



VETERANS PACKET

VETERANS SERVICES CENTER

The Veterans Services Center staff at Mt. San Antonio College (Mt. SAC) welcomes you! We are eager to assist you as you continue your educational journey with us and hope that your time at Mt. SAC will be a rewarding experience. Should you have any questions or need assistance, please do not hesitate to contact our office so that we may assist you.

Phone: (909) 274-4520
Fax: (909) 274-2991
Email: veterans@mtsac.edu
Website: <http://www.mtsac.edu/veterans>
Hours*: 8:00 am – 7:00 pm Monday – Thursday
8:00 am – 4:30 pm Fridays

**Winter and Summer semester hours may vary.*

The Veterans Services Center has prepared the following packet which outlines the procedures and processes that will enable you to successfully obtain your eligible benefits while on campus. The packet includes:

- Benefit Check-list
- How to Get Started: Steps 1-10
- Submitting your Request for Benefits Packet
- Submitting your Request for Priority Registration
- Veterans Resource Center Flyer
- Counseling and Health Resources
- DSP&S Services Information
- Board of Governors Fee Waiver Application
- Veterans Services Required Forms

MEET THE STAFF

The Veterans Services Center staff is housed within the Department of Financial Aid and is located in the Student Services Center, second floor. The full-time staff consists of the Director of Financial Aid, Chau Dao, Supervisor Desiree Marquez, Financial Aid Specialist/Certifying Official Jazmin Vargas, and Student Services Program Specialist – Veterans, Lorenzo Harmon III, GySgt., USMC, Ret.

The staff also includes student Veterans who hold the position of Student Assistant. The staff provides assistance to Veterans and/or dependents, aids in the coordination of programs for Veterans, and assists in the daily functions of the Veterans Services Center and the Veterans Resource Center.

STUDENT VETERANS BENEFIT CHECK-LIST

In order to ensure the timely delivery of your eligible benefits, follow the check-list below to ensure you have completed all required steps (see the "HOW TO GET STARTED" section for more details) in order to receive benefits at Mt. SAC:

Check-list for Student Veterans NEW to Mt. SAC:

- I have applied for Financial Aid for the current academic year
- I have completed a Mt. SAC Admissions Application
- I have applied for VA Benefits via the VONAPP website
- I have completed an intake appointment with an Educational Counselor
- I have submitted a *VA Control Card* and an *Evaluation Request* form, along with my official sealed transcripts, including foreign and military transcripts, to the office of Admissions for evaluation from all previous institutions/post-secondary schools I have attended
- I have received notification from the office of Admissions that ALL my transcripts from previous institutions I have attended have been evaluated (yellow copy of "Transcript Evaluation" form has been received)
- I have attended Mt. SAC's mandatory orientation for new students
- I have taken the required Assessment tests at the Mt. SAC Assessment Center
- I have completed an Educational Plan (Educational Plans MUST be complete). NOTE: An appointment to complete an Educational Plan WILL NOT be made unless all transcripts have been submitted to, received **and** evaluated by the Mt. SAC Admissions and Records Office. Complete an appointment request form before visiting the Counseling Department to make an appointment.)
- I have registered for classes
- I have submitted a complete "Request for Benefits" packet to the Veterans Services Center counter
A complete packet consists of the following:
 - Request for Active Educational Benefits Form
 - Educational Plan
 - Student Schedule/Receipt
 - Certificate of Eligibility
 - Statement of Obligation & Responsibilities Form
 - DD-214 Member-4 or Service-2 Form (Veterans only)

Veterans/Dependents who have never attended Mt. SAC but who have applied for benefits at another institution must also submit the following as a part of their complete packet:

- VA form 22-1995 (Veteran or Reservist changing place of training)
- VA form 22-5495 (Dependent changing place of training)
- DD2384 (Notice of Basic Eligibility-NOBE, Reservist only)

HOW TO GET STARTED

In order to ensure the timely delivery of your eligible benefits, please closely follow the procedures listed below in order prepare for the submission of your "Request for Benefits" packet to the Veterans Services Center:

STEP ONE:

Apply for Financial Aid.*

- If you have not done so already, apply for a Personal Identification Number (PIN) by visiting www.pin.ed.gov so that you can complete the online version of the Free Application for Federal Student Aid (FAFSA).
- Complete the FAFSA at <http://www.fafsa.gov/> using Mt. SAC's school code **001245**.
- For assistance in completing your FAFSA application, contact the Mt. SAC Financial Aid Office at (909) 274-4450. To check your status, visit your my.mtsac student portal at <https://myportal.mtsac.edu/cp/home/displaylogin>.
- For students who have had a change of income from the required reporting year, please contact or visit the Financial Aid Office for information on how your financial need may be re-evaluated based on the reduction of income.
- One-on-one FAFSA application assistance is available at the Veterans Resource Center, pending staff availability. Contact the VRC at (909) 274-6529 for drop-in hours.

*Veterans and/or dependents receiving veteran's education benefits are highly encouraged to also apply for financial aid. A common misperception is that students may not receive both financial aid and VA Benefits – this is **NOT** true.

STEP TWO:

Complete an Admissions application.

- Complete and file an Admissions application on-line at: <http://www.cccapply.org/>.
- If English and Math courses have been completed, submit unofficial transcripts to Admissions & Records in the Student Services Center. Should you have any questions about the Admissions process, please contact the Admissions Office at (909) 274-4415 or visit them on-line at: <http://www.mtsac.edu/students/admissions/>.

STEP THREE:

Apply for VA Benefits.

- To file for education benefits with the VA, veterans, service members, reservists, and spouses/dependents of a "service connected" disabled or deceased veteran may use the eBenefits website and complete the Veterans On-Line Application (VONAPP) at: <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal> to file a claim.
- After completing the VONAPP you will receive a "Certificate of Eligibility" letter in the mail from the Department of Veterans Affairs, which you must submit to Mt. SAC's Veterans Services Center as part of a completed packet.

STEP FOUR:

Complete an intake appointment with a Counselor.

- Make an intake appointment with an Educational Counselor in the Counseling Department by calling (909) 274-4380.
- When calling the Counseling Department, identify yourself as a Veteran.

STEP FIVE:

Submit Your Discharge Letter (DD Form 214). (Veterans Only)

- Submit your Discharge letter (DD Form 214) to the Veterans Services Center in order to request priority registration, if eligible.
- Submit the Member-4 or Service-2 copy of your DD Form 214.
- DD Form 2384 (Notice of Basic Eligibility-NOBE for Non-Activated Reservist is acceptable).

*Only Veterans receive consideration for priority registration, dependents are not eligible.

STEP SIX:**Submit ALL official transcripts and an evaluation request to the Admissions Office.**

(NOTE: An appointment to complete an Educational Plan WILL NOT be made unless all transcripts have been submitted, received **and** evaluated. Once received, it may take up to 3 weeks for transcripts to be evaluated – it is your responsibility to plan accordingly.)

- When sealed official transcripts are received, please stop by the Veterans Services Center to pick up a **VA Control Card**. You will then take the VA Control Card, an Evaluation Request Form (available at the Admissions & Records Office), and transcripts to Admissions & Records for evaluation in the Student Services building, 9B, first floor.
- **Include** all foreign and military transcripts as they are required by the VA. For links to military transcript request sites, visit: <http://www.mtsac.edu/veterans/forms.html>

STEP SEVEN:**Attend Mt. SAC's mandatory orientation for new students.**

- VA students should make an appointment for orientation after applying for admission.
- **Orientation must be completed prior to registering.**
- You may call the Counseling Department at (909) 274-4380 to schedule an orientation. Request to attend the Student Veteran Orientation, if available.
- Note: If you have a medical condition, injury or disability that might affect your education and need services, please contact Disabled Student Programs & Services at (909) 274-4290 or visit <http://www.mtsac.edu/students/dsps/>.

STEP EIGHT:**Take your Assessment tests.**

- VA students who are new to Mt. SAC must* take the Assessment of Written English (AWE) and Degrees of Reading Power (DRP) test for their English and Reading placement. Students wishing to take math should take a math placement test.
- English and Math tests taken at the Mt. SAC Assessment Center will be accepted if taken within the last two years.
- To make an appointment for testing, call (909) 274-4265 or online at <http://www.mtsac.edu/students/assessment/>.

*Placement tests are not required if your goal is to obtain a certificate, however – they are required to be considered for priority registration.

STOP – Read before proceeding to step #9:

In order to complete an educational plan, you **MUST** confirm that **ALL** transcripts from previously attended institutions (if applicable) have been submitted to and evaluated by the Mt. SAC Admissions and Records Office. Confirmation is sent via the USPS (yellow copy of the "Transcript Evaluation" form).

STEP NINE:**Complete an Educational Plan (Ed Plan).**

- Complete a full Educational Plan before registering for your first semester. When contacting the Counseling Department, identify yourself as a Veteran.
- Make an appointment by visiting the Counseling Department and submitting a "Request for Counseling/Advising Appointment" form (<http://www.mtsac.edu/veterans/forms.html>). Appointments should be made 10 days - 2 weeks in advance of registration and only after you have confirmed that ALL transcripts from previously attended institutions have been received and evaluated.

STEP TEN:**Register for classes.**

- You will receive your permit to register and date of registration via the email that you supplied on your <http://www.cccapply.org> application.
- Register online via your my.mtsac portal (<https://myportal.mtsac.edu>).
- Registration is under the **Student** tab on your portal (Self-Service link #4).

SUBMITTING YOUR REQUEST FOR BENEFITS “VETERANS PACKET”

The following paperwork must be submitted to the Veterans Services Center in order for your request for eligible benefits to be processed:

- Request for Active Educational Benefits Form
- Educational Plan
- Student Schedule/Receipt (#11 on your Student Tab via the my.mtsac portal)
- Certificate of Eligibility
- Statement of Obligation & Responsibilities Form
- DD-214 Member-4 or Service-2 Form (Veterans only)

Veterans/Dependents who have never attended Mt. SAC but who have applied for benefits at another institution must also submit the following as a part of their complete packet:

- VA form 22-1995 (Veteran or Reservist changing place of training)
- VA form 22-5495 (Dependent changing place of training)
- DD2384 (Notice of Basic Eligibility-NOBE) (Reservists only)

Check-list for student Veterans CONTINUING at Mt. SAC:

- I have applied for Financial Aid for the current academic year.
- I have a completed Educational Plan on file with the Veterans Services Center.
- I have registered for the current semester and my currently registered courses are listed on the Educational Plan on file with the Veterans Services Center.
- I have submitted a complete semester packet to the Veterans Services Center. A complete semester packet consists of the following:
 - Request for Active Educational Benefits Form
 - Student Schedule/Receipt

Forms

Visit our website (<http://www.mtsac.edu/veterans>) to download/access required forms (most forms are editable online, just fill out and print) OR visit the Veterans Services Center counter to pick up hard copies.

SUBMITTING YOUR REQUEST FOR PRIORITY REGISTRATION

The California Community Colleges Board of Governors approved changes that established system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to provide incentives to students who make progress toward their educational goals. These changes impacted priority registration beginning in the fall 2014. Students who are active-duty military, veterans, and/or reservists will be considered for priority registration if they meet the following requirements:

- Submit a DD-214 Member-4 or Service-2 Form, or current Military ID, to the Veterans Services Center;
- Complete Orientation;
- Take Assessment Tests;
- Have an Educational Plan on file;
- Maintain Satisfactory Academic Progress (including maintaining at least a cumulative 2.0 GPA); and
- Have not exceeded 100 units.

*NOTE: You must request priority registration at the Veteran Services Center prior to registration for the next academic term. This policy pertains to all veterans, active duty service members, reservists, and the National Guard, being that they meet the above conditions. Veteran dependents do not fall under this policy.

MT. SAC VETERANS RESOURCE CENTER

Serving those who have served...

ABOUT THE VETERANS RESOURCE CENTER (VRC)

In 2010 Mt. SAC was selected by the California Community College Chancellor's Office as a pilot site for the Veterans Resource Center (VRC) project. The VRC project established an innovative, collaborative effort to ease the transition for our student Veterans as they navigate our community college system. Today Mt. SAC continues to demonstrate both its motivation to meet the needs of Student Veterans and an ability to marshal resources to meet those needs through the VRC.

VRC SERVICES

- Student Veterans Lounge
- Student Veteran computer stations
- Student Veteran Book Loan/Reserve Program
- One-on-one FAFSA/scholarship assistance
- DSP&S Instructional Specialist
- Educational/Career Counseling
- One-on-one VA Educational Benefits assistance
- On and off-campus service referrals

2015 SPECIALIZED DROP-IN HOURS*

Educational/Career Counseling

Every Tuesday, 8:00 am - 4:00 pm

Department of Veterans Affairs – Readjustment Counseling

Every other Tuesday, 9:30 am – 2:00 pm

Department of Veterans Affairs – Vet Success on Campus (VSOC) Counselor

Every Tuesday and Wednesdays, 9:00 am – 6:00 pm

Financial Aid/Scholarship Advising

Every Thursday, 10:00 am – 12:00 pm

DSP&S Instructional Specialist

Every Tuesday and Wednesday, 4:00 pm – 5:00 pm

HOURS*

Monday - Thursday
7:00 am - 7:00 pm

Fridays
9:00 am - 4:00 pm

LOCATION

Building 16-C,
Miracle Mile

CONTACT US

(909) 274-6529
veterans@mtsac.edu



WWW.MTSAC.EDU/VETERANS

* The VRC is closed when classes are not in session and/or campus is not open. Summer hours vary. Hours are subject to change.
Revised 5/2015



Mt. San Antonio College
Deployment to Employment: Serving Those Who Have Served
Health and Counseling Resources

ON CAMPUS - Student Health Services, Bldg 67B 909-274-4400

Medical Services

The mission of Student Health Services is to treat minor, temporary conditions that require short-term care, thus enabling students to continue academic programs with minimal interruptions. Services include medical evaluation, diagnosis and treatment of illnesses and injuries, women's health exams, family planning (pregnancy testing, low cost condoms, birth control pills, sexual health classes, etc.), laboratory services, immunizations, TB skin testing, and chiropractic services. These services are provided by physicians, nurse practitioners, registered nurses, and chiropractic doctors and interns.

Personal Counseling

Available personal counseling services include crisis intervention and immediate counseling for psychological emergencies, and short term psychotherapy for interpersonal problems. Referrals to community agencies are available if needs cannot be met by short-term counseling.

Lending Library - We have a growing selection of self-help books available. Book titles are aimed at addressing interpersonal problems, life transitions, grief and loss, and improving relationships, depressive/anxiety symptoms.

OFF CAMPUS

VA Loma Linda Healthcare System <http://www.lomalinda.va.gov>

The Medical Center provides a wide variety of services through inpatient, outpatient and home care programs. Special Programs include: Alcohol and drug treatment, PTSD clinic, Sleep disorder clinic, Women's trauma recovery program, Women Veterans' health program, and other medical and behavioral programs.

11201 Benton Street

Loma Linda, CA 92357

909-825-7084 or 800-741-8387

VA Clinics (*a community-based clinic under VA Loma Linda Healthcare System*)

The clinic operates like a local doctor's office where patients are seen by scheduled appointments. Services include primary care, behavioral health services such as individual, group and family counseling, and other programs. Emergency services are not available.

VA Corona Clinic

800 Magnolia Ave., #101

Corona, CA 92879

951-817-8820

VA Rancho Cucamonga Clinic

8599 Haven Ave., #102

Rancho Cucamonga, CA 91730

909-946-5348

VA Long Beach Healthcare System <http://www.longbeach.va.gov>

Comprehensive health care is provided through primary care, tertiary care, and long-term care in the areas of medicine, surgery, psychiatry, physical medicine and rehabilitation, neurology, oncology, dentistry, spinal cord injury, geriatrics, and extended care.

5901 East 7th Street
Long Beach, CA 90822
562-826-8000 or 888-769-8387

The following are community-based clinics under VA Long Beach Healthcare System:

Anaheim Veterans Medical Clinic

2569 W. Woodland Dr.
Anaheim, CA 92801
714-763-5300

Santa Ana Veterans Medical Clinic

1506 Brookhollow Dr.
Santa Ana, CA 92705
714-439-4600

Whittier/Santa Fe Springs Veterans Medical Clinic

10210 Orr & Day Road
Santa Fe Springs, CA 90670
562-466-6080

Vet Center Programs 1-877-927-8387 www.vetcenter.va.gov

Free readjustment counseling and outreach services to veterans who served in any combat zone (bereavement, military sexual trauma counseling).

San Bernardino Vet Center

155 W. Hospitality Lane Ste. #140
San Bernardino, CA 92408
909-890-0797

Corona Vet Center

800 Magnolia Ave. Ste. #110
Corona, CA 92879
951-734-0525

East Los Angeles Vet Center

5400 E. Olympic Blvd. Ste. #140
Commerce, CA 90022
323-728-9966

Orange County Vet Center

12453 Lewis St. Ste. 101
Garden Grove, CA 92840
714-776-0161

Veterans Health Administration www.va.gov/health/

Website offers tools and information to help connect Veterans with the health support services they may need.

Veterans Affairs Mental Health www.mentalhealth.va.gov

Website offers a variety of links and information related to mental health concerns.

After Deployment <http://afterdeployment.dcoe.mil/>

A wellness resource for the military community.

Student Veterans of America <http://www.studentveterans.org>

Student Veterans of America is a coalition of student veterans groups from college campuses to provide resources, support, and advocacy to succeed in higher education and beyond graduation.

Military OneSource 1-800-342-9647 www.militaryonesource.mil

Military OneSource is a confidential Department of Defense-funded program providing comprehensive information on every aspect of military life at no cost to active duty, National Guard, and reserve members, and their families. Information includes, but is not limited to, deployment, reunion, relationships, grief, spouse employment and education, parenting and childhood services. It is a virtual extension to installation services.

Veterans Affairs – Returning Service Members www.oefoif.va.gov

VA benefits available for OEF/OIF/OND combat Veterans.

1-877-222-8387 Health Care

1-800-827-1000 Benefits

Veterans Crisis Line www.veteranscrisisline.net/

Connects Veterans in crisis and their families and friends with qualified, caring Department of Veterans Affairs responders through a confidential toll-free hotline, online chat, or text, available 24/7.

1-800-273-8255 Press 1

Chat Online by visiting the website

Text 838255



DSP&S VETERANS SERVICES

Services for Injured Veterans

Student Veterans, especially those who served in combat zones, can experience a variety of difficulties when attending college due to injuries suffered during their service. Veterans may experience problems accessing and participating fully in their education due to several “signature” injuries: **Traumatic Brain Injury (TBI), Post-traumatic Stress Disorder (PTSD), and Hearing Loss.**

Traumatic Brain Injury (TBI):

A traumatic brain injury involves injury to the brain as the result of trauma, and can result in loss of some previously learned skills or knowledge, and create difficulties with new learning. There can be physical, sensory, cognitive, language, behavioral and/or emotional changes as a result of the injury.

EDUCATIONAL LIMITATIONS:

Injuries to the brain can result in a wide variety of types and severities of limitations including, but not limited to the following:

- Reduced attention skills, including increased distractibility, which may interfere with learning and performance on tests
- Reduced memory skills, especially for new information
- Slower retrieval of learned information
- Slowed or reduced ability to form abstract concepts, or to express those concepts in words
- Cognitive difficulty may cause more rapid fatigue than expected in tests
- Sensory difficulties may interfere with hearing and/or visual perception

POTENTIAL ACCOMMODATIONS:

- Notetaker or audio taping of lectures
- Preferential seating
- Alternate media or reader
- Extended time for exams
- Distraction-reduced exam area
- Breaks during exams

Hearing Loss:

Hearing loss may range from complete deafness to a slight loss in a few frequencies and may include tinnitus.

EDUCATIONAL LIMITATIONS:

- Difficulty hearing lectures, group discussions, or student questions in a classroom setting
- Difficulty taking notes while trying to listen
- Difficulty hearing audio in media presentations
- May misunderstand auditory information without realizing the error

POTENTIAL ACCOMMODATIONS:

- Preferential seating
- Notetaker for class lectures
- Assistive listening device (e.g., P.F.M.)

Post-Traumatic Stress Disorder (PTSD):

Post-Traumatic Stress Disorder (PTSD) is an anxiety disorder that can develop after exposure to a terrifying event in which grave physical harm occurred or was threatened. Symptoms may include: frightening thoughts/memories, sleep problems, feeling detached, being easily startled.

EDUCATIONAL LIMITATIONS:

- Difficulty processing lectures and taking notes simultaneously in the classroom
- Difficulty taking tests in standard conditions
- Difficulty concentrating and staying focused
- Low tolerance for stressful situations
- Difficulty managing emotions in anxiety-producing or novel situations

POTENTIAL ACCOMMODATIONS:

- Extended time for exams
- Distraction reduced exam area
- Preferential Seating

DSP&S is located in the Student Services Building (9B), lower level closest to the west entrance. You may contact us at (909) 274-4290 (Voice) or (866) 954-4765 (Video Phone for American Sign Language users).

California Community Colleges 2015-16 Board of Governors Fee Waiver Application

This is an application to have your **ENROLLMENT FEES WAIVED**. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) or the California Dream Application (for eligible AB 540 students)** immediately. The **FAFSA** is available at www.fafsa.gov and the **Dream Application** is available at <https://dream.csac.ca.gov/>. Contact the Financial Aid Office for more information.

IMPLEMENTATION OF Assembly Bill 1899: Victims of Trafficking, Domestic Violence and other Serious Crimes

AB 1899, chaptered in September of 2012, provides for a non-resident enrollment fee exemption for "Victims of trafficking, domestic violence and other serious crimes". In addition, the legislation allows these students to apply for and, if eligible, receive financial aid from programs administered by public postsecondary institutions or the state of California. Finally, the legislation provides that enrollment fees shall be waived for these students who apply for and are eligible to receive Board of Governor enrollment fee waivers.

*This **FEE WAIVER** application is for California residents, eligible AB 540 students, and eligible AB 1899 students, as determined by the Admissions or Registrar's Office. If you have not had your California residency or eligibility status determined by the Admissions or the Registrar, please see one of those offices to obtain the valid determination. Fee waiver eligibility cannot be determined until your status has been verified.*

Has the Admissions or Registrar's Office determined that you are a California resident? Yes No

If no, has the Admissions or Registrar's Office determined that you are eligible for a non-resident tuition exemption as an AB 540 student? Yes No

If no, has the Admissions or Registrar's Office determined that you are eligible for a non-resident tuition exemption granted as a result of you residing in the United States with a "T" or "U" visa (immigration status under Section 1101(a)(15)(T)(i) or (ii), or Section 1101(a)(15)(U)(i) or (ii), of Title 8 of the United States Code)? Yes No

Name: _____ Student ID # _____
Last First Middle Initial

Email (if available): _____ Telephone Number: (____) _____

Home Address: _____ Date of Birth: ____/____/____
Street City Zip Code

IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If **you** are in a Registered Domestic Partnership (RDP), or legal same sex marriage, you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, or legal same sex marriage, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

Note: These provisions apply to state student financial aid **ONLY**, and not to federal student financial aid.

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code? (Answer "Yes" if you or your parent are separated from a Registered Domestic Partner but have **NOT FILED** a Notice of Termination of Domestic Partnership with the California Secretary of State's Office.) Yes No

If you answered "Yes" to the question above, treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner's income and household information or your parent's domestic partner's income and household information in Questions 4, 11, 12, 13, 14, 15, 16, 17.

Student Marital Status

Single Married Divorced Separated Widowed Registered Domestic Partnership

DEPENDENCY STATUS

The questions below will determine whether you are considered a Dependent student or Independent student for fee waiver eligibility and whether parental information is needed. If you answer "Yes" to **ANY** of the questions 1-10 below, you will be considered an **INDEPENDENT** student. If you answer "No" to all questions, you will be considered a Dependent student thereby reporting parental information and should continue with Question 11.

1. Were you born before January 1, 1992? Yes No
2. As of today, are you married or in a Registered Domestic Partnership (RDP)? (Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership.) Yes No
3. Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training? Yes No
4. Do you have children who will receive more than half of their support from you between July 1, 2015 - June 30, 2016, or other dependents who live with you (other than your children or spouse/RDP) who receive more than half of their support from you, now and through June 30, 2016 Yes No
5. At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court? Yes No
6. Are you or were you an emancipated minor as determined by a court in your state of legal residence? Yes No
7. Are you or were you in legal guardianship as determined by a court in your state of legal residence? Yes No
8. At any time on or after July 1, 2014, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless Yes No
9. At any time on or after July 1, 2014, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless? Yes No
10. At any time on or after July 1, 2014, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? Yes No

- If you answered "Yes" to any of the questions 1 - 10, you are considered an **INDEPENDENT** student for enrollment fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #13.

- If you answered "No" to all questions 1 - 10, complete the following questions:

11. If your parent(s) or his/her RDP filed or will file a 2014 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents? Will Not File Yes No
12. Do you live with one or both of your parent(s) and/or his/her RDP? Yes No

- If you answered "No" to questions 1 - 10 and "Yes" to either question 11 or 12, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a **DEPENDENT** student in the sections that follow.

- If you answered "No" or "Parent(s) will not file" to question 11, and "No" to question 12, you are a dependent student for all student aid except this enrollment fee waiver. You may answer questions as an **INDEPENDENT** student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s)' information.

13. Are you (the student **ONLY**) currently receiving monthly cash assistance for yourself or any dependents from:
- TANF/CalWORKs? Yes No
- SSI/SSP (Supplemental Security Income/State Supplemental Program)? Yes No
- General Assistance? Yes No
14. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income? Yes No

If you answered "Yes" to question 13 or 14 you are eligible for an ENROLLMENT FEE WAIVER. Sign the Certification at the end of this form. You are required to show current proof of benefits. Submit application and documentation to the financial aid office.

METHOD B ENROLLMENT FEE WAIVER

15. **DEPENDENT STUDENT:** How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2016.) _____
16. **INDEPENDENT STUDENT:** How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2016.) _____
17. **2014 Income Information**

(Dependent students should not include their income information for Q 17 a and b below.)

	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME ONLY	INDEPENDENT STUDENT: STUDENT (& SPOUSE'S/ RDP) INCOME
a. Adjusted Gross Income (If 2014 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).	\$ _____	\$ _____
b. All other income (Include ALL money received in 2014 that is not included in line (a) above (such as disability, child support, military living allowance, Workman's Compensation, untaxed pensions).	\$ _____	\$ _____
TOTAL Income for 2014 (Sum of a + b)	\$ _____	\$ _____

The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B. Submit application and documentation to the financial aid office.

If you do not qualify using Method A or Method B, you should file a FAFSA (for U.S. citizens or eligible non-citizens) or the California Dream Application (for undocumented AB 540 students). *The FAFSA is available at www.fafsa.gov and the Dream Application is available at <https://dream.csac.ca.gov/>. Contact the Financial Aid Office for more information.*

SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS

18. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver? Submit certification. Yes No
19. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver? Submit certification. Yes No
20. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient? Submit documentation from the Department of Veterans Affairs. Yes No
21. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack? Submit documentation from the CA Victim Compensation and Government Claims Board. Yes No
22. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty? Submit documentation from the public agency employer of record. Yes No

- If you answered "Yes" to any of the questions from 18-22, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Submit application and documentation to the financial aid office. Contact the Financial Aid Office if you have questions.

CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2014 U.S. Income Tax Return(s). I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

I understand the following information (please check each box):

- Federal and state financial aid programs are available to help with college costs (including enrollment fees, books & supplies, transportation and room and board expenses). By completing the FAFSA or the California Dream Application, additional financial assistance may be available in the form of Cal Grants, Pell and other grants, work study and other aid.
- I may apply for and receive financial assistance if I am enrolled, either full time or part time, in an eligible program of study (certificate, associate degree or transfer).
- Financial aid program information and application assistance is available in the college financial aid office.

Applicant's Signature _____

Date _____

Parent Signature (Dependent Students Only) _____

Date _____

CALIFORNIA INFORMATION PRIVACY ACT

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor's Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor's Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

FOR OFFICE USE ONLY

<input type="checkbox"/> BOGFW-A <input type="checkbox"/> TANF/CalWORKs <input type="checkbox"/> GA <input type="checkbox"/> SSI/SSP	<input type="checkbox"/> BOGFW-B _____ <input type="checkbox"/> BOGFW-C	<input type="checkbox"/> Special Classification <input type="checkbox"/> Veteran <input type="checkbox"/> Medal of Honor <input type="checkbox"/> Dep. of deceased law enforcement/fire personnel	<input type="checkbox"/> National Guard Dependent <input type="checkbox"/> 9/11 Dependent	RDP <input type="checkbox"/> Student <input type="checkbox"/> Parent	<input type="checkbox"/> Student is not eligible
---	---	--	---	--	--

Comments: _____

Certified by: _____ Date: _____



Veteran's Request for Active Educational Benefits

This form, along with each term's receipt, MUST be submitted **EVERY** semester.

NAME: _____

MAJOR: _____

ADDRESS: _____

LAST FOUR OF VA File#: XXX-XX-_____

CITY: _____ ZIP: _____

MT. SAC ID: A_____

TELEPHONE: _____

DATE OF BIRTH: _____

MT. SAC EMAIL: _____@student.mtsac.edu

PERSONAL EMAIL: _____

LIST ALL COLLEGES PREVIOUSLY ATTENDED (Include year and location):

- 1. _____ 3. _____
- 2. _____ 4. _____

I VERIFY THAT ALL PRIOR TRANSCRIPTS FROM PREVIOUSLY ATTENDED INSTITUTIONS HAVE BEEN SUBMITTED TO AND EVALUATED BY THE MT. SAC ADMISSIONS OFFICE.

PLEASE SELECT YOUR CHAPTER OF BENEFITS:

- CHAPTER 30 – MGIB CHAPTER 33 – POST 9/11 CHAPTER 1606 – RESERVES (NON-ACTIVATED) VRAP
 - CHAPTER 31 – VOC REHAB. CHAPTER 35 – DEPENDENTS CHAPTER 1607 – ACTIVATED RESERVES
- CASE #: _____

SEMESTER & YEAR APPLYING FOR:

- FALL _____ WINTER _____
- SPRING _____ SUMMER _____

PLEASE LIST THE CLASSES AND THE AMOUNT OF UNITS YOU ARE REQUESTING CERTIFICATION FOR:

- | | | | |
|----------|--------------|----------|--------------|
| 1. _____ | UNITS: _____ | 5. _____ | UNITS: _____ |
| 2. _____ | UNITS: _____ | 6. _____ | UNITS: _____ |
| 3. _____ | UNITS: _____ | 7. _____ | UNITS: _____ |
| 4. _____ | UNITS: _____ | 8. _____ | UNITS: _____ |

I, _____, understand that any semester/session I receive benefits for under U.S. Code, Title 38, and withdraw or reduce my unit load I must notify the Department of Veterans Affairs via Mt. SAC Veterans Services Center. I understand that I must work directly with the Department of Veterans Affairs regarding the election of benefit type, initial and continued eligibility for selected benefits, and all benefit payment inquiries. I understand that it is my responsibility to confirm with the Department of Veterans Affairs the required pursuit/training time for benefit consideration. I understand I must submit a "Request for Active Educational Benefits" form, a copy of the current semester's receipt, and have a current and complete educational plan on file with the Mt. SAC Veterans Services Center each semester in order to request that my educational benefits remain active.

By signing below I verify I have read and understand the statement above; give Mt. San Antonio College permission to notify and furnish any information requested by the VA Administration regarding this claim; and that all information provided herein is true and correct.

Signature: _____

Date: _____

OFFICE USE ONLY:	Staff Initials: _____	Date Received: _____
	Certifying Official: _____	Date Certified: _____

STATEMENT OF OBLIGATION & RESPONSIBILITIES FORM

By signing this form you, the student Veteran/Dependent, understand that you must meet all obligations and responsibilities stated on this form in order to be eligible to request your VA educational benefits while attending Mt. San Antonio College. This form is required for all first-time applicants for the use of VA benefit request processing at Mt. SAC (regardless of VA benefit use at a prior institution).

OBLIGATIONS & RESPONSIBILITIES TO THE VETERANS SERVICES CENTER AT MT. SAC:

- **Transcripts** - You must have your official transcript(s) from all previous colleges attended turned in to Mt. SAC's Admissions & Records office and evaluated prior to submitting a request for VA educational benefits processing. You must pick up a *Veterans Transcript Control Card* from the Veterans Services Center and an *Evaluation Request Card* from the Admissions & Records Office prior to turning in your transcripts to the Admissions & Records office.
- **Declaring a Major or Certificate Program** - You must declare a major, certificate program or transfer goal, and continue to make satisfactory progress toward completion of your educational goal. If satisfactory progress is not maintained, the school may place you on probation and the VA will be informed of your progress status. (Consult the school catalog for specific probation information.)
- **Educational Plan** – You must obtain a comprehensive Educational Plan from the Counseling Department on campus in order to request the processing of your benefits. You must have a current and complete Educational Plan on file with the Mt. SAC Veterans Services Center at all times, abbreviated plans will not be accepted.
- **Changing Majors/School** - If you decide to change your major you must make an official change to your Educational Plan with a Counselor's approval. If you are changing schools, you must complete a change of program and or place of training form, **VA Form 22-1995** (Available on-line at www.ebenefits.va.gov).
- **Each month** – **Chapter's 30, 1606, and 1607** must verify their enrollment online or by phone, on the last day of every month that they are enrolled by calling **(1-877-823-2378)**, or by visiting <https://www.gibill.va.gov/wave/default.cfm>. **If you do not verify you the VA will not process payment, pending eligibility.**

***Chapter's 31, 33, and 35 do not need to verify monthly, these chapters receive automatic payment.**
- **Every Semester** - After registering you must fill out a *Request for Active Benefits* form, available online at: www.mtsac.edu/veteran, or in the Veterans Services Center on campus. You must also submit a copy of your schedule/receipt(#11 on your Student Tab - <https://myportal.mtsac.edu/cp/home/displaylogin>).
- **If you do not fill out the *Request for Active Benefits* form EVERY semester, your benefit request will not be processed.**
- **Military PE Credit (Veterans Only)** - If you elect to use your military service as P.E. credit, you may be eligible to receive 4 upper division units towards your educational goal. It is at your discretion if you choose to receive this credit. VA will only pay for P.E courses **required** for your major/certificate.

- **Course Applicability** – You must have a current and complete educational plan on file with the Veterans Services Center at all times. Only REQUIRED courses that satisfy requirements outlined by your Educational Plan can be certified for VA purposes. Courses that do not fulfill a program requirement cannot be certified for VA purposes.
- **Incomplete Courses** - If you receive an **incomplete** grade in an approved course that you are receiving VA benefits for, you must complete the required coursework within **one (1)** year. If you do not complete this coursework you will receive a grade as agreed to by the instructor, which may result in an over payment. (Consult the school catalog for specific information regarding an incomplete grade.)
- **No Credit and Withdrawals** - You may be required to reimburse the VA for any money received for a “No Credit” or “W” that is issued. You must immediately notify the Mt. SAC Veterans Services Center of any change in units. If the VA is not notified promptly of your withdrawal, an over payment may result.
- **Punitive Grades** - If you receive a punitive grade (F Grade), in a course that you are receiving benefits for, and you did not attend throughout the entire semester, did not drop the course in a timely manner, or did not complete the final, **you will be liable for any overpayments.** By signing below, you agree to respond to all correspondence sent by the Veterans Services Center to you regarding punitive grades.
- **Mt. SAC Catalog** - It is your responsibility to be familiar with the information contained in the Mt. SAC catalogue, “*Key Dates to Remember*”, and to be familiar with the college’s matriculation, registration, retention, academic information, and campus regulations.
- **Change of Address or Telephone Number** - It is your responsibility to immediately notify Mt. SAC’s Veterans Services Center and the Admissions & Records Office if you change your address and/or telephone number.
- **Required Training Time/Rate of Pursuit** – It is your responsibility to confirm with the Department of Veterans Affairs the required pursuit/training time for benefit consideration during standard AND nonstandard enrollment periods (short-term courses during fall and spring, winter and summer terms, etc.).
- **Mt. SAC Email** – All correspondence from the Veterans Services Center will be sent via your campus email account. It is your responsibility to check your campus email regularly.

By signing below you understand and agree that you are liable for any over payment caused by the processing of your benefits and/or your failure to abide by the above stated obligations and responsibilities.

Date

Print Name

Signature