Dependents Educational Assistance (Chapter 35).

\_\_\_\_\_ Other (Please state)

Will you apply for Financial Aid? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you now on active duty in the armed forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you use Tuition Assistance (comedy cert)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you an active duty reservist? \_\_\_\_\_ Yes \_\_\_\_\_ No

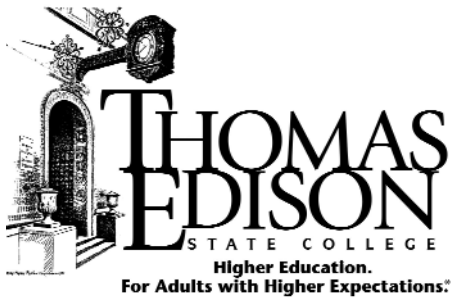
Have you received veterans' educational benefits while attending another college? \_\_\_\_\_ Yes \_\_\_\_\_ No

VA regional office having your records \_\_\_\_\_

VA file number \_\_\_\_\_

Return this form, along with Forms A or B to:

Louis Martini, Director, Office of Military and Veteran Education  
THOMAS EDISON STATE COLLEGE  
101 W. State St.  
Trenton, NJ 08608-1176



101 W. State St.  
Trenton, NJ 08608-1176  
(888) 442-8372  
[www.tesc.edu](http://www.tesc.edu)