



PATRICK S. MASSARO, II

*Military & Veterans Student Services Coordinator*

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## **Frequently Asked Questions**

### **1) How do I apply for the Post 9/11 GI Bill?**

**\* If you have never applied before:**

Go to: [www.gibill.va.gov](http://www.gibill.va.gov)

Click on “APPLY FOR BENEFITS”

Read the instructions carefully

Click on “I am a new VONAPP user”

Follow instructions

You will receive in the mail a Certificate of Eligibility (COE). This process may take a couple of weeks. You **MUST** supply a copy of the certificate to your certifying official. (Patrick Massaro, 315-386-7838, [massarop@canton.edu](mailto:massarop@canton.edu))

DEPENDENTS: if a family member has been approved and already transferred benefits to you under Chapter 33 (Post 9/11 GI Bill), you will follow the same instructions above, using **YOUR** social security number. For more information on the transfer of benefit process please follow this link (<https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/>)

**\* If you have used your benefits at another school:**

- If you're a Veteran you **MUST** fill out VA Form 22-1995 (Change of Place/Training)

- If you're a Dependent you **MUST** fill out VA Form 22-5495 (Change of Place/Training)

### **2) Once I supply my Certificate of Eligibility to the certifying official what happens?**

The certifying official will provide you with a Veterans Certification Request Form. This form must be filled out and returned to the certifying official prior to every semester.

Your benefits **WILL NOT** be certified unless this form is completed. To gain access to this form please follow this link:

[http://www.canton.edu/fin\\_aid/pdf/Veterans\\_Certification\\_Request.pdf](http://www.canton.edu/fin_aid/pdf/Veterans_Certification_Request.pdf)



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### **3) What are my responsibilities while utilizing VA benefits?**

You must notify your certifying official if you:

- make any changes to your name, address, or phone number
- make any changes to your schedule, drop/add a class, change from on campus to online, or withdraw from school
- change your degree plan/program
- are notified by the VA about a change in your benefits, exhaust your benefits, or receive a **DEBT** letter from the VA

### **4) What are the rules and restrictions associated with the BAH (housing allowance)?**

The VA requirements to receive the housing allowance are:

- You must take at least 7 credit hours as an undergraduate to receive BAH. Students taking fewer credits will not be eligible for the monthly housing allowance.
- You must take at least 12 credit hours as an undergraduate to receive the full amount of BAH available to you.
- You must take at least one (1) class in a traditional classroom setting to receive the full benefit.
- If you take all online classes, you will receive 50% of the national average BAH (\$988), depending on your rate of pursuit and your benefit percentage.
- Students on active duty do not receive a BAH as a part of their educational benefit.

### **5) What are the rules and restrictions associated with the book stipend?**

The VA requirements to receive the book stipend are:

- You can receive up to \$1,000 or 24 credit hours' worth of funding for books.
- The VA book stipend is paid on a per credit hour basis and is subject to benefit tier percentages. For example: 100% = \$1,000, 90% = \$900, 80% = \$800, etc)
- The book stipend is paid directly to the student.



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## 6) Drop/Withdrawal Questions

### **Drop a class:**

If you drop a class **AFTER** the drop/add period (One week after the start of school), you may be liable for a portion of the tuition. Please refer to the withdrawal liability webpage ([https://www.canton.edu/student\\_accounts/liability.html](https://www.canton.edu/student_accounts/liability.html)) for further information.

\* VA may pay the full amount if there are mitigating circumstances\*  
*“Mitigating circumstances: Students in auto accident, hospitalization, death in family, serious illness, change in employment, etc.*

If you drop a class at the Registrar’s office due to mitigating circumstances, you **MUST** notify the schools certifying official so that it can be reported to the VA. When mitigating circumstances are reported, the VA will contact the student. The student **MUST** submit evidence of the mitigating circumstances to the VA.

### **Withdrawal and refunding the VA:**

The student is responsible for paying back a debt to the VA if...

- The student withdrew after the first day of the term
- The student dropped a class before or during the term

If you withdraw from school or drop a class after the drop/add period, the school will determine your incurred charges and charge your student account appropriately.

- If there is a credit it will be refunded to the student because the VA will request the funds from the student.
- The credit might not be the same amount the VA is requesting from the student, depending on the charges incurred at the school.

**\*The VA might also request back all BAH and Book stipends\***



## MILITARY & VETERANS STUDENT SERVICES

State University of New York • 34 Cornell Dr. • Canton, NY 13617-1096 • [www.canton.edu](http://www.canton.edu)

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### **7) Do you accept military credits? If so, how do I get them evaluated?**

Yes, SUNY Canton does accept military credits that have been evaluated by the American Council of Education (ACE).

To have your military service evaluated by SUNY Canton you must request a copy of your Joint Service Transcript (JST) or Community College of the Air Force Transcript (CCAF) be sent to our admissions office. You can request a copy of your JST by utilizing the websites below:

- 1) <https://jst.doded.mil/official.html>
- 2) <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

Once your transcript is received, our transfer credit coordinator will evaluate it and all applicable credit will be applied toward your degree plan.